

**Proposed Revision to
University Handbook
Section C1 – C6: Faculty Responsibilities
Approved by Faculty Senate Faculty Affairs on October 17, 2023
Approved by Faculty Senate on November 14, 2023**

Rationale: In an effort to align the handbook with faculty activity in the area of engaged scholarship, the Faculty Affairs Engaged Scholarship Ad Hoc Committee proposes the following changes.

Faculty Responsibilities

C1 Faculty members, as distinguished from other personnel employed by the university, are those members of the unclassified service who have the professional expertise and the responsibility for the major university endeavors of teaching, research and other creative activities, extension, directed service, and non-directed service.

Institutional excellence is enhanced by both faculty specialization and versatility in the kind of work done within and across departments and units. Faculty members will have individual responsibility profiles. However, specialization of labor carried to extremes could seriously limit the extent to which faculty would be able to meet changing needs in their departments or to meet temporary needs. Thus, a major purpose of the probationary period is to assess a candidate's versatility across and within areas of work.

Kansas State University's land grant mission is to foster excellent teaching, research, and service that develop a highly skilled and educated citizenry necessary to advancing the well-being of Kansas, the nation, and the international community. The university embraces diversity, encourages engagement, and is committed to the discovery of knowledge, the education of undergraduate and graduate students, and improvement in the quality of life and standard of living of those we serve. As such, we recognize that faculty responsibility includes activities along a continuum of mission driven scholarly activity.

When included as part of a faculty member's appointment, each of the responsibility areas below is considered in decisions for reappointment, tenure, and promotion as well as in annual merit evaluations:

C2 Teaching. Efforts to assist undergraduate and graduate students, or external stakeholders in gaining knowledge, understanding, or proficiency; for example, planning and teaching courses, advising undergraduates, or supervising graduate students.

C3 Research and other creative activities. Efforts to make original intellectual or artistic contributions through scholarship; for example, original research, creative artistry, interdisciplinary scholarly work, publicly-engaged research, guiding graduate students' research, or the use of specialized knowledge to address significant social or professional problems. For more information see [Section G](#) of the University Handbook.

C4 Extension. Efforts of the Cooperative Extension Service that provide practical, scientifically based, and useful information to Kansas residents through informal, out-of-school, non-credit education programs.

C5 Directed service. All other work that furthers the mission of and is directly related to the goals and objectives of a unit and the university, that requires academic credentials or special skills, and that is a part of a faculty member's explicit assignment. Typical positions that involve such work are librarians and clinicians-diagnosticians.

C6 Non-directed service. There are three categories: institution-, p~~Profession-, and public-~~based service. ~~Work that is directly related to the function of the unit and that provides leadership and service to the faculty member's profession or discipline; for example, holding office in a professional association or service on an editorial board of a professional journal.~~

Institution-based service. Work that is essential to the operation of the university; for example, contributing to the formulation of academic policy and programs, serving on the faculty senate, the graduate council, and committees of the department, college or university, or acting as adviser to ~~departmental~~ student organizations.

Profession-based service. Work that is directly related to the function of the unit and that provides leadership and service to the faculty member's profession or discipline; for example, holding office in a professional association or service on an editorial board or professional journal.

Public-based professional service. Efforts that are not directed service but that are the application of knowledge and expertise intended for the benefit of a non-academic audience; for example, serving as an expert witness, developing programs and providing training, or providing consultation, ~~or acting as an adviser or consultant for independent student organizations.~~

C7 Administrative duties. Faculty members also may have administrative duties, such as serving as department heads/chairs, assistant deans, and associate deans. Administrative officers may hold academic rank in a department.