

FACULTY SENATE MINUTES

February 26, 2024

The Pittsburg State University Faculty Senate met at 3:00 p.m. on Monday, February 26, 2024, with Rebeca Book, President, presiding.

Past Minutes

Minutes from the January 29, 2024 meeting were approved.

Guests

David Miller visited Faculty Senate to discuss the Institutional Review Board (IRB). The IRB deals with human subjects only and review is required if research involves human subjects. The main objective is to determine if research is being done safely and subjects are protected. The IRB handbook is available online and the website has been updated. Since 2014 no proposal has been rejected, however, proposals have been sent back for clarification. The social media policy was reviewed by ITS and PSU Counsel. In addition, information from other institutions was consulted. Institutional Compliance and Integrity can create the SharePoint or faculty may create the SharePoint and share it with Institutional Compliance and Integrity. IRB meetings are open to all and are held the 2nd Tuesday of the month at 3:30pm in Russ Hall 326. The IRB presentation can be found attached to the minutes.

Announcements

Provost and Vice President of Academic Affairs – Dr. Howard Smith

Provost Smith reminded faculty that the Associate of Arts ceremony is scheduled for this afternoon at 4:30pm at the Bicknell Family Center for the Arts. In KBOR news, they continue to work on the Math Pathways project.

PSU/KNEA –Amy Hite, President

President Hite shared that faculty should receive communication regarding an additional \$200 in Profession Development Funds for 23-24. Faculty should check in with department admins for assistance in spending or encumbering the additional funds. It was also shared that KNEA has begun planning for their 50th Anniversary. Faculty were encouraged to email Ananda Jayawardhana if they'd like to help. Lastly, KNEA is seeking nominations for a number of positions. Send nominations to Jason Clemenson.

Student Senate – Jaben Parnell, Representative

No report.

Unclassified Professional Senate – Greg Belcher, President

It was shared that UPS and USS have discussed a possible merger. Conversations will continue. In addition, service awards will be announced on February 29, 2024 at the Bicknell Family Center for the Arts.

University Support Staff – Cindy VanBecelaere, President

No report.

Faculty Senate President – Rebeca Book, President

President Book provided a KBOR and campus update. Several name changes were approved by KBOR. In addition, KBOR Performance Agreements continue to be discussed, specifically how performance will be evaluated. Lastly, the new KBOR Faculty Award was discussed. See attachment to minutes for additional details, including a complete description of the KBOR Faculty Award.

Committee Reports

Academic Affairs – Norm Philipp, Chair

The committee met on February 13, 2024 to continue work on developing syllabus guidelines. See agenda for the meeting summary.

Undergraduate Curriculum – Mary Jo Goedeke, Chair

All submissions up for review were passed and recommended for approval by Faculty Senate. See agenda for details.

All curriculum items recommended by the Undergraduate Curriculum Committee were approved.

Library Services/Learning Resources – Chris Labuda, Chair

No report.

Online and Distance Learning – Kelly Woestman, Chair

No report.

Academic Honors – Jamie Wood, Chair

No report.

Honors College – Michelle Hudiburg, Chair

No report.

Writing Across the Curriculum – Lydia Bechtel, Chair

The committee met on February 18, 2024 to discuss evaluating courses. See agenda for details.

Diversity and Multicultural Affairs – Laura Washburn, Chair

No report.

Student-Faculty – David Weaver, Chair

No report.

All University Committee – Anna Beth Gilmore, Chair

No report.

Faculty Affairs – Jonathan Dresner, Chair

The committee provided a funding update as of February 6, 2024. See agenda for details.

Constitution Committee – Mark Johnson, Chair

No report.

General Education Committee – TBD, Chair

The committee met on February 6, 2024 to continue discussing assessment of general education. See agenda for details.

Budget Committee – Mary Jo Goedeke, Chair

No report.

Academic Honesty – Norm Philipp, Chair

It was reported that two Maxient reports will be sent to committee.

Unfinished Business

None.

New Business

President Book shared that directions for the KBOR faculty award can be found on Canvas. Voting for the award will take place on March 18, 2024. Recipients will be recognized at the September 2024 KBOR meeting. A monetary award will be given in addition to travel expenses.

Open Forum

It was shared that Apply Day is April 3, 2024. There will be an awards ceremony at 11am in front of Russ Hall. Michael Woodrum from Student Financial Assistance shared that the FAFSA is available for students to complete. Faculty are encouraged to share out to students to complete the FAFSA as soon as possible. Students with any issues should consult Student Financial Assistance.

Meeting Adjourned Meeting adjourned Monday, January 29, 2024, at 4:00 p.m.



Melinda Roelfs, Recording Secretary

FACULTY SENATE MEMBERSHIP (2023-2024)

	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May
Rebeca Book, (President)	X	X	X	x	X	X			
Norm Philipp, (President Elect)	X	X	X	x	X	X			
Jordan Backs, TWL	X	X	X	x					
Tim Bailey, HPSS	X		X		X				
David Boffey, HHPR		X	X						
Paige Boydston, PSYCH		X	X	x	X	X			
Susan Carlson, At-Large									
Heather Carter, TCHL						X			
Marcus Daczewitz, TCHL	X	X	X		X	X			
Jonathan Dresner, HPSS		X	X	x	X	X			
Kristi Frisbee, At-Large		X	X	x	X	X			
Andrew George, BIOL	X	X	X	x	X	X			
Ram Gupta, CHEM			X	x	X	X			
Beth Hendrickson, Library	X	X	X	x	X	X			
Casie Hermansson, ENGML	X	X		x	X	X			
Ashleigh Heter, NURS	X	X		x	X	X			
Amy Hite, At-Large	X	X	X		X	X			
Ananda Jayawardhana, At-Large	X	X	X	x	X	X			
Karen Johnson, NURS	X	X	X		X	X			
Mark Johnson, At-Large	X		X	x	X	X			
Myriam Krepps, ENGML	X	X	X	x	*	X			
Joseph Labuda, MIL		X							
Kris Lawson, At-Large	X	X		x	X	X			
Janet Lewis, ART	X	X	X	x	X	X			
Kristen Livingston, COMM	X	X	X	x	X	X			
Kristen Maceli, KUSB	X	X	X	x	X	X			
Dan Maxwell, ETECH	X	X		x	X	X			
Barbara McClaskey, At-Large	X	X	X	x	X	X			
Ruth Monnier, At-Large	X		X	x	X	X			
Clifford Morris, At-Large	X	X	X	*	X	X			
David Pearson, PHYS	X	X	X	x	X	X			
Steve Polley, AUTO	X	X	X	*	X	X			
Jason Reid, TWL	X	X	X	x	X	X			
John Ross, MUSIC	X	X							
Kent Runyan, At-Large	X	X	X	x		X			
Ashley Shaw, TCHL	X	X			X				
Kyle Thompson, WGS	X	X	X	x	X	X			
Scott Thuong, MATH									
David Weaver, KUSB	X	X	X	x	X	X			
Gail Yarick, At-Large	X	X	X	x	X				
USS Senate Representative		X							
UPS Senate Representative			X	x	X	X			
Student Government Representative			X						
Student				x					

*Substitutes: 12/11/23, Brian Welch/Clifford Morris, Dave Ferguson/Steve Polley; 1/29/24, Myriam Krepps/Eric Rojas;

IRB Presentation to Faculty

Senate

02/26/24

Policy Assurance Handbook

- *Who are the current IRB members and how are they appointed?*
- *What are the terms for the members? Do they receive training? CITI training?*
- *What is the purpose of the IRB? Is the purpose of the IRB to question research methods or is it to determine if the project is exempt or not from IRB? A follow-up question would be, is the IRB approving articles for submission or seeing if we are protecting participants?*
- *When should IRB applications be filed?*

All these answers are on the IRB website or in the Policy Assurance Handbook, which is available on the website.

Institutional Review Board Overview &

Purpose

What are the repercussions to the University if we violate IRB requirements? Ethically speaking, how does the IRB even know if projects are taking place or not? In some fields, researchers may not even realize they need IRB approval and may perform research without any submission to the IRB. Or what are consequences if researchers work around the IRB and work with other institutions?

The definitions of **Research** and **Human Subjects** are in the Policy Assurance Handbook, available on the IRB website.

Any time Research is being conducted on Human Subjects, it is up to the researcher to know the regulations surrounding their research and what they must do to adhere to those regulations.

Violations of Human Subjects Research (HSR) Policies

- Repercussions to the Principal Investigator:
 - Suspension of current research while under investigation
 - Potential loss of funding from Federalwide Assurance (FWA) agencies
 - NASA, Department of Commerce, Department of Education, Department of Veterans Affairs, Department of Health and Human Services, National Science Foundation, etc
 - Example:
 - Feb. 2019
 - Columbia University Medical Center
 - Population was Underserved Persons Living with HIV
 - Study coordinator emailed 145 study subjects using CC instead of BCC
 - Some names were recognized, and a complaint was filed with OHRP
 - Actions taken:
 - Sponsor notified
 - Recruitment put on hold
 - Extra training for study personnel
 - Apology letter sent to subjects
 - Study coordinator was terminated

<https://www.hhs.gov/ohrp/compliance-and-reporting/determination-letters/2019/february-5-2019-columbia-university-medical-center.html>

Violations of Human Subjects Research (HSR) Policies

- Possible repercussions to PSU:
 - If we eliminate the IRB, we lose access to HSR funding and must stop HSR
- If we lost the IRB (e.g. for repeated violations/loss of institutional control)
 - Possible loss of Federalwide Assurance status
 - Potential loss of funding from Federalwide Assurance (FWA) agencies
 - Possible loss of accreditation on ethical grounds (HLC Accreditation Criterion 2.E)
 - Possible loss of access to Federal Student Aid (FSA)

Communication and Feedback:

- *What is the best way to communicate with the IRB if there are questions about applications or projects?*
 - IRB@pittstate.edu, FAQ on the website
- *Will the website be updated for 2023-24?*
 - There was an error in the Search function of pittstate.edu that took you to an old page; ITS has repaired the issue
 - Search “IRB” on pittstate.edu
 - pittstate.edu > Info For > Faculty and Staff Resources > Institutional Compliance and Integrity (ICL, under Academics and Research) > Research
- *When will training for all employees take place? Or how can we encourage more participation on the IRB from tenured faculty to reduce any possible institutional vulnerability?*
 - CITI training and study of Policy Handbook and Belmont Report can occur at any time
 - PD Day activities have been offered in the past
 - Dissemination of information from Deans/Chairs/Directors
 - ORAC Tidbits in Pitt State Daily

Application Process:

- *What are the most common mistakes made when filling out the IRB applications?*
 - Missing or incomplete forms/documentation/signatures
 - Sections of application left blank
 - Inappropriate research start date
 - Insufficient description of research protocol
- *Is there a rubric for IRB proposals?*
 - No Rubric. Applications are not scored or pass/fail. There must be enough information to determine if the human subjects will be adequately protected.
- *Or could there be a pre-screen to help save time?*
 - Larger institutions have dedicated personnel.
 - Some pre-screen for documentation completion, missing forms, etc. done by ICI (formerly ORAC)
 - Currently it's all being done by volunteers
 1. Student PI (if applicable)
 2. Faculty PI/Sponsor/Thesis Committee
 3. Department Reviewer
 4. IRB Chair
 5. IRB Members
- Anyone wishing to become a Department Reviewer can volunteer at IRB@pittstate.edu.

Application Process:

- *What percentage of IRB applications are filled out by students without difficulty? And/or what are the percentage of applications accepted/rejected?*
 - Don't know an exact percentage of students, but it's significant: estimate >50% have some student involvement
 - To my knowledge, no applications have been rejected since 2014
- *Does the administrator signature on the IRB application, signify their approval or their acknowledgment that they have been notified of the research?*
 - IRB Chair signs once research has been approved by Full Board or the appropriate sub-set of IRB members (Full or Expedited).
 - No IRB Chair signature for Exempt protocols, but the study number will not be issued until all outstanding issues have been addressed.
- *If it signifies their approval, what will happen if they did not approve of research study for some grounds outside of the scope of the IRB process?*
 - IRB cannot reject an application on grounds other than Human Subjects safety

Social Media & Data Storage Policies

- *What breaches in data security, especially in regard to research, as [sic] PSU and/or PIs at PSU experienced in the last 5 years?*
 - IRB not qualified to answer that question, but the thought was to be proactive to prevent it in the first place.
- *Do ITS or legal counsel play any roles in the policies?*
 - Yes. Both were reviewed by ITS and by the PSU General Counsel
- *What is the context and background behind the social media and data storage policies that were effective immediately in October?*
 - Recent rise in digital security lapses, including, but not limited to
 - City of Pittsburg (09/2023) - <https://www.pitks.org/news/city-of-pittsburg-experiences-cybersecurity-incident/>
 - Kansas Courts (10/2023) - <https://www.bleepingcomputer.com/news/security/kansas-courts-confirm-data-theft-ransom-demand-after-cyberattack/>
 - In line with recent measures by State and KBOR to increase digital security (e.g. adoption of Duo 2FA)
 - Both Social Media and Data Storage models were diffused and difficult to trace in case of audit, with varying levels of security
 - Social Media users may feel that they are more protected by EULA than they are
 - Cited in CTTI Training Quiz question
 - "The paper says that users provided tacit consent to be used in research studies when they signed up for Facebook and agreed to Facebook's Data Use Policy." (<https://venturebeat.com/social/facebook-secretly-experimented-with-the-moods-of-7000000-of-its-users/>)
 - Original study in *Proceedings of the National Academy of Sciences* (<https://www.pnas.org/doi/full/10.1073/pnas.1320040111>)

Example IRB Social Media Policies from other Institutions

While not all institutions require centralized administration of the recruitment materials, the IRB, its support staff, and ITS thought it would be beneficial to maintain a higher degree of access to the recruitment materials in case of an audit.

UPenn Medicine (<https://irb.upenn.edu/wp-content/uploads/2023/02/Penn-Medicine-Social-Media-Handbook.pdf>) (emphasis mine)

- *"This guidance is intended for Centers, Institutes, Departments, Divisions or other groups – not individual faculty members or staff – aiming to create social media accounts representing the activities and interests of their group as part of Penn Medicine."*
- *"The Penn Medicine Social Media Committee recommends that you create a page rather than a group or profile for your department or program."*

By requiring that PSU researchers to post from a PSU sponsored page, we are giving participants or the owners of "private spaces" an extra layer of assurance that they are giving their data to an official representative rather than some random individual with a red and yellow gorilla face as their avatar.

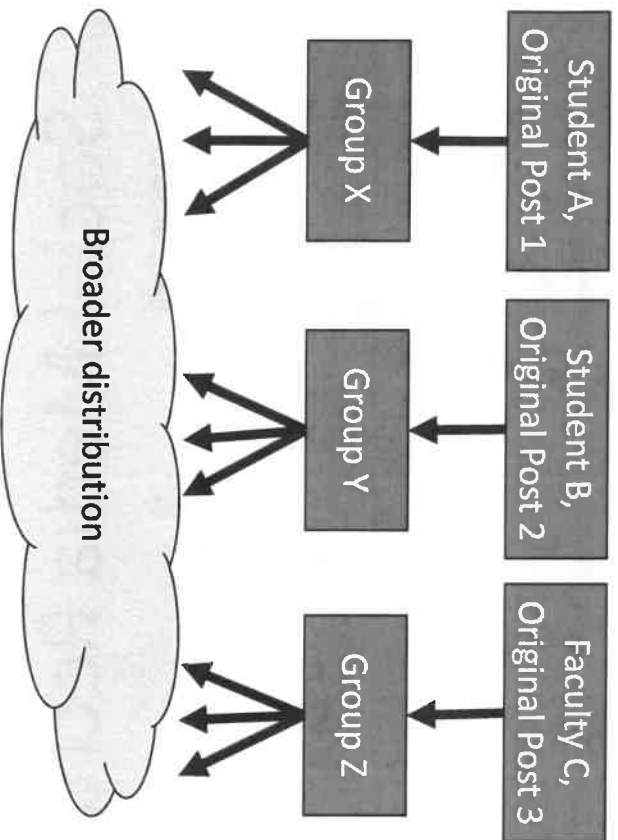
Columbia Teachers College (<https://www.tc.columbia.edu/institutional-review-board/how-to-submit/guides--resources/notes-on-recruitment-materials/>) (emphasis mine)

- *"Some online spaces (e.g., forums) may be visible to the public, but participation requires the user to meet certain criteria or have a specific role. These space [sic] are considered private spaces. This includes Facebook groups in which an administrator confirms you have a certain quality that allows you to be part of the group once terms of use are agreed to (e.g., "You must be a resident of Morningside Heights to be a part of this group"). If you are a part of a private group under a different role (e.g., Morningside Heights resident), you may not be able to post your recruitment materials for research purposes unless you disclose your researcher status to the moderators and group prior to posting. For private groups, it is always best to ensure you have full permission from the moderators to post as a researcher."*

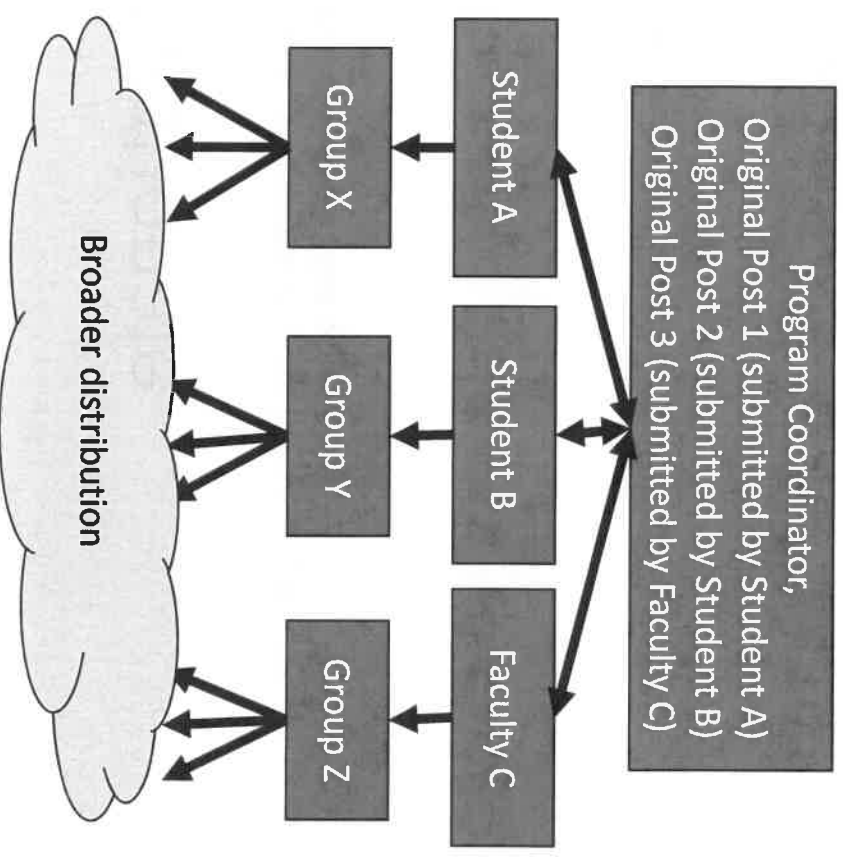
Considering that these and other guidance documents are dozens of pages long and include mandates to collaborate with Social Media Committees, it would seem that ours is much less restrictive than it could have been.

Social Media Recruitment

Old Way



New Way



Social Media Recruitment Rationale

- What it IS
 - A requirement to use more secure RESEARCH tools such as Survey Monkey/Qualtrics/Google Sheets
 - A requirement that all social media posts originate from a PSU-controlled account
 - “Roots of the tree in PSU soil”
 - Increased protection for
 - Study participants
 - Research team members
 - PSU
- What it is NOT
 - A ban on use of social media as a RECRUITING tool
 - A ban on convenience/snowball/any other type of recruitment methods
- Will consider other uses on a case-by-case basis
- Named Position rather than Named Individual (e.g. MECET Coordinator vs. David Miller)
 - Easier to reassign control of account in the event of staff turnover
- Accessibility and control by PSU faculty/staff
 - Allows PSU to have traceability and access to the original advertisement and can modify/remove/access that flyer more easily (e.g. in case of audit or revision to protocol)

Example IRB Data Policies from other Institutions

University of Minnesota: ([https://research.umn.edu/sites/research.umn.edu/files/hrp-103 - investigator manual google doc.pdf](https://research.umn.edu/sites/research.umn.edu/files/hrp-103_-_investigator_manual_google_doc.pdf)) (emphasis mine)

- *"In order to manage data security risks, units and University community members must ensure that their electronic devices and other resources which store, transmit, or process University information meet the information security processes and standards contained in the Information Security Policy. For most types of Human Subject research University policy requires that a professional IT organization manage the systems or that an exception to University policy is filed. If you manage your own research data storage or IT systems, a gap analysis to the University information security standards is required. This may also be useful for a Data Management Plan."*
- They go on to list links to guidance and procedures, including security features on devices and 2FA.

San Jose State: (<https://www.sjsu.edu/research/docs/irb-data-management-handbook.pdf>) (emphasis mine)

- *"Storing data on personal devices exposes a PI to greater liability if the data are inadvertently exposed. Unless an external vendor has been properly vetted, protected data (e.g., level 1 or level 2 classification) should be stored on institutional devices or servers where access is limited by technical and procedural controls. Limiting data storage to campus devices and services also mitigates additional choices that researchers must make about storage when campus resources are not used, such as:*
- as:
 - *Is the data backed-up with a mechanism for recovery? Where are the back-ups stored?*
 - *If using a free cloud storage service, is it truly free or does the vendor have access to data in a way that negatively affects the privacy of human subjects? Is the storage solution suitable for research data? What are the risks and the costs? How does a cloud storage service safeguard customer data? Does the cloud service provider store data outside the country? Does the cloud service provider have a reasonable mechanism for retrieving data once you no longer require their services or they go out of business?*
- *CSU [California State University] Policy: "Employees must not store or transmit protected University data using services hosted by third parties which do not have a contract in place with the campus or its Auxiliaries, such as personal cloud accounts" (CSU Information Security Manual, Section 8065.S003, 2017, p. 1).*
 - *Will data be stored on a portable device (including a mobile phone) or removable media?*
 - *How/where will such devices be stored?"*

UPenn has links to the NIH data policies and to a data management tool used by their faculty: <https://irb.upenn.edu/homepage/social-behavioral-homepage/guidance/types-of-social-behavioral-research/ni-h-policies-for-data-management-and-sharing/>

Data Policy Rationale

- What it IS
 - Definition of best practices when storing data digitally to allow increased security and access by PSU personnel in case of audit
 - Increased protection for
 - Study participants
 - Research team members
 - PSU
- What it is NOT
 - A way for PSU or the IRB to censor, edit, or otherwise limit your data
- Using an online file service (OneDrive/Teams/SharePoint/equivalent) is:
 - Much more secure than a personal device (hardware loss/failure, ransomware attack)
 - Much easier to track down than 3 dozen “password protected flash drives” that currently store much digital data on campus
- Named Position rather than Named Individual (e.g. MECET Coordinator vs. David Miller)
 - Easier to reassign control of account in the event of staff turnover

General Questions

- *What is the definition of social media by the IRB? Can recruitment for research be done on social media? What are the constraints? Is qualitative gathering through Zoom allowed?*
 - Would depend on the specifics of a given application.
- *Regarding the use of social media in research, I would like clarification. There are various ways that social media can be 'used' in research. Which of the following ways are allowed, if any?*
 - a) *Posting to one's personal social media with a link to a landing page that leads to a survey.*
 - b) *Posting to one's personal social media to share an invitation sent through an official PSU social media account, as in boosting that initial post by sharing it to one's personal account.*
 - c) *Archival research involving the analysis of existing posts on social media, where nothing additional is being asked of any human subjects, and the researcher is analyzing text as it appears online.*
 - Would depend on the specifics of a given application.
- *What if a researcher desires to use a social media platform where there is not a departmental or university social media account (i.e. Blue Sky)? What is the policy and procedure for that?*
 - Would depend on the specifics of a given application.

Questions/Suggestions/Applications
to

IRB@pittstate.edu

Appendices

Federalwide Assurance (FWA) for the Protection of Human Subjects

- “These terms apply whenever the Institution becomes engaged in human subjects research conducted or supported* by any U.S. federal department or agency that has adopted the Common Rule, unless the research is otherwise exempt from the requirements of the Common Rule or a U.S. federal department or agency conducting or supporting the research determines that the research shall be conducted under a separate assurance.”
 - [*For the purposes of the FWA, federally-supported means the U.S. Government providing any funding or other support.]
- The reference in the U.S. Code of Federal Regulations is shown below for each U.S. federal department and agency which has adopted the Common Rule:
 - 14 CFR part1230 – National Aeronautics and Space Administration
 - 15 CFR part 27 – Department of Commerce
 - 34 CFR part 97 – Department of Education
 - 38 CFR part 16 – Department of Veterans Affairs
 - 45 CFR part 46, subpart A – Department of Health and Human Services
 - 45 CFR part 690 – National Science Foundation
 - 49 CFR part 11 – Department of Transportation

<https://www.hhs.gov/ohrp/register-irbs-and-obtain-fwafwas/fwa-protection-of-human-subject/index.html>

Types of Determinations

<https://www.hhs.gov/ohrp/compliance-and-reporting/types-of-determinations/index.html>

HLC Accreditation criteria

- HLC Accreditation Criterion 2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.
 - Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
 - The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
 - The institution provides students guidance in the ethics of research and use of information resources.

<https://www.hlcommission.org/Policies/criteria-and-core-components.html>

Accreditation requirement for FSA

- “Generally, a school must be accredited or preaccredited by a nationally recognized accrediting agency or association (both referred to here as agencies) to be eligible [to participate in the Federal Student Aid (FSA) programs]” .

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2020-2021/vol2/ch1-institutional-eligibility>

Data security on socials

- <https://www.vox.com/recode/2022/10/27/23427106/elon-musk-twitter-privacy-settings-data-direct-messages>
- <https://www.usatoday.com/story/tech/2022/11/02/twitters-data-privacy-musk/8242592001/>
- <https://www.latimes.com/business/lazarus/la-fi-lazarus-facebook-cambridge-analytica-privacy-20180320-story.html>
- <https://www.cnn.com/2024/02/14/tech/new-york-city-sues-social-media-platforms-youth-mental-health/index.html>

Updates:

1. Updates from KBOR

- Following passed:
 - name change of BS in Social Work to Bachelor of Social Work (BSW)
 - name change of BBA in Computer Information Systems to BBA in Data Science & Information System
 - name change of MS in Teaching to MS in Curriculum & Instruction

2. Academic Degree Maps

3. Performance Agreement Updates

4. KBOR Faculty Awards – Tenured and Tenure/Track

5. Coming down the road . . . new major – Supply Chain Mgt.

Criteria for the Annual Kansas Board of Regents Faculty of the Year Award

Nominees

Eligibility is restricted to faculty meeting the following requirements:

- Full-time, tenured or tenure-track faculty
- Demonstrate one's teaching, scholarship/research, and service over the preceding academic year* have exemplified excellence and commitment to the mission of the institution. (*confirmed by the dean of their respective college*)
- Have not received the annual KBOR Faculty of the Year Award in the previous two (2) years.

Nominations

Nominations must adhere to the following guidelines to be accepted:

- Nominations may only be submitted by a faculty senator employed at the same institution as the nominee during the preceding academic year. *
- A faculty senator may submit two nominations per year, one for a tenured faculty and one for a tenure-track faculty.

Submission

- Nominations must be submitted to the "Faculty Senate KBOR Faculty of the Year Awards Committee." See first bullet under **Selection**.
- Nominations are due by March 15th of the awarding year. #
- Nomination includes nominee's name, academic department, and distribution of their workload for the academic year in which they are being nominated.
- Nomination includes the nominator's name, academic department, and position held at their institution.
- A summary not to exceed 500 words of the nominee's accomplishments including evidence to support the nomination.

Suggested examples of supporting materials/evidence:

Scholarship/ Research	<ul style="list-style-type: none">• Papers, monographs or other publications• Works in progress• Juried or invited exhibitions.• Reviews of creative work
Service	<ul style="list-style-type: none">• University Service (Conducting educational studies/investigations; Outreach; Board of Regents System; University-wide or College-wide; Departmental)• Offices held in academic, professional, and scholarly societies• Public and/or governmental service activities• Consulting activities• Community service
Teaching	<ul style="list-style-type: none">• Course load data• Master's degree committee memberships• Theses directed or student advising• Preparation of instructional media• Institutes, workshops, and other programs attended

- It is at the discretion of each institution if additional materials may be required.

Selection

- The Faculty Senate at each institution shall have a committee consisting of current full-time faculty (including the Faculty Senate President as ex-officio member) to collect and review the applications for the KBOR Faculty of the Year Awards (KBOR Award Committee). This committee will verify with the dean of the respective college that the nominee is in good standing with the university and their academic department, that the nominee's teaching, scholarship/research, and service over the preceding academic year have exemplified excellence and commitment to the mission of the institution, and verify the nomination is valid and complete. Incomplete nominations or lack of a dean's validation will not be considered. It will be at the discretion of each university KBOR Award Committee on how the final selection will be made.
- Any acting KBOR Award Committee members will recuse themselves (excluding the Faculty Senate President) from the review and selection process if they have been nominated for the award. The Faculty Senate President will appoint a replacement to serve on the KBOR Award Committee.

Kansas Board of Regents (KBOR)

- The names of the two award recipients determined by each university's KBOR Award Committee (*one tenured faculty and one tenure-track faculty*) will be provided to the Chair of the Counsel of Faculty Senate Presidents (COFSP). The Chair of the COFSP will submit the names of all award recipients to the Kansas Board of Regents by May 15th of the awarding year.
- The Kansas Board of Regents will review and approve/reject the award recipients provided by the Chair of the COFSP during the annual KBOR August retreat.
- Faculty receiving awards will be notified prior to the September KBOR meeting (typically Wednesday of the 3rd week of September)
- Awardees are highly recommended to attend the September KBOR meeting to be recognized for their achievement.

* (e.g., 2024 award - August 2022 through August 2023)

(The date may be adjusted per institution so long as selection and Faculty Senate approval are completed before May 15th of the awarding year.)