THE UNIVERSITY OF KANSAS
DEPARTMENT OF CHEMICAL AND PETROLEUM ENGINEERING
Policy and Planning Documents

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OVERVIEW

Department of Chemical and Petroleum Engineering University of Kansas

INTERNAL ORGANIZATION AND PROCEDURES

The Department supports two educational programs, Chemical Engineering and Petroleum Engineering, granting B.S., M.S., and Ph.D. degrees and contributes to the granting of M.E. and D.E. degrees within the School of Engineering. In addition it supports the Petroleum Management M.S. degree program in cooperation with the School of Business.

The professional staff of the Department consists of:

a. Persons who hold regular appointments within the University at the rank of assistant professor or above—hereinafter called regular faculty.

b. Designated persons who hold Professional Research Associate appointments (Unclassified Academic Staff) in related organizations such as the Tertiary Oil Recovery Project or the Kansas Geological Survey—hereinafter called research faculty. See Item 5b.

c. Designated persons who hold courtesy faculty appointments—hereinafter called courtesy faculty.

d. Designated persons who hold adjunct faculty appointments—hereinafter called adjunct faculty.

e. Designated persons who hold ad-hoc faculty appointments—hereinafter called ad-hoc faculty.

In those cases where a person is to teach a formal course, that person must first be appointed to an equivalent courtesy faculty position for the academic year of the teaching activity.

For research faculty, the academic equivalent of an Associate Research Engineer/Scientist is Assistant Professor, a Research Engineer/Scientist is Associate Professor, and a Senior Research Engineer/Scientist is Professor. See Item 5c.

Major or policy decisions are made by the professional staff plus two student representatives, one from the undergraduate program and one from the graduate program.
with certain restrictions as described below. Such decisions are made at staff meetings, usually by consensus, but occasionally by vote.

**Decision-Making Areas:**

1. **Curricular Matters:**

These matters include curriculum changes, course revisions, formulation of new courses, and academic standards. The policy is normally drafted by a departmental curriculum committee but may be revised by and must be approved by the regular faculty and student representatives. Courtesy and research faculty are encouraged to participate in the discussion but do not vote on the final decisions.

2. **Use of Physical Resources:**

All physical resources, including space, are available to all professional staff members for university-related use so long as no conflicts arise. In the unusual situation where a conflict cannot be resolved between the parties concerned, the departmental chair has final authority.

**Space Assignment and Utilization**

The amount of space assigned to the CPE department is limited and subject to changing demands and expectations as programs evolve or contract, and new faculty replace faculty members who no longer require the research space. The following are the guidelines on allocation of department space. First, it is important to affirm that space is not assigned permanently to a faculty member. With the exception of one private office, the use of all research and instructional space is subject to periodic review.

The following criteria will be used to evaluate the use of research space:

1. Sustained record of thesis/dissertation production from the space allocated to research.

2. A quality research program as evidenced by a continuous record of publication in refereed journals.

3. Funding of the research program. In accordance with the School of Engineering space criteria, "funded projects will have priority over other projects".

4. Space for new faculty must be made available to enable them to develop a research program which will meet these criteria.

Under these criteria the following uses of space would be inappropriate:

Situations where faculty have two offices in Learned Hall-i.e. an academic office and a "research office".
Retention of space by storing equipment which is not associated with an active research program described by the above criteria.

**Implementation of Space Policy**

When concerns relative to space needs or utilization arise, the department chair will inform the faculty of these needs and outline potential solutions. Affected faculty members will be informed and will be asked to indicate the impact of the proposed space reallocation on their research program. If the affected faculty member(s) wishes to contest the proposed reallocation, the faculty member(s) will be asked to provide a written justification of needs for the space with specific reference to the criteria indicated above. The written justification must be submitted within three weeks from the initial introduction of the proposed reallocation. The written justification will be reviewed by the department faculty and a recommendation will be made to the department chair.

**3. Budgetary Matters:**

With the exception of certain grants or contracts, the departmental chair has final authority but may be aided in the decision by consultation with the professional staff. Individual professional staff with grants or contracts have the budgetary authority as specified by their particular grant or contract.

**4. Merit Salary Evaluation**

The department chair submits the evaluation procedure to the faculty for review, modification and approval in February each year. Upon approval of the evaluation procedure the department chair is responsible for evaluation and assignment of merit salary increments.

**5. Personnel Appointments:**

a. Regular Faculty Appointments:
   - A search committee consisting of four regular faculty members and one or more students appointed by the departmental chair to conduct the search in accordance with University guidelines. One of the faculty members will be from outside of the department. This committee screens all applicants and brings forward a slate of nominees for interviews with all regular departmental faculty members and appropriate University administrators. The final recommendation is made by the regular faculty plus the student member(s) of the search committee.

b. Research Faculty Appointments:
   - Research faculty appointments, usually associated with a research project, are initiated by the unit concerned in accordance with University policy. Approval by the regular faculty is not required for hiring as a Professional Research Associate within the unit, but is required for designation as a member of the research faculty. Hence at least one regular faculty representative not associated with the research project should be included on the selection committee for the position if it is anticipated that such designation might be
appropriate. Under most circumstances research faculty will be expected to be involved with the graduate program. A courtesy appointment at the equivalent rank in the department is desirable to afford a meaningful link between graduate research and academics.

c. Courtesy / Adjunct/Ad-Hoc Faculty Appointments:

Persons to be considered for a courtesy, adjunct or ad-hoc appointments must be nominated by a faculty member in the department.

First-time appointment of a person to such post must be approved by the regular faculty. Subsequent appointments (annual) of the person are made on a routine basis by the departmental chair preceded by an announcement to the staff of the proposed appointment. In a case where objections are raised, the regular faculty must reapprove the appointment.

The department will define the rights, responsibilities and privileges for those granted a courtesy, adjunct or ad-hoc appointment, taking into account proper University procedures and policies for such affiliations. It is expected that a person who receives a courtesy, adjunct or ad-hoc appointment would be nominated to the Graduate Faculty and would participate in advisory and dissertation committees as a member of the Graduate Faculty.

With approval from the Graduate School, a person holding a courtesy, adjunct or ad-hoc appointment can chair a thesis / dissertation committee under the sponsorship of a regular faculty member.

d. Unclassified Student Appointments (Grant or Contract):

The principal investigator has the authority to hire staff subject to University policy.

e. Promotion and Tenure (Regular Faculty):

For each individual under consideration, a team from the regular faculty is appointed by the department chair to help prepare the supporting documentation in collaboration with the nominee and to act as an advocate(s) in presentation of the materials to the promotion committee. A departmental promotion and tenure committee consisting of all regular faculty with rank higher than the nominee reviews the case and forwards its recommendation through appropriate channels to the University Committee on Promotions and Tenure.

f. Promotion (Research Faculty):

Administration of the nomination is accomplished within the unit concerned according to University policy. The departmental staff may be supportive to the process but does not review the case.

g. Selection of Departmental Chair

Procedures outlined in the Faculty Handbook (Appendix, Section IV) are followed. Departmental members of the search committee are elected by the regular faculty. The committee has approximately 20% student representation. The Departmental Chair normally serves a five year term.

6. Faculty Responsibilities
Faculty responsibilities are identified in the Faculty Handbook of the University of Kansas, Article IV. Of the many responsibilities, Article IV. 3 is enumerated because of its importance in faculty-student relations:

3) A member of the faculty is expected to meet classes at the regularly scheduled hour and to carry out his or her other academic responsibilities. If a faculty member considers it necessary, for sound academic reason, to move a class to another time, advance notice must be given to the class and arrangements must be made to assure that the change does not work undue hardship on any member of the class. If prevented from meeting classes or carrying out other academic responsibilities, a faculty member must, if physically able to do so, make satisfactory advance arrangements and communicated, preferably in writing, the nature of these arrangements to his or her chairperson( or dean if the school in question is not organized departmentally). Such arrangements are subject to the approval of the appropriate chairperson or dean.

Each school must define what arrangements are considered "satisfactory" in that unit and, appropriately publicize its definition.

In the Department of Chemical and Petroleum Engineering, the following procedure will be followed:

a) In the case of illness or family emergency, the faculty member/friend or spouse should contact the chair or department secretary. If possible the faculty member will provide recommendations as to who could meet the class and the material to be covered.

b) For absences of one class period, the faculty member will submit a memo to the department secretary before the class period stating how the class will be handled.

c) For absences of more than one consecutive class period, the facultymember will inform the chair of the proposed period of absence in writing at least two weeks in advance with a detailed description of how class responsibilities will be met during the period of absence. "Satisfactory arrangements" are subject to negotiation with the chair but in all cases must be approved by the chair in advance.

d) Approval of "satisfactory arrangements" will be presumed if the chair has not responded within one week from initial receipt of the proposal for extended absence.
Revised Program Outcome Assessment Procedure

We have created tables of the program outcomes to quantitatively track for both the Chemical and Petroleum courses. These tables are attached on the next page. We developed these tables by choosing courses which emphasized certain program outcomes, then eliminating some courses from this list in order to not heavily burden any one course with a lot of outcomes to numerically evaluate. Our goal was to have each program outcome evaluated by at least two courses, and to have each course numerically evaluate at least one program outcome.

As instructors for your courses, we are asking that you choose appropriate course outcomes to quantitatively evaluate the program outcome(s) for your course as given on the table(s). This may include student performance on exam problems, homework problems, etc. We would also like you to at least qualitatively rate the remaining course outcomes as usual on the course ABET forms (the usual ones that we also hand out to the students at the end of the semester).

How you choose to evaluate these is up to you, but you must be able to justify your numerical evaluation with student performance. An overall class average for the course is not sufficient. As an example, according to the table, CPE 523 is supposed to quantitatively evaluate program outcomes 2 and 10. In the CPE 523 course ABET syllabus these relate to course outcomes 3 and 4 (syllabus attached). So, on your instructor ABET evaluation form you could numerically evaluate student performance on course outcomes 3 and 4. You could also directly relate student performance back to the original program outcomes. The remaining course outcomes 1, 2, 5, and 6, should be at least qualitatively evaluated.

Karen J. Nordheden 4/4/05
### Course Information

**Course:** CPE 523  
**Course Title:** Mass Transfer  
**Term Offered:** Spring - annually  
**Prerequisites:** CPE211, CPE511, CPE512  
**Co-req:** CPE521  
**3rd Edition Course Syllabus Prepared:** Weatherley / Southard  
**Instructor:** Southard and Weatherley  
**Credits:** 4h

### Catalog Description

Includes one credit hour of calculations laboratory. Treatment of mass transfer phenomena with application to analysis and design of unit operations equipment such as distillation, extraction, absorption, and adsorption.

### Course Objectives

1. **Apply the basic and engineering sciences to solve ChE problems, use mass transfer theory, and solve separation problems (a), (e).**
2. **Develop critical thinking skills to select and design relatively complex separation processes; e.g. multicomponent distillation, liquid-liquid extraction (c,e,k).**
3. **Demonstrate ability to use commercial software to design separation processes (a,c,e,k).**
4. **Develop teamwork skills through group computation and projects (g).**
5. **Demonstrate working knowledge of CHemE principles, processes, design, and computational techniques (k).**

### Course Topics

<table>
<thead>
<tr>
<th>Number of hours in parentheses</th>
<th>Course Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mass transfer fundamentals (8)</td>
</tr>
<tr>
<td>2</td>
<td>Gas Absorption (5)</td>
</tr>
<tr>
<td>3</td>
<td>Binary Distillation (7)</td>
</tr>
<tr>
<td>4</td>
<td>Column Design (4)</td>
</tr>
<tr>
<td>5</td>
<td>Multicomponent Distillation (5)</td>
</tr>
<tr>
<td>6</td>
<td>Liquid Extraction (7)</td>
</tr>
<tr>
<td>7</td>
<td>Membranes (3)</td>
</tr>
</tbody>
</table>

1. Conduct the appropriate material and energy balances, and use thermodynamic equilibrium relations and diffusion equations which describe a separation process.
2. Select the appropriate separation process (e.g. distillation, extraction, absorption) and the appropriate mode of operation (e.g. continuous vs. batch) to do the desired job.
3. Conduct preliminary sizing and duty calculations for separation equipment to do the job based on process constraints and conditions.
4. Utilize mathematical and graphical methods and commercial software to solve the developed process equations and design the process.

### Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Course Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Student performance on assigned homework problems</td>
<td>1 Student performance on assigned homework problems</td>
</tr>
<tr>
<td>2 Student performance on examinations</td>
<td>2 Student performance on examinations</td>
</tr>
<tr>
<td>3 Student evaluation of course outcomes</td>
<td>3 Student evaluation of course outcomes</td>
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Chemical and Petroleum Engineering Advisory Board

University of Kansas

BACKGROUND

This document is intended to provide information about the Chemical & Petroleum Engineering (CPE) Advisory Board. It will be made available to individuals who are, or will, work with the department, including prospective Advisory Board members, prospective Faculty members, Students and all interested persons and institutions.

SECTIONS

1. Advisory Board Mission Statement
2. The Role of the Advisory Board
3. Advisory Board Structure and Business Process
4. Advisory Board Members
5. Advisory Board Meetings: Focus and Actions

Section 1. Advisory Board Mission Statement.

MISSION STATEMENT

The CPE Advisory Board will provide an organized, interactive forum for communication between the professional community, the faculty, and students of the KU Chemical and Petroleum Engineering Department to achieve the highest level of Department performance.
Section 2. The Role of the Advisory Board

The role of the Advisory Board is to:

- Provide input on business and technical trends, the needs and priorities of industry, government and the professional community as they bear on the Department's mission, curriculum, course content, and research focus.

- Give guidance on Department strategies to assist the Department in maintaining effective liaisons within the University and with the professional community.

- Assist the Department in communicating Department research programs to industry and government and to other academic institutions.

- Offer guidance focused on the recruitment and placement of KU CPE graduates.

- Assist in the recruitment of CPE graduate school candidates to KU.

- Ensure awareness of Department and student needs within the professional community, and encourage broad-based industry, government and individual participation in satisfying those needs.

- Present Department students with tangible examples and role models of successful engineering careers.

- Provide feedback to Department Chair by conducting annual student interviews.

- Provide mentoring and networking opportunities to CPE undergraduate and graduate students.

- Provide a venue for Students and Faculty to practice and hone oral presentations.

- Offer advice regarding the development of consulting and sabbatical opportunities for KU faculty.

- Give guidance regarding fund raising opportunities, both private and corporate.

- Provide effective feedback to the Faculty on the processes and outcomes of the current Department education system for use in the ABET Accreditation process.

- Provide recommendations and input to the School of Engineering Dean as appropriate.
Section 3. Advisory Board Structure and Business Process

3.1 Advisory Board Meetings

Board meetings will be held twice a year at the Lawrence Campus of the University of Kansas. They will consist of a Fall Meeting and a Spring Meeting. The Department Chair and the Advisory Board Chair will organize and structure the meeting time, place and agenda. Board meetings will be called by the Department Chair or his/her designee.

3.2 Advisory Board Structure

3.2.1

The Advisory Board will consist of the Chair, Vice Chair, Secretary (designated by the CPE Department), the CPE Department Chair, selected CPE Faculty representatives, the Student President of AIChE, the Student President of SPE, a selected CPE Graduate School representative, and elected Board members. The Board will consist of at least 20 to 24 industry and academic representatives not directly connected to KU for a total membership not to exceed 35 members.

3.2.2

The Advisory Board will be directed by a Steering Committee. The Steering Committee will be selected from the Advisory Board Members. It will consist of at least eleven total members, six Board Members (non-Faculty, non-Student), the three standing subcommittee chairs (Hall of Fame Selection, Membership, and Student Exit Interview), any ad-hoc subcommittee chairs, the appointed faculty Board Secretary, and the Department Chair. The Board Members will serve 3 year terms. These terms will be staggered as to retirement date into 3 groups of two Board Members in order to maintain continuity. The Steering Committee will nominate a Chair, a Vice Chair, and two new Steering Committee Members at the Spring Meeting to be approved by the entire Advisory Board. The Chair will serve for one year. The Vice Chair will be selected from the two Steering Committee Members immediately following the Chair in order of service term. The Vice Chair will become the Chair as the Chair retires at the conclusion of the Spring Meeting. The Steering Committee Chair serves as the Advisory Board Chair.

3.2.3

Focused subcommittees, accountable to the full Board, are at times established at the discretion of the full Board. The purpose of the subcommittee is to support the goals, objectives and needs of the CPE Advisory Board and the Department. Each subcommittee will provide a one paragraph summary of the charter of their subcommittee along with any specific objectives or goals. This will be provided in an appendix to the CPE Advisory Board Charter. Status reports of the subcommittees are to be provided to the Steering Committee and full Board at the Fall and Spring meetings.

The subcommittees are transitional as the primary purpose is to serve the current needs of the CPE Advisory Board and the Department. The subcommittees can be established or terminated with a recommendation by the Steering committee and a vote of the Advisory Board. It is recommended that if one is established, it should remain in existence for at least one year. Each subcommittee will have a chair with at least one additional member. The chair of the subcommittee will be a member of the
Steering Committee. The length of term of the chair and members is established by the needs of the subcommittee.

3.3 Advisory Board Member Qualifications

Members are nominated and selected based on their demonstrated leadership, their contributions to the professional community, their ability to contribute on the Board, and their desire to serve. The goal will be to have the membership reflect and accurately represent the C&PE industry in human diversity as well as in company size affiliations and specialties.

3.4 Advisory Board Membership Term

Board Members will serve a four year term beginning with the Fall Meeting for the selected academic year. The Members term will end following the conclusion of the Spring meeting. The Department Chair, Faculty Representatives and Student Representatives will serve concurrent with their position in their respective organization. Retiring Members may be asked to serve an additional term at the discretion of the Steering Committee.

3.5 Advisory Board Membership Nomination Process

Nominations for Advisory Board membership are made by standing Board Members. The individual making the nomination is responsible for inquiring of the nominee's willingness to serve. Selection is by vote of the full Board. Diversity of background and professional experience is considered in selecting and nominating prospective members.

The Membership subcommittee has the responsibility to review the qualification of all nominees and to assess the skill set of the individual in light of the board and Department needs. The subcommittee will provide an assessment to the Steering Committee which will then determine whether the candidate should be presented to the Advisory Board for selection.

Section 4. Advisory Board Members

A current and accurate list of all Board Members and relevant information is kept in the CPE Department. This list will be made available to all interested parties.

Section 5. Advisory Board Meetings: Focus and Actions

The Fall meeting is typically strategic and information focused, with the Board reviewing and considering benchmarking and metric-related information tied to previously established long and short term Department plans. The Spring meeting is generally pointed towards long and short-term plan development and related decision making. The Spring meeting also includes the conducting of Senior Exit Interviews.

At each meeting, the Board encourages interaction with CPE students through BoardStudent luncheons/mixers and through student presentations to the Board.

Appendix 1

Membership Subcommittee Charter

The Membership subcommittee will strive to obtain a proper balance of membership on the Advisory Board to ensure a diversity of representation from industry, academia, geographic location, gender, and age. In addition, the subcommittee will proactively recruit new board members through interaction with
the C&PE department and industry representatives. The subcommittee is responsible for interactions with new members to ensure they are properly reviewed, introduced and assimilated into the Advisory Board.

**Hall of Fame Subcommittee Charter**

The Hall of Fame Subcommittee coordinates the process required to honor graduates of the Chemical and Petroleum Engineering programs at KU who have made noteworthy contributions to their fields. The Subcommittee will solicit and evaluate nominations from the Board and from the department faculty; assess nominee qualifications; present successful nominees to the faculty for approval; contact the awardees; and coordinate the award presentation.

**Student Exit Interview Subcommittee Charter**

The Student Exit Interview Subcommittee facilitates the process in which students are interviewed either individually or in a group to gain a better understanding of their experience at KU. The goal is to ensure that the students educational experience is evaluated and considered as part of the overall CPE Department’s performance in order to continuously improve the quality of education provided by the department. The major constituents and their roles are:

1. The students, who provide their opinions and feedback through questionnaires and personal interviews with Advisory Board members.
2. Advisory Board members conducting these interviews, who obtain candid and anonymous feedback from students, and provide the CPE Department Chairperson and the Advisory Board with an appropriate summary with the major issues identified during the interviews.
3. The CPE Department Chairperson and faculty, who follow up, as necessary, to address the issues, and inform the Advisory Board on the actions taken and results obtained.
1. PURPOSE

This procedure delineates the activities related to the Seniors Exit Interviews at the Chemical and Petroleum Engineering (CPE) Department at The University of Kansas. Its intent is to provide the department’s Chairperson, the CPE Advisory Board Members, and the CPE students a guide that will ensure the timely and effective execution of these activities.

2. REFERENCES

The following documents are used during these activities:

- University of Kansas – Chemical and Petroleum Engineering
- Chemical Engineering – Senior Exit Interview (ABET Questionnaire)
- University of Kansas – Chemical and Petroleum Engineering
- Petroleum Engineering – Senior Exit Interview (ABET Questionnaire)
- University of Kansas – Department of Chemical & Petroleum Engineering
- Graduating Senior Survey

These documents are updated as necessary, and the latest version of each document should be used each year.

3. SCOPE AND RESPONSIBILITIES

The responsibility for preparation, coordination, and execution of these activities relay on the following parties:

- CPE Department Chairperson, and
- CPE Advisory Board – Senior Exit Interviews Subcommittee Chairperson

This procedure is divided in three major sections:

1. Activities prior to the Senior Exit Interviews
2. Activities during the Senior Exit Interviews
3. Activities after the Senior Exit Interviews

3.1 Activities prior to the Senior Exit Interviews

These activities are conducted by CPE Department’s personnel and they are lead by the CPE Department’s Chairperson. The Chairperson may delegate any of these activities, as he/she considers necessary. The CPE Advisory Board – Senior Exit Interviews Subcommittee Chairperson also collaborates on these activities.
3.2 Activities during the Senior Exit Interviews

These activities are coordinated between the CPE Advisory Board – Senior Exit Interviews Subcommittee Chairperson, the CPE Department’s Chairperson, and CPE Department’s personnel.

3.3 Activities after the Senior Exit Interviews

These activities are executed by the Advisory Board – Senior Exit Interviews Subcommittee Chairperson. The Chairperson may delegate any of these activities, as he/she considers necessary.

4. PROCEDURE

4.1 General

4.1.1. The CPE Department Chairperson selects the Senior Exit Interviews date as the Friday prior to the Spring Advisory Board Meeting.

4.1.2. The interviews are conducted during the afternoon between 1:00 PM and 5:00 PM.

4.1.3. The interviews are 30 minutes long. However, this can be extended to 1 hour if the number of interviewers and students allows it.

4.1.4. There are two exit interview forms for each undergraduate program: (1) The Graduating senior exit interview form, and (2) The ABET exit interview form (See Section 2 – References).

4.2 Activities prior to the Senior Exit Interviews. These activities should commence approximately two months prior to the Senior Exit Interviews date.

4.2.1. CPE Department identifies how many students are in the Senior class and provides that number to the Advisory Board – Senior Exit Interviews Subcommittee Chairperson.

4.2.2. Based on this number, the Advisory Board – Senior Exit Interviews Subcommittee Chairperson decides how many interviewers will be needed.

4.2.3. CPE Department sends an email to all Advisory Board members requesting their participation and how many interviewers are needed.

4.2.4. In case that not enough interviewers volunteer, the Advisory Board – Senior Exit Interviews Subcommittee Chairperson contacts Advisory Board members personally to engage their participation.

4.2.5. CPE Department books a suite of interview rooms, based item 4.2.3. The interview rooms will be confirmed with Engineering Careers Service.

4.2.6. CPE Department places a list with the interviewers’ names in a location that the senior students can access it. Seniors must write down the time that they would like to attend and with whom they would like to interview.

4.2.7. CPE Department sends the list to the Advisory Board – Senior Exit Interviews Subcommittee Chairperson, who reviews the list and make adjustments as necessary. The goal is to have about the same number of students per interviewer, such that all interviews can finish at the same time.

4.2.8. CPE Department issues the list to the students and to the Advisory Board members/interviewers listing the date, the time, and the rooms where the interviews will take place.

4.2.9. CPE Department also provides a map with the room location and an invitation to lunch.

4.2.10. CPE Department checks the accuracy and dates of the two exit interview forms at least three weeks before the date of the exit interviews.
4.2.11. After checking a copy of each form, CPE Department sends the forms to the Advisory Board – Senior Exit Interviews Subcommittee Chairperson, for comment and approval.

4.2.12. At least two weeks prior to the interview date, CPE Department sends a copy of each form to each graduating senior student with clear instructions that the forms must be completed before the interview and returned to the CPE office at least three days prior to the interview date. This can be done by e-mail but with clear instruction that a hard copy of each completed form must be provided.

4.2.13. The CPE Department Chairperson provides suitable text to be included in the request to the students, such that they are properly informed of the purpose of the interview process and the necessity of the forms for the ABET accreditation process. The CPE Department Chairperson may choose to address the students personally (i.e., during the Design Class) in order to convey the importance of this activity.

4.2.14. CPE Department sends a reminder to students who have not returned the form by the deadline, indicating that the completed form is required before the interview.

4.2.15. The CPE Department Chairperson is kept informed of the progress of these activities and should be copied on all e-mail correspondence in connection with the above process.

4.3. Activities during the Senior Exit Interviews.

4.3.1. Interviewers meet at lunch time, prior to the interviews. At this time, Advisory Board members that have not conducted interviews previously are informed about the process, the expectations, and the interview strategies that many Advisory Board members have used in the past many years. The CPE Department coordinates this lunch session, which generally takes place in the CPE Conference Room.

4.3.2. The CPE Department provides copies of the completed forms to each interviewer for the student who they are scheduled to interview. It is important that secure copies of all the completed forms are retained in the department for the purpose of the accreditation. A few blank/spare copies of the forms will be provided at the interview venue, in case that the interviewers want to take notes during the interview process.

4.3.3. Interviewers conduct the interviews and keep track of how many students participate, as well as their names.

4.3.4. Interviewers meet at the end of the interview process to discuss major observations and results. This meeting takes place between Advisory Board members/interviewers only, and it is held, generally, in the CPE Department Conference Room. The Advisory Board – Senior Exit Interviews Subcommittee Chairperson leads this discussion and summarizes major findings/conclusions. At this time, a member of this group is chosen to prepare the formal report.

4.3.5. Interviewers meet with the CPE Department Chairperson and provide verbal feedback, with the results discussed in 4.3.4. Explicit details are provided at this time, including specific name(s) of faculty members that have been mentioned by the students, as well as specific situations that deserve attention.

4.3.6. At the conclusion of the interviews, the CPE Department checks with Advisory Board – Senior Exit Interviews Subcommittee Chairperson to ensure that they have all the necessary paperwork for the preparation of the formal report.

4.4. Activities after the Senior Exit Interviews

4.4.1. The Advisory Board – Senior Exit Interviews Subcommittee Chairperson verbally provides a summary of results of the interview process (see 4.3.4) to the all Advisory Board members the next day, during the Spring Meeting.

4.4.2. The Advisory Board – Senior Exit Interviews Subcommittee Chairperson works with the Advisory Board member in charge to prepare the formal report. The report
format will be similar to the ones prepared previously, in order to preserve the continuity of information and data to be used during the ABET accreditation process.

4.4.3. The formal report is submitted to the CPE Department Chairperson no later than 1 August, such that all findings can be discussed during the CPE summer faculty retreat.

4.4.4. The CPE Department Chairperson submits any comments to the Advisory Board – Senior Exit Interviews Subcommittee Chairperson by 15 September, such that the comments can be reviewed and, if appropriate, incorporated into the final formal report.

4.4.5. The final formal report is included in the book for the CPE Advisory Board - Fall Meeting.
AWARDS CEREMONY PROCEDURES

The University of Kansas

Department of Chemical and Petroleum Engineering

Awards Ceremony - Procedure

- This document describes the procedure which should be followed for the awards ceremony program arrangements in CPE. This supplements the existing document which describes the process by which the actual selection of the awards are made.

- Once the awardee decisions by CPE faculty are confirmed a list will be prepared comprising (1) The full title and description of each award (2) The awardees name (3) the name of the faculty member who will present the award (these are normally agreed at the last faculty meeting prior to the awards banquet) (4) the name of the advisory board member who will hand-over the certificate (these names are usually allocated at the advisory board meeting prior to the banquet).

- The awards list will contain the alumni hall of fame award in the top position.

- The remainder of the awards list will be grouped if possible according to faculty member so that the presenting faculty member need make only one appearance at the dais. This is especially important if the faculty member is presenting multiple awards. The full and complete list must be lodged with the CPE chair at the earliest opportunity and in any event at least two hours before the start of the banquet. The name of each award should be in bold type and a minimum of 14 pt font (Arial or Times Roman).

- The table program for the banquet will list the awards and the name of the presenting faculty member (but not the awardee and not the advisory board member). These must be in the same order as on the spreadsheet and any other list issued to those making the awards.

- Each presenting faculty member and advisory board member will be furnished with a document, enlisting the awards which they will make, the awardees name, and the description of each award. Each document will be headed with the name of the faculty member and the advisory board member. These should be typed in at least 14pt in Arial or Times Roman font. Each presenting faculty member will also be provided with a copy of the full awards program.

- A file of duplicate copies of all documents will be furnished with the CPE chair at least two hours before the commencement of the banquet.

- The certificates and the honors tassles will be prepared and signed by the CPE chair at least two days before the ceremony and will be lodged on the presentation dais in the exact order in which they will be presented prior to the start of the banquet.
Two separate microphones will be provided, one for the CPE chair, and one on the dais for the use of the faculty presenter. Ideally there should be a separate table adjacent to the dais, on which the certificates can be lodged together with a master copy of the program and awards list. The second microphone may be located on this table. An alternative would be for the chairperson to be furnished with a radio-microphone.
AWARDS POLICY AND PROCEDURES

Procedural Guidelines for Deciding on 2013 Student Awards

The 2013 CPE Awards Banquet will be on Saturday April 27th, 2013

For Outstanding Freshman, Sophomore, Junior, and Senior awards (separate for ChE and for PE), our faculty has in previous years considered overall performance in curricular and extra-curricular activities. By Monday March 25th, 2013 faculty member(s) responsible for presenting the candidates to the faculty (generally the ones in contact with them during the current academic year) are requested to provide Gerri Wetzel the list of students whom she should contact for obtaining resumes (generally students with CGPA > 3.25). Gerri will then e-mail the students requesting them to submit their resumes to her before April 1st, 2013. The e-mail will state the reason for the request and that students should include extra-curricular activities as well (CHEM: Fr – Laurence, Elim; So - Aaron, Susan; Jr- Aaron, Laurence, Marylee, Prajna, Bala, RV Sr- ChemE: Michael, Kyle, Marylee, Aaron, Susan, Karen, Stevin; PE: Paul, Don, Reza, Jenn-Tai, Russ, Shapour).

The current CGPA list categorized under various levels (Fr, So, Jr and Sr) in descending order (of the CGPA) will be provided to all the faculty members. (This level of classification is usually based on the total number of credit hours completed by the student and there may be a few that are actually a level lower as far as the ChE or PE program is concerned.)

The faculty member(s) present their candidates’ cases along with copies of the resumes to the faculty during a Faculty meeting to be held on Thursday, April 4th, 2013. The C&PE staff will help in making copies of the resumes and distributing them to faculty.

For Outstanding Senior Awardees, a letter of nomination (to be submitted to the School of Engineering) has to be prepared as well by a faculty member who knows the student well. These letters are due by Monday, April 8th, 2013.

Awards based on curricular performance alone (Academic Achievement Award) will be decided based on the CGPA. The AIChE Outstanding Sophomore Award recognizes a Junior student who attained the highest grade point average at the end of their Sophomore year.

For the Alpha Chi Sigma award, the number of chemistry courses taken by graduating seniors and their chemistry GPA will be compiled by the office staff and made available to faculty to decide on the award.

The Outstanding Senior Design Awards will be decided by the design instructors (Kyle/Marylee-ChE, Don-PE).

For the Merrill Jones Service Awards, the AIChE and SPE Chapter Advisors nominate candidates (Prajna, Russ).

The Kurata Award for Excellence in Thermodynamics is selected by the instructor who taught the course in the Fall (Aaron)

For the graduate student awards (Outstanding Teaching Assistant, Outstanding MS and PhD Research Awards), nomination letter along with student resume should be submitted to Carol Miner before Tuesday, March 26th, 2013.

For the Maloney Writing Award, Faculty to submit the nominations to the Chair of Graduate Standards Committee before Tuesday, March 26th, 2013. The graduate standards committee will make recommendations to the faculty at the faculty meeting on Thursday April 4th, 2013,

*It is not required that all awards be given in each calendar year.
Hall of Fame Recipients: This award is made to alumni for their contributions to this profession.

Outstanding Graduate Teaching Assistant: An award may be made to a graduate student who has demonstrated outstanding performance as a graduate teaching assistant. The award consists of a certificate and check for $200.

Outstanding MS Research: An award may be made to the graduate student who is judged by the faculty to have demonstrated superior performance as an MS candidate during the past year. The award consists of a certificate and check for $400.

Frank Bowdish Outstanding PhD Award: An Endowment Fun was set up for the Frank Bowdish Award in 1999. Frank Bowdish briefly taught at KU after WWII, and resigned to work on and earn a Ph.D. in Chemical Engineering and worked in the area of mining technology. He later taught at New Mexico Institute of Mining and Technology. The Award consists of a certificate and check for $500 and a plaque.

Maloney Award for Writing: This prize, which may be awarded annually, is to encourage and recognize writing excellence by master and doctoral students in the Department of Chemical and Petroleum Engineering. The measure of excellence is to be demonstrated and judged on the basis of an independently prepared abstract that each student shall prepare for his/her thesis/dissertation. This single award shall consist of a certificate and a check for $2000.

Outstanding Freshman: One freshman in Chemical and one in Petroleum Engineering may be chosen by the faculty as the outstanding freshman for the academic year. This award consists of a certificate and check for $100.

Outstanding Sophomore: One sophomore in Chemical and one in Petroleum Engineering may be chosen by the faculty as the outstanding sophomore for the academic year. This award consists of a certificate and check in the amount of $200.

AIChE Outstanding Sophomore: An award from the American Institute of Chemical Engineers presented to the student who attains the highest grade point average at the end of the sophomore year. The award consists of a plaque and a copy of Perry’s Chemical Engineer’s Handbook.

Outstanding Junior: One junior in Chemical Engineering and one in Petroleum Engineering may be chosen by the faculty as the outstanding junior in their respective programs. Each award consists of a certificate and check in the amount of $300.

Fred Kurata Thermodynamics Award: The Fred Kurata Thermodynamics Award recognizes outstanding performances in CPE 512, Process Engineering Thermodynamics. The award was established in 1982 in memory of Fred Kurata, a Distinguished Professor of Chemical and Petroleum Engineering and an internationally known researcher in experimental thermodynamics. An award is made to the top “A” student. The student’s name is added to the plaque in the department office. This award consists of a check in the amount of $500.

Outstanding URP Project: The Department of Chemical and Petroleum Engineering in cooperation with Conoco, Inc. sponsor an undergraduate research program for selected junior
students. The faculty reviews the performance of each student at the end of their senior year and select the outstanding research project. The award consists of a certificate and check for $200.

**Outstanding Academic Achievement:** Special award given to graduating senior in Chemical and or Petroleum Engineering who has demonstrated outstanding academic achievement, but who has not been recognized by receipt of another award. This award consists of a certificate and check for $200.

**[Alpha Chi Sigma]:** Outstanding performance in chemistry courses. Given to a senior in Chemical Engineering. Award made at the Department of Chemistry ceremony.

**Outstanding Senior Design:** One senior in Chemical Engineering and one in Petroleum Engineering are recognized for their overall performance in design courses in their respective programs. Professors make nominations in their respective programs. The award consists of a certificate and check in the amount $200.

**Merrill A. Jones:** The Merrill A. Jones Award was created in 1970 as a memorial to Merrill Jones, a petroleum engineering graduate of 1962, who was killed in an auto accident. The award recognizes outstanding leadership. The initial award was made to a petroleum engineering student. Since 1981, an award may be made in Chemical Engineering as well as Petroleum Engineering. Each award consists of a certificate and check in the amount $200. The name of each recipient is added to the plaque in the department office.

**Outstanding Senior:** One senior in Chemical Engineering and one in Petroleum Engineering are chosen by the faculty as the outstanding seniors in their respective programs. These students also compete for the outstanding senior in the School of Engineering. Each award consists of a certificate and check in the amount of $400.

**Oenbring Teaching Award:** Given to a faculty member in recognition of undergraduate teaching. Selection is made by the AIChE and the SPE student chapters. Award consists of adding the recipient’s name to a plaque in the department office, and a plaque and check for $2000.

**Departmental Honors:** Graduating seniors who have completed B.S. degree program in Chemical & Petroleum Engineering with: (1) Overall GPA of 3.5 in courses taken at KU (2) Completion of C&PE 661, Undergraduate Honors Research, for a minimum of three credit hours with a grade of A or B.

**Perry’s Handbook:** Every year the name of each senior who participates in the exit interviews with the CPE Advisory Board are put into a drawing to receive a hard copy of Perry’s Handbook for Chemical Engineers.
FACULTY EVALUATION

The University of Kansas
Department of Chemical and Petroleum Engineering

Revised Promotion and Tenure Procedure Policy

Revised Policy – Adopted by Faculty Vote 1/13/10

Procedures – CPE P&T Committee

- The CPE faculty will elect a chair of the P&T Committee for a maximum period of three years. The P&T Chair will be a full professor who will chair all P&T committee meetings.

- The P&T committee will consist of all regular faculty with rank higher than the nominee to be reviewed. (i.e Full Professors, for consideration of Associate Professors, and Full Professors + Associate Professors, for consideration of Assistant Professors).

- The P&T committee will review and make recommendations on all formal applications for promotion and tenure.

- The P&T Committee will review and provide advice to colleagues who are seeking promotion in the future and wish to submit a draft “blue form” for informal consideration by the CPE P&T Committee.

- In the case of formal application for Promotion and Tenure, the chair of the P&T Committee will be responsible for recording the decisions and voting of the committee, together with the completion of the appropriate sections of the blue form prior to submission to the School of Engineering Committee.

- The chair of the P&T Committee will be responsible for communicating feedback to the candidate.

- In the case of formal application for promotion and tenure the feedback will be in accordance with the policy laid down by the University.

- In the case of informal review the chair of the P&T committee will work with the candidate, mentor and if necessary the CPE Chair to provide advice on the strengthening the case and developing an action plan.

- In the case of the Chair of P&T also being the mentor of the candidate, then an interim chair will be appointed by the committee.
Timelines

1. For Informal Review
   - On or before **June 1st** each year the Chair of the P&T committee will solicit in writing or by e-mail all faculty at the Associate and Assistant Professor level for submission of draft blue form materials for consideration by the committee.
   - With the exception of untenured tenure–track faculty, submission of the material is optional but is intended for faculty intending to seek promotion in the following or subsequent years. The faculty member who wishes to be considered should work closely with their mentor in the preparation of the material seeking advice from other colleagues as appropriate.
   - The deadline for submission of the material is **September 1st** of the same year
   - The CPE P&T committee chair will provide feedback to the candidate by the beginning of the spring semester.
   - The CPE Chair will also provide feedback to the candidate.

2. For Formal Application for P&T
   - The deadlines for application for promotion and tenure are set by the School of Engineering and the University Promotion and Tenure Committee. Typically the School of Engineering Deadline has been set at the end of the fourth week of October.
   - On or before **June 1st** each year the Chair of the P&T committee will solicit in writing or by e-mail all faculty at the Associate and Assistant Professor level for applications for promotion and tenure for consideration by the CPE P&T Committee.
   - Formal submission of blue form materials for Promotion and Tenure must be submitted to the CPE P&T Committee Chair by **September 1st**. The application should be complete and should include a full set of letters of recommendation in accordance with KU UCPT policy. It is strongly recommended that P&T Chair (after consultation with the mentor) send out solicitation letters to external reviewers by **July 1st** at the latest.

For detailed policy and forms please refer to KU UCPT Policy on Promotion and Tenure at [www.ku.edu](http://www.ku.edu)
APPENDIX B

PROCESS OF EVALUATION – MERIT SALARY INCREASES

The process of evaluation for merit salary increases is summarized as follows:

- The Chair will review and grade all faculty evaluations. If deemed appropriate the Chair may be assisted in this process by a sub-committee which may comprise former CPE Chairs and other members of the Faculty.
- The gradings are made against evidence-based criteria as documented below and using the guidelines shown.
- The gradings in each category are used in a formula to determine an overall performance “score” which may be translated into a dollar award estimate. The numerical result is only used as a guide in determining the level of salary raise for each faculty member and the final recommendation is the responsibility of the Chair.

CRITERIA FOR EVALUATION

1. Teaching
   - The faculty member’s teaching load relative to others in the department.
   - The faculty member’s attitude to teaching, including willingness to take on teaching duties.
   - The faculty member's attitude to students.
   - The faculty member's teaching innovations and responsibilities.
   - The faculty members successful completion and submission of ABET course and program outcomes assessment data.
   - GTA and grader support provided
   - Advising duties
   - Any special features of the faculty member’s teaching (e.g. involvement in service courses, coordination of courses, teaching outside speciality area, large classes, contextual issues, constraints etc). New courses developed and "new to existing course“ factors will be considered.
   - The overall quality of the faculty member’s teaching and supervision. Evidence additional to student evaluations may be provided. You may wish to comment separately for undergraduate and postgraduate teaching.
   - Steps taken by the faculty member to improve his or her teaching performance.
   - Linkages between research or industrial/professional experience of the applicant to his or her teaching.
   - Any contribution by the applicant to the development of teaching within the department.
   - Prizes, awards and other acknowledgements of excellent teaching

2. Research
   - Breadth and Scope of Research activities, including research leadership
   - Publications in archival journals
   - Scholarly presentations
• The quality of the journals
• Funding awarded
• New funding applied for
• Funding expended
• MS and PhD theses supervised, and committees served on.
• The quantity of the applicant’s research output, in the context of the specific research area.
• The nature of the publishing house for any published books; the status of books (monograph, textbook, student guide); how well books have been received in the field.
• Where publications are conference proceedings, the committee is asked to consider the quality of the conferences and also whether the balance between conference and journal publications is appropriate.
• In case of creative contributions and consultancy, the committee is asked to consider the contribution of these works to the discipline.
• Prizes, awards and other independent acknowledgement of excellence in research.
• Journal articles reviewed

3. Service
University/School/Department/External
• The quality of the administrative work completed by the faculty member.
• The willingness of the faculty member to contribute to administration.
• Departmental/School/University committee work
• The status of professional societies of which the faculty member is a member and any fellowships, awards etc which the faculty member has received.
• The standing of any professional conferences or workshops to which the faculty member has contributed.
• Professional contribution to industry, government or the wider community.
• The faculty member’s standing in his or her discipline.
• The contribution of the faculty member to the development of the discipline at national and international levels.
• Editorships and service on editorial board
• Chair / Committee membership of conference organisation
• External Advisory Board membership

4. Special Circumstances (unique to each faculty member and will be evaluated based on relevant information provided by the faculty member)

GUIDELINES FOR COMPLETING THE GRADING EXERCISE
• The gradings table is shown below showing possible scores in the range 1 – 7 for each category of assessment (Teaching, Research, Service). Service is split into; (1) University service which includes departmental, school, and university; (2) Professional which includes external service such as to professional societies, conference organization, advisory boards, etc.
• For each of the gradings, circle a single number. Do not circle two numbers or use fractions. Use the scale appropriately. Giving all applicants a top rating prevents differentiation between applicants and is likely to disadvantage stronger candidates.
The scale ranges from “very poor” to “exceptional”. “Very poor” indicates a totally unacceptable level of performance. “Exceptional” indicates an unusually high level of performance in a domain, so that it is hard to imagine what more an individual could do in this domain. Comments may be included where appropriate.

- The Chair must give applicants an opportunity to view and discuss the gradings and comments. Faculty should not be compelled to view the gradings and comments.
- Faculty are permitted to provide written comment on the gradings and comments.

**Gradings**

Please circle one grading under each category:

<table>
<thead>
<tr>
<th></th>
<th>Very Poor</th>
<th></th>
<th></th>
<th></th>
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<th>Exceptional</th>
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<tr>
<td>Teaching</td>
<td>1 2 3 4</td>
<td>5</td>
<td>6</td>
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<tr>
<td>Scholarship, Research and Creative Work</td>
<td>1 2 3 4</td>
<td>5</td>
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<td>University Service</td>
<td>1 2 3 4</td>
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<td>Professional Service</td>
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<td>5</td>
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**Application of the Gradings – Formulae**

**Nominal category weightings**

- Teaching: 40%
- Research etc.: 40%
- Service: 20% (10% University; 10% Professional)

\[
Faculty_{i} evaluation\ score = \sum_{j=1}^{3} (Faculty\ score)_j \times individual\ weighting\ factor
\]

\[
Faculty_{i} raise\ ($) = \frac{Faculty_{i} score}{\sum_{i=1}^{19} Faculty_{i} score} \times total\ $ available\ for\ raises
\]
where \( i \) = individual faculty member

\( j = \) category (teaching, research, or service)

[ 19 faculty members assumed ]
GTA and GRADER POLICY

The University of Kansas
Department of Chemical and Petroleum Engineering

Policy and Procedures for the Appointment of Graduate Teaching Assistants and Graders

- CPE normally has funds built into our state budget to appoint Graduate Teaching Assistants and Graders. In recent years this has typically supported between 5 and 6, 25% GTA positions and a similar number of graders for each semester. Faculty also have the opportunity to fund GTA support from their own resources if they wish. Additional GTA positions may be funded through faculty buy-outs.

- Criteria for GTA and grader allocation from CPE resources include enrolments and faculty workload.

- Two months prior to the beginning of each semester the CPE Accounting Specialist will produce a provisional list of student enrolments in all the core courses in the ChemE and the PetE BS programs.

- At the same time the Accounting Specialist or Graduate Administrator will solicit from each faculty member allocated to a core course, requests for GTA and grader support. Faculty are asked to respond within one week of receiving the solicitation. The list of enrolments and the requests will be combined into a spreadsheet showing course title and number, faculty name, GTA request, grader request and enrolment numbers.

- The CPE Chair and the Accounting Specialist will review the budget available for GTA and grader support and revise the spreadsheet in priority order and dollar allocation for each appointment.

- The CPE Accounting Specialist will work with the Graduate Administrator to determine which students from the CPE graduate student cohort would be possibly available for GTA appointment. A provisional list of candidates will be drawn up and sent to the Chair of the Graduate Standards Committee (or nominee) for academic evaluation and ascertainment of English language qualification.

- The Chair of GSC (or nominee) will produce a provisional allocation of potential students as a GTA to a particular course and this will be sent to the CPE Chair and to each of the faculty instructors who are provisionally allocated a GTA position. The faculty instructors will be asked at this point by the CPE Accounting Specialist if the student in the provisional allocation is acceptable.
- Grader allocation will be conducted by the CPE Chair working with the Accounting Specialist using the prioritized list, see above. At least one week prior to the start of the semester the Accounting Specialist will download the applications for grader positions for review. The latter will ensure that the advertisement posting for graders on the KU Employment website.

- In the case of insufficient qualified grader candidates, the CPE Accounting Specialist will solicit faculty for students who could be encouraged to apply.

- If possible, decisions on GTA and grader allocation will be communicated to faculty at least three days prior to the start of the semester.

LRW Jan 20th, 2010
GRADUATE RECRUITMENT

Chemical and Petroleum Engineering

Recruitment of Graduate Students

This document describes the process for recruiting new C&PE graduate students, and their admission and assignment to research groups.

Preamble
The strategic goals of the Department include a desire to increase the number of PhD students, to increase research income, and to increase visible research outputs. The effective recruitment, admission and training of graduate students are vital for us to attain these goals.

The recruitment and admission process is designed to serve the best needs of all prospective graduate students and of all the faculty who are advisors to these students. The guiding principles which govern the recruitment and admission process are as follows.

- All Graduate students should meet the minimum academic standards as stated in the Graduate Student catalog of the University for admission into the School of Engineering.

- The graduate recruitment process and the activities of the graduate recruiter are designed to serve the best needs of all applicants for the graduate degrees and research areas in which faculty members are involved. These include the MS degrees in Chemical Engineering, in Petroleum Engineering, in Bioengineering and the PhD degrees in Chemical and Petroleum Engineering, and in Bioengineering.

- Advisors and groups offering funding for graduate students are accountable for the use of that funding and for the delivery of the research outputs for which the funding was awarded. Therefore, those advisors and groups must have the opportunity to fully participate in the process of selecting students they are prepared to fund, subject to them meeting the minimum academic standards as stated above.

- It is the duty of all faculty and staff to help recruit the highest quality students to the CPE department "pool" and into their own groups.

Initial recruitment (July – December): The Graduate Recruiter contacts students via email, mail, advertising, and through trips to recruiting fairs and universities to encourage students to apply. All faculty are encouraged to contact, respond to and correspond with interested and promising students but refrain from making any commitments of admission and financial support. All faculty are also encouraged to copy the graduate secretary in all their communications to keep the Graduate Secretary apprised of the status of these prospects. The Graduate Secretary creates and maintains a record of student activity relevant to application and admission.
**Initial admissions** (early January): The Graduate Secretary collects all application materials sent to the department by the Graduate Applications Processing Center (GAPC), and organizes this information into files. Faculty who have corresponded with applicants are informed when these students have applied. The Graduate Secretary requests a decision from individual faculty whether they want to support their applicant if that student is admitted to our program. The Graduate Recruiter reviews all files, and categorizes them into five groups: Admission Offers, Rank-Ordered Waitlist, Offers Accepted, Offers Rejected, and Admissions Denied. This categorization is based on all of the submitted materials, and takes into account the stated needs of the faculty: commitment to a recruited individual, number of students, specific student training and qualifications, and final degree sought. All faculty are welcome to provide feedback on the suitability of individual applications to be admitted to the general pool at any time. The files are sent to The Graduate Standards Committee (GSC) which endorses or modifies the categorization and then determines which students to admit in the first round of offers which must preferably be completed by January 15. A target number of admits should be determined by the recruiter, taking account of the recommendations and requirements of individual faculty, research groups and centers. This number should take into account the funding available and previous experience of the ratio of offers to acceptances. This number should be reviewed from year to year.

The Graduate Recruiter then sends initial admission letters to the students selected by the Graduate Standards Committee who have completed applications after obtaining approvals from the graduate school and from the CPE Chair. These letters must contain financial aid offer which includes tuition, tuition fees, a base stipend, and any bonus scholarship money. The current base stipend is $20,000 per year for AY 07-08. (COMMENT: Without financial aid information, offers will not be taken seriously). The admission package to each admitted student must also be accompanied by high quality promotional materials about the department, KU and Lawrence. It must also include the most current information on typical living costs in Lawrence so that prospective students may be able to fairly judge competing offers of financial aid. U.S.-based students must all be invited for the department recruiting weekend, and all eligible domestic students must be encouraged to apply for the Self Fellowship. For international students, the offer letter must be accompanied by the “Council of Graduate Schools” agreement that states that students have until April 15 to accept admission offers after which they cannot accept other offers without first getting a release from the institution to which they have committed. The Graduate Secretary works with admitted international students on visa issues in conjunction with International Student & Scholar Services.

Students accepted specifically for a particular advisor are informed of this commitment by the faculty. They are asked to confirm if they wish to commit to working for that faculty member, or wish to be admitted into the general “pool”. Students admitted into the “pool” will visit with all interested faculty who submit their ranked preferences in late August after meeting with all the newly admitted graduate students.

**Nominations for internal KU graduate scholarships/fellowships** (January – March) The Graduate Recruiter applies for School scholarship/fellowship funds for admitted students who qualify for these funds. In many years, all students are awarded an initial
bonus in their first year. The Graduate Secretary helps prepare these applications, including Self Fellowship nominations.

**Update on Recruitment Statistics to CPE faculty (early February)**
At the first CPE faculty meeting in February, the Graduate Recruiter makes a detailed update on the graduate recruitment status along with pertinent statistics (such as number of students applied, number admitted, a rank-ordered waiting list, etc.). At this meeting, decisions will be made on how many more offers should be made relative to the number of available positions and anticipated declinations based on prior experience. If some of the initial offers of admission are declined, an equivalent number of fresh offers are made expeditiously to the waitlisted applicants following the rank order and in consultation of the GSC.

**Graduate Recruiting Weekend (March)**
The Graduate Recruiter and Graduate Secretary plan and host the departmental recruiting weekend. This event allows all admitted domestic students to see the breadth of research in C&PE, as well as learn about the high-quality facilities. Such weekends help students with multiple offers to make a well-informed selection. This weekend is held in conjunction with the School of Engineering recruiting weekend and the Self Fellowship interview period.

**April 15 - August**
On the next working day after April 15, the graduate recruiter sends a confirmation of admission letter to those who have accepted offers of admission, reiterating the Council of Graduate Schools agreement and providing pertinent information on their enrollment at KU. In the case of international students, the graduate student recruiter also sends a letter to the U.S. Consular Office at which the admitted application will be applying for a visa. This letter will state that the student will be applying for a student visa with an I-20 form issued by the University of Kansas and a copy of the letter will be sent to the student. This practice not only helps authenticate the admission by a direct letter from the department but also has been effective in ensuring that the admitted students maintain their commitments by obtaining their visas with KU-issued I-20 forms (as opposed to those issued by other institutions if they have multiple offers). The graduate student recruiter also keeps in touch with admitted international students periodically during the summer to make sure that they have secured their visa and are making travel arrangements to arrive in Lawrence in a timely fashion.

**Advisor selection (August):**
All admitted students arrive in early August, and are introduced to the department during the Department Orientation Session. The Graduate Advisor and Graduate Recruiter jointly handle this meeting. Students recruited into the "pool" will be assigned to individual faculty members as described below. Each faculty member will be free to directly recruit graduate students for their research projects however they should keep the Graduate Recruiter and the Graduate Secretary informed. This coordination is intended to minimize redundant activities.

Students who are in the "pool" will be assigned to work with a specific faculty member according to the following process.
1. Faculty members who need graduate students for their research programs will each make a 15 minute presentation to all new graduate students. These presentations will be scheduled for the first week of classes.

2. Each student in the "pool" then selects at least three research projects of interest and visits with the appropriate faculty members. The purpose of this visit is to learn more about the projects and for both parties (student and faculty member) to become better acquainted.

3. The students rank the projects in order of their interest (1 being the most favored) and submit that list to the Graduate Recruiter.

4. The faculty members rank their level of interest in the graduate students and submit those rankings to the Graduate Recruiter.

Students specifically recruited directly by a faculty member for their research program will be welcome to attend the faculty research program presentations along with the "pool" students. In the case of these students attendance is optional on their part.

The following process will be possible for those students.

(a) If any of these "non-pool" students becomes interested in one or more of the projects presented by the faculty, that student may participate in the interview and ranking process. If the student chooses to do so, the faculty member who recruited them, must be notified.

(b) The recruiting faculty member must agree to "release" the graduate student to choose another faculty member as the advisor. The student then submits the ranking of the projects just as has been done for the "pool" students.

At this point, a Graduate Student Allocation Steering Group will be convened to oversee the final allocation of graduate students from the pool to advisors. The group will comprise of the CPE Chair and three standing members of faculty, selected by agreement with the Chair. The group in addition will comprise the Graduate Recruiter, the Graduate Advisor and all faculty members who wish to take on graduate students in the current academic year. The CPE chair will serve as the chair of this committee.

The Graduate Recruiter will create a draft table, matching possible advisors and students for consideration by the steering group. The Graduate Student Allocation Steering Group will attempt to allow everyone to have their top choices from the "pool" students but there is no guarantee. After consideration by the steering group, the table of students and advisors will be presented to the CPE Faculty in a faculty meeting at which the final approval of all graduate student assignments is made. The students are then notified in writing by the Graduate Secretary of which advisor they have been assigned. All advisor assignments must be finalized by the end of the second week of the semester, so that the students can be appointed as Graduate Research Assistants. Students who are unhappy with the decision may bring this to the attention of the Chair of the Allocation Group which may then reconsider the allocation. Minutes of the Allocation Group with a clear statement of the decisions made will be recorded and maintained on file by the Graduate Secretary.

**Financial Support**
Normally, the department is financially obligated to support all students in the pool, unless a specific letter to the contrary exists. CPE Department policy is that all graduate students are in receipt of financial support. Support may come from a range of sources including: funding allocated by their advisor, from scholarship funds, or from support awarded to the student directly by an external agency (for example an external government scholarship). Financial support from the department is conditional on satisfactory and timely progress towards the degree.

LRW

August 7th, 2007
Graduate Standards Committee
Department of Chemical and Petroleum Engineering
The University of Kansas

Purpose and Responsibilities
Revision 2 by Kyle Camarda, 1/10/06

This document serves to codify the duties and practices of the Graduate Standards Committee (GSC) as implemented since 1989 or earlier. It is based on the following section of the C&PE department’s Internal Organization and Procedures, accepted by the faculty on September 13, 1994:

(from p. 2) “Major policy decisions are made by the professional staff plus two student representatives, one from the undergraduate program and one from the graduate program with certain restrictions as described below. Such decisions are made at staff meetings, usually by consensus, but occasionally by vote.

Decision-making areas:

1. Curricular Matters:

   These matters include curriculum changes, course revisions, formulation of new courses, and academic standards. The policy is normally drafted by a departmental curriculum committee, but may be revised by and must be approved by the regular faculty and student representatives. Courtesy and research faculty are encouraged to participate in the discussion but do not vote on the final decisions.”

Based on this statement and on the activities of the Graduate Standards Committee since 1989, the following is a statement of the purpose and responsibilities of the Graduate Standards Committee:

Membership:

The Graduate Standards Committee (GSC) is a standing committee of regular faculty of the Department of Chemical and Petroleum Engineering at the University of Kansas. It consists of members of the regular faculty as appointed by the Department Chair, and includes among its members a Chair, who calls meetings, writes formal letters for the committee, and presents recommended policies to the faculty for approval; a Graduate Advisor, who assists graduate students with course selections, oversees plans of study, qualification examinations, and comprehensive examinations, and enforces department policies with regard to graduate students; and a Graduate Recruiting Coordinator, who advertises the Department’s graduate programs to potential students, makes admission decisions on applicants for C&PE graduate programs in consultation with the entire GSC, assigns graduate students to research advisors, and makes decisions on
distributions of scholarship funds to graduate students. The Department Chair normally assigns department faculty members to these positions during the annual faculty retreat.

**Responsibilities:**

The GSC is responsible for recommending new or revised policies relating to graduate degree programs to the faculty for approval. These policies may concern graduate courses, course requirements, examinations, recruiting of graduate students or other topics related to C&PE graduate programs. The faculty may charge the GSC with specific issues to consider, or the GSC may itself choose to consider specific issues and draft new policies for consideration by the faculty.

The GSC is also responsible for overseeing all graduate degree programs within the department, including enforcing departmental standards for graduate degree programs, considering petitions by graduate students for course substitutions or other variations in degree requirements, reviewing graduate student stipends, and reviewing core graduate courses to ensure that the content of those courses is designed to meet the outcomes agreed upon by the faculty. The GSC also selects graduate students for awards based on nominations by faculty members. Decisions made by the GSC which enforce current policy are not reviewed by the entire faculty, but are subject to review by the Department Chair.

The GSC is also responsible for the recruiting of new graduate students for all graduate degree programs within the C&PE department. This task involves the advertisement of C&PE’s graduate programs to students, acceptance or rejection of applicants, structuring financial packages to students including the awarding of scholarships and fellowships under the administration of the department, and assignment of students to research advisors. After students have been assigned to advisors, those advisors are then responsible for setting future funding levels under the restrictions set forth in offer letters. The GSC also considers the applications of those students currently enrolled in an M.S. program within C&PE who wish to continue their studies and enter the PhD program. Decisions made in these areas are not subject to review by the full faculty, but must involve the faculty affected (those who are assigned new students, for example) and are subject to review by the Department Chair.
The University of Kansas
Chemical and Petroleum Engineering
Director of Publicity

Description of Duties

- The Director of Publicity will be responsible for the coordination of all information concerned with publicity and outreach within CPE. This will include:
  
  o Undergraduate and graduate printed brochures – will be responsible for liaising with the School of Engineering, KU and our own recruitment coordinators to ensure that the brochures are updated accurately and in a timely fashion for the start of the student recruitment cycle.
  o The CPE Website – will work with the chair, faculty, CPE computing staff, and research center directors to ensure that all areas of the CPE website are maintained up to date with regular news items
  o Solicit news items from faculty and staff, grants announcements, prizes, honors and awards, for placement on the website.
  o Liaise with the SOE Director of Publicity to ensure that newsworthy items concerning CPE are transmitted to her.
  o Liaise with the CPE undergraduate and graduate administrator to ensure that information for current and prospective students is kept up to date. In particular details of research opportunities for graduate student and for undergraduate research should be kept up to date.
  o Develop a budget for outreach and publicity activities including printed materials, advertising, small gifts, functions etc.
  o Liaise with KUEA and KU Alumni Association on publicizing events, and activities to CPE alums, working with the SOE Events coordinator as appropriate.
  o Work with the chair of the newly formed CPE International Committee on publicizing international outreach strategy for student recruitment, faculty visits and exchanges, and collaborative research. This will include collection of data on overseas undergraduate and graduate programs with a view to developing a target list of programs for our publicity efforts
  o Work with the Chair and administrative staff to produce an annual CPE newsletter to be sent to the alums and friends of the department.
SAFETY

The University of Kansas

Department of Chemical and Petroleum Engineering

Revised Safety Procedures

October 25, 2007

DRAFT

Department of Chemical and Petroleum Engineering

Safety Procedures for Research and Teaching Laboratories

1. All CPE Laboratories must comply with University of Kansas safety policies as outlined by KU Environment Health and Safety Department (EHS). Full details may be found at www.ehs.ku.edu and all who work in CPE are expected to familiarize themselves with the policies.

2. The Laboratory Registration and Hazard Identification Form, must be completed and submitted to EHS as part of the registration procedure. This form must be updated at least
annually, and more frequently if the inventory of potential hazards in the laboratory change significantly. The most current versions of all EHS forms are offered for download on the EHS web page.

3. All CPE Laboratories must have a lab entrance posting with emergency contact information posted on the lab door. Templates are available on the EHS web page. EHS will assist with a full page lab entrance posting upon completion of the hazard identification form noted above. This includes listing safety procedures, maintaining manuals and records, and tracking chemicals. The posting form should be updated regularly in line with changes occurring in the laborotary, and in any event on an annual basis.

4. If you are conducting work involving biohazards (pathogens, HIV etc.), live animals, lasers, high energy radiation or nuclear material you must notify the Environmental Health and Safety Department and follow the appropriate procedures as advised by EHS.

5. Supervisors must maintain an inventory of all chemicals and hazardous substances in laboratories in which work is performed.

6. Supervisors should ensure that all laboratory workers under their supervision are issued the CPE Safety Handbook and the university safety code and policy information. It is the responsibility of all workers to read these documents and be familiar with the safety procedures and policies of the Department and of the University. A lab safety notebook outline is provided on the EHS web page to assist with university requirements.

7. All graduate students must attend the safety seminar given by the Environmental Health and Safety Department. These seminars are usually integrated into the CPE graduate seminar program in the Fall.

8. The KU – EHS - Lab Specific Standard Operating Procedure as provided on the EHS web page must be adhered to. The principle stages in the procedure are as follows: (1) Process identification (2) Hazard assessment (3) Hazard controls (4) Emergency procedures (5) Experimental methodology. Steps 9 and 10 provide the recommended methodology for following this procedure specific to CPE.

9. Supervisors must meet with those who are to perform the laboratory work and conduct an initial safety overview using the list in Attachment 1 “Joint Supervisor Safety Checklist”. This should be done prior to the initiation of any experimental work.

10. All those who will be performing the laboratory work should fill out the Experimental Safety Checklist, see Attachment 2. The completed form will be submitted to the supervisor and any safety issues arising from the checklist will be resolved prior to the commencement of experimental work.

11. A safety file will be created in the CPE General Office and an electronic folder created on the World Drive and supervisors are asked to lodge copies of completed forms and MSDS forms at these locations. Lab should maintain copies of the most hazardous materials in the lab for immediate access, which should be no more than 5-15 MSDS forms. The CPE safety committee will review the files at intervals and provide recommendations to supervisors as required.

12. The CPE Safety Committee will conduct safety tours of the department on a periodic basis and make recommendations to supervisors and PI's as required. EHS staff is available to assist and/or participate as needs dictate.
13. The Department Chair will report to the External Advisory Board from time to time on safety matters and solicit feedback as appropriate.

[The above is intended as recommended procedures for all CPE Personnel when working in the department. The definitive safety policy and procedures are laid down by the university and available from EHS on their website at http://www.ehs.ku.edu]
ATTACHMENT 1

Joint Supervisor – Student Safety Checklist

The Department requires that this Checklist is completed in ink.

Experiment: Location:

Person(s) to carry out the work: Phone No. Work: Home:

CPE. Supervisor: Phone No. Work: Home:

Student Email Address:

************************************************************************************

This form is provided to guide preliminary discussion between laboratory worker and supervisor on the procedures to be followed in establishing safe-working in your laboratory and in conducting experimental work.

It is essential preparation for the completion of the experimental check-list in Attachment 5.

Checklist

Procedure to help explore the safe and useful operation of equipment.

1. Make up a correct flow diagram. If the experiment is simple wet chemistry or microbiology in a beaker or a vial, attach a brief description of the experiment. (Attach to Checklist Form)

2. Identify all flows and input/output points, measurement points and control points at the apparatus.

3. Consider different scenarios, preferably at the equipment
   - Start up
   - Run
   - Shut down (preferably do this together)
   - Possible fault or thoughtless action
   - Possible danger to equipment or personnel
   - Equipment fully functional

4. Write down any procedure for ready reference if that is necessary.
Operator action:

Supervisor action:

5. Direct operator to equipment instructions or course notes or a text if there appears to be a basic lack of understanding 📖

6. List the history of Safety Incidents (if any) with this equipment 📖

7. Have you attended fire safety training and the safety presentations given by EHS
ATTACHMENT 2
Experimental Safety Checklist

ALL QUESTIONS ON THIS FORM MUST BE ANSWERED

To meet the University's legal obligations the Department requires that a Safety Assessment be undertaken before any experimental work is carried out.

This form is to be completed by the person who intends to carry out the work and must be countersigned by the Supervisor. All questions must be answered.

1. Do you propose to use any material which is reactive, corrosive, combustible, flammable or toxic or a live microorganism or is a biohazard or gives an odor? Yes / No

2. Are you required to comply with regulations or ethical considerations? Yes / No

If your answer is yes to (1) or (2), specify, list them, their Hazard classification, and the likely maximum quantities to be used: and any regulations.

3. Obtain a MSDS (Material Safety Data Sheet) for each of these materials

4. Will your equipment be left running unattended at any time? Never/at meal-breaks/after hours/always

5. Is your equipment to be operated at conditions other than ambient? Yes / No

6. If your answer is yes, give the normal temperature and pressure conditions to be used:

7. What would be the consequences in the event if:

   there is a loss in cooling water? ________________
The temperature deviated from normal? ________________
The pressure/vacuum deviated from normal? ________________
There is a loss of electrical power? ________________
There is a loss of mixing? ________________

If each case, write down what action you would take to respond to the situation in order to protect yourself, others, and the laboratory

8. Will your experiment be very noisy? No noise / background noise / hard to talk above noise / earmuffs needed

9. List the source(s) of the noise:
10. Could your experiment put people nearby at risk? Yes / No

11. If your answer is yes, state the risks involved and state what measures you will take to minimize those risks.

12. Could nearby experiments pose any hazard to your own work? Yes / No

13. If your answer is yes, list the possible hazards:

14. List any specific precautions required to carry out the proposed experiment:

15. What other persons have you consulted in making your safety assessment? Items discussed? Manuals referred to?

16. If any of your answers to questions (1) to (15) has been yes, or any hazard identified, state what steps you are undertaking to eliminate the hazard(s):

17. If there are residual hazards which cannot be eliminated, state what steps you are undertaking to minimize or isolate these:

18. Include the appropriate details on the Room/Area Designation Sheet on the Lab/Room Door Student’s initials: _________________

19. What is the Emergency Shutdown Procedure of your experiment in event of Emergency

20. Have you checked the Location of emergency exit/s & fire alarms/extinguishers, evacuation route and the location of the nearest telephone?

21. Will you need to use a Biocabinet? Yes / No

22. Will you need to use a fume cupboard? Yes / No

23. Will you need a pressure test design/certificate? Yes / No

24. Is work permitted A after-hours or B in an isolated area during the day? Yes / No

25. If yes, describe the extent of contact required with others, and the method planned to achieve this. (e.g. cell-phone etc.)

Supervisor’s initials: _______________ Signed: ___________________
(Supervisor)
Date: __________________________

Signed: ________________________ (Student) Date: _______________________

DRAFT
CHEMICAL AND PETROLEUM ENGINEERING
SAFETY
INFORMATION

2007

Read this Handbook
Your life may depend on it!

It is your responsibility to assess and
implement appropriate safety requirements.
EMERGENCY

In the event of an emergency contact one or all of the following:

**Emergency Number: 911** (Fire, Ambulance, Police)

**Security: 911** (24 hours)

After Hours Emergency Telephone Numbers:

**Chair:** 785 856 6211

**Office Manager:**

**EMERGENCY PROCEDURES**

**When Alarms ring:**
- Leave the building immediately for the Assembly Area
- Use stairs NOT elevators
- Don’t run, jostle, push
- Don’t re-enter the building until authorized to do so

**Fire:**
If you discover fire
- Shout a warning
- Operate an alarm
- Ring 911 – Give location and building name
- Use a fire extinguisher only if the fire is minor
- Ensure that others that you see are aware of the fire and advise them to leave the building

**Tornado:**
- Don’t rush outside
- Keep away from glass and library book stacks
- Move to interior hallways away from windows
- If outside keep clear of buildings
- Don’t move injured people unless fire or falling debris endangers them. If in doubt call the paramedics.
Gas Leak:
If there is a major gas leak
- Warn others but do not operate the fire alarm or electrical equipment
- Telephone the Fire service – Dial 911
- Ring Security – 911
- Evacuate the building and go to the assembly area.

Assembly Area:

The car park adjacent to the west end of Learned Hall or the external area between Learned Hall and Eaton Hall.

At the assembly area check for people who may be missing.
SAFETY & GENERAL INFORMATION

This leaflet sets out information relevant to the safe and efficient working of the Department's laboratories. The general laboratory rules and the procedures in the event of fire and other emergencies are described, along with notes on after-hours working, laboratory, workshop and electrical safety, the use of instruments and the Department's computing and stores facilities.

The rules laid out here must be observed at all times, both to maintain efficient operation of the laboratories and to promote safe working conditions, especially outside the normal hours of working when fewer people are on site.

The need to adhere to these procedures cannot be overstressed. Carelessness could lead to severe consequences, such as accident, injury or death to people and/or damage to University property and buildings.

L R Weatherley – Department Chair
Departmental Safety Rules - Summary

1. Students and staff must wear safety spectacles in active laboratories and no bare feet are allowed anywhere in the department.
2. It is your responsibility as the ‘Operator’ to assess and implement additional appropriate protective clothing.
3. Smoking is prohibited.
4. Eating and drinking in laboratories or workshops is prohibited.
5. Work with hazardous or toxic materials must not be undertaken without proper precautions. If any doubt exists consult your Supervisor or the Technician, and an MSDS Data Base.
6. All accidents or serious harm incidents must be reported to the Department Chair, Office Manager or your supervisor immediately. Such incidents are defined as those involving damage to body or property, no matter how apparently small.
7. Seek medical attention if required. FOR MEDICAL ATTENTION PHONE STUDENT HEALTH SERVICE IF NO REPLY, DIAL 911. IF SERIOUS RING 911 IMMEDIATELY.
8. It is illegal for students or staff to work in an office, laboratory, or workshop with any exit door locked, barred or blocked, preventing egress.
9. Students and staff are not advised to carry out experimental work in a laboratory unless a second person is within “calling distance” at all times. Be cautious when working alone in a laboratory.
10. No apparatus or equipment may be operated unless the Safety Procedures for Research and Teaching Laboratories have been implemented and approved by your supervisor. A copy of these is attached to the front of this document.
11. Undergraduates are not allowed to leave an experiment running overnight without obtaining permission from their Supervisor. Graduate students who find it necessary to run such experiments are expected to take all reasonable precautions, and should always consult their supervisor.
12. Students are not permitted to carry out electrical wiring on equipment or extension cords without having the wiring checked by a technician or other responsible staff/faculty member.
13. All Flammable Materials unless in use must be stored in a Flammable Liquids storage cabinet.
14. Harassment. The University’s policy is that harassment is not acceptable at KU.
15. The storage of alcohol for consumption and consumption of alcohol on state property is forbidden and is an offence. The use of laboratory or workshop facilities while under the influence of alcohol is also forbidden.
16. All spillages must be reported unless trivial.
17. Keep flammable liquids and corrosive agents separate if possible.

INCIDENTS, EMERGENCIES AND ACCIDENTS (Actual or Near Miss)
Reporting
From time to time, incidents involving personal injury, escapes of potentially hazardous material, electrical faults, fires, floods may occur. It is a mandatory requirement that all serious harm incidents and accidents be reported to your supervisor and to the Department Chair or Office Manager immediately. Such incidents are defined as “incidents where someone was actually hurt, or where there was the risk, under other circumstances, that a person could have been harmed.”

In order for us all to learn how to avoid repetition of such incidents the Department requires a report, prepared (independently) by each of the people involved, including observers. The purpose is to enable others to learn how to avoid future problems and to provide protection of your interests and the interests of others.

Fire and Gas Emergencies
Fire. The worst mistake that can be made on discovering a fire or gas leak usually stems from a natural reluctance to cause a disturbance. Many serious fires have developed from failure to inform the Fire Service quickly. Injury and loss have occurred because of failure to evacuate the building whilst the opportunity exists. The first priority must be to save lives. Therefore:

IF A FIRE OCCURS, IMMEDIATELY OPERATE THE NEAREST ALARM (Where is it? Find out now!). THEN TELEPHONE THE EMERGENCY NUMBER (Dial 911).

Use a suitable first-aid fire appliance to contain or extinguish the fire or, if the fire is beyond such measures, leave the building. The quick and orderly evacuation of ALL PERSONS in the building is of vital importance WHENEVER alarm sirens or bells are sounded. On evacuating the building everyone must proceed to the nearest building exit. Acquaint yourself with the location and nature of first-aid fire appliance equipment available.

Accidents Involving Harmful Chemicals and Gases
Clear the area of all persons and pass the alarm by word of mouth but don’t activate the fire alarms. Telephone the Fire Service by dialling 911. (Also ring Security, 911).

All fire exit doors (leading on to the fire escape stairway) are to remain closed at all times except in an emergency.

The building must not be re-entered until the ‘ALL-CLEAR’ is given by the Fire Service.

SAFETY CHECKLISTS & APPROVAL TO OPERATE EQUIPMENT

No apparatus or equipment may be operated unless the Safety Procedures for Research and Teaching Laboratories have been implemented and approved by your supervisor. A copy of these is attached to the front of this document. Your supervisor will then issue permission for you to proceed with the work once the procedures has been discussed, evaluated, and approved. The Supervisor must also ensure that the activity is listed on the form on the door to the laboratory.
SAFE OPERATING PRACTICES, SAFETY AND FIRST AID

Personal Protective Equipment
The wearing of protective equipment when working in the laboratories and workshops is mandatory.

Laboratory coats, suitable footwear and safety spectacles must be worn at all times, and when necessary, further protective equipment must also be used. Some of these items are standard equipment in each laboratory.

It is the Supervisor's responsibility to ensure students are appropriately directed.

Students with long hair are required to secure it before they will be permitted to work in the laboratories.

First Aid Equipment
Note the location of first-aid cabinets, folding first-aid stretcher, fire extinguishers, and hoses, and all safety equipment.

Injuries
Any injuries during laboratory classes must be reported immediately to the demonstrator or faculty member present and to Department Chair. A written report will be required as soon as reasonably possible after the incident.

Materials Safety Data Sheets (MSDS)
If you use any chemicals (including gases, reagents etc) in your work, you MUST obtain ALL the relevant MSDS sheets. These are often supplied with the chemical when delivered from the supplier.

Fume Cupboards
Whenever a task liable to release toxic fumes is being carried out, it should be done in a fume cupboard. Fume cupboards are in very short supply in the department, however, and must be used carefully. Once your task is complete – and especially when others are waiting to do their experiments – please clear your equipment out of the way, and ensure all chemicals are properly stored.

CHEMICALS

Handling of Toxic Materials
It is our policy to avoid the use of toxic materials wherever possible. If a low toxicity material cannot be substituted, extreme care must be taken, and appropriate procedures including wearing protective clothing adopted. As an example, pipetting by mouth is prohibited under all circumstances; better and safer methods are available, such as the use of a bulb or syringe pipette. Seek advice from your Supervisor or the Departmental Technician if in doubt.

Transportation of Hazardous Materials
Care must be taken when moving flammable and/or hazardous materials in the Department. Bottles must be filled only to the shoulder, to avoid high pressures when placed in a warm environment. For safety, bottles of chemicals must be transported in a wire basket, plastic
bucket or other similar, safe, approved container. You should ensure that appropriate carriers are available. If in doubt consult your supervisor or one of the staff. When carrying small quantities of this type of material, please walk, don’t run. Make sure that your way is clear and that swing doors do not open or close unexpectedly.

Labeling of Chemicals
All bottles and other containers of chemicals must be clearly labeled. Never rely on your memory to identify the contents of a container – always label it properly with the contents, your name and the date. When you have finished your task and no longer require the contents, dispose of them carefully (see below “Disposal of Waste Chemicals”), wash the container (removing the label) and return to store.

Note: Pour ‘label-eating’ liquids like acids with the label of the container on the UP side, so the dribble does not attack the label.

Disposal of Waste Chemicals
All waste chemicals are to be delivered for disposal in a safe condition and carrying a properly filled in “For Disposal” label. Appropriate disposal of these materials depends on the correct information being displayed on the label. It is unwise to break open spent or defective components, unless one is certain they contain no toxic materials. Examples of such items are: transistors and electronic components containing beryllium oxide; Drager gas detection tubes, which may contain a wide range of toxic materials. Dispose of these carefully and refer to technical staff or your supervisor if uncertain.

Use of Refrigerators
Do not use laboratory refrigerators for storage food and drink items. Food and drink items should never be stored in the same fridge as chemicals or samples.

Use of Chemicals outside Department
Students and staff are not allowed to remove chemicals or items of equipment from the department without the express permission of their supervisors. In the case of hazardous materials of any sort, a safety assessment must be carried out and approved by your supervisor. If necessary the advice of the KU Environmental Health and Safety Department should be sought to ensure that legal requirements for the transportation are met.

Before any chemicals leave the department, authorization by the supervisor MUST be obtained.

Storage of Chemicals
Chemicals should be stored in fume hoods, only day-to-day quantities should be retained in these areas and should be removed when the experiments are complete.

SAFE WORKING PRACTICES
All equipment used during laboratory periods must be left in a tidy condition, with all taps, switches, heaters and condensers turned off.

The technicians’ workshops are not to be used by students except with the prior approval of the technical staff and after appropriate training. Check with the workshop personnel before using unfamiliar machine tools or equipment.

All tools and materials must be replaced after use, and chemicals must be kept housed on the
shelving or in fire rated cabinets provided. Use the appropriate waste containers provided for
the disposal of chemical wastes.

Glass and broken glass only, should never be disposed of in the general rubbish.

Exercise economy with materials: chemicals, plastic and rubber tubing, electrical components
and wire. Please do not cut indiscriminately into full reels of wire, tubing etc., when suitable
shorter lengths are available.

Food or drink must not be consumed in the laboratories or workshops,

Smoking anywhere in the Department is forbidden.

Use of Gases
Due to the possibility of oil contamination in the gases: dry air, helium and nitrogen, the policy of
the department is to use only those pressure regulators clearly marked "OXYGEN ONLY" for
use with oxygen cylinders. If there is even a minute quantity of oil in an oxygen regulator, there
is a very real danger of an explosion in the regulator that could cause injury or loss of life, not
necessarily to the person who caused the contamination.

A number of "oxygen" regulators have been clearly marked "NOT FOR OXYGEN" and may be
interchanged with the above gases EXCEPTING OXYGEN. ON NO ACCOUNT should oxygen
regulators be used on compressed air lines from the in-house systems.

Fiber Hazard
Fine fibers can be hazardous. Six varieties of asbestos fibre are known to be carcinogenic, but
man-made refractory ceramic fibres such as silicon carbide, zirconium aluminosilicate are also
suspected of carcinogenicity to humans. Glass and slag wool fibers are less hazardous
However, all fibers can cause tissue damage to lung lining and it is wise to wear breathing
masks when working with fibers.

ACCESS TO THE DEPARTMENT

Students may do practical work after hours if they have been given permission to do so by their
supervisor. If undertaking this practical work, there must be a person within “calling
distance”. (This requirement does not apply to desk work or computer operation).

DEPARTMENTAL COMPUTER EQUIPMENT
Students are welcome to use departmental computing equipment for departmental purposes. If
you have problems with using the computer systems, you should see the Computer Manager.
Computers and computer terminals are available in the computer laboratory for general use.
Food and drink must be kept away from these areas. Computer equipment may not be modified
or moved without specific authority. Electrical and peripheral equipment should not be
connected to any computer without approval. Please be as economical as possible in the use of
printer paper and laser printing. Remember to keep adequate backups of your computer
programs. Under no circumstances may items of computer equipment be moved, adjusted,
fixed or their covers opened. This applies to all the computers, all printers, and all data
acquisition equipment.
Computers and the internet use should comply with KU Policy.

Computer games are not to be installed or played on any departmental computer.

The downloading and viewing of pornographic material on departmental computers is forbidden.

The downloading of illegal or pirated software is forbidden.

The installation of personal wireless routers in offices and laboratories is not allowed and all network access enquiries should be addressed to the CPE computer manager.

**ELECTRICAL SAFETY IN THE DEPARTMENT**

It is vitally important that you make use of the skills and advice of the technical staff of the department. You should not construct any electrical apparatus to be used by other people who may not be aware of its idiosyncrasies without the approval of the wiring. Consult your supervisor or the department technical staff for advice.

The following points may help to overcome problems in the construction and use of electrical equipment:

Prior to using any instrument or electrical apparatus you should read the Operating Manual and familiarize yourself with all controls and adjustments. If any servicing is required please consult the technical staff or your supervisor.

If you build any equipment involving electrical or electronic construction you should have it checked by the technical staff before trying the equipment out.

**PURCHASING EQUIPMENT AND MATERIALS**

Orders should be placed after obtaining permission from your supervisor to purchase items. This should be done in consultation with your supervisor and the office manager if necessary. If purchasing chemicals, ask for a Material Safety Data Sheet (MSDS) to be obtained when ordering.

Gas cylinders have a label attached, which must not be removed while the cylinder is in use. Cylinders may not stay in labs unless connected and restrained. When rental cylinders of relatively cheap gases are no longer required, they should be returned, since rental charges can be a significant financial burden.

**Equipment Loans and Chemical Use Outside the Department**

Students are not normally permitted to borrow items of equipment for personal use. Chemicals of any sort must not be removed from the department unless part of an approved research project, with the appropriate safety procedures in place.

**GENERAL INFORMATION**

**Apparatus Design & Construction**

Students who need help with the design or construction of apparatus should see their supervisor and then contact the appropriate technician. Staff and students are requested to provide as much design information (drawings, circuit diagrams, specifications, etc.) as possible
when making requests to the technical staff for new items of equipment to be constructed.

**Job Information**  
The technical staff should be consulted at an early stage, when planning to have equipment manufactured. A Job Conference involving all parties is advised as this can reveal faults and safety issues before construction begins.

**Authorization to Use Departmental Equipment**  
Before you use any machine tools or other items of Departmental equipment for the first time, you must first consult your Supervisor as to which equipment you will be required to use in the course of your project work.

LRW 9/5/07
TEACHING RELEASE AND BUYOUT POLICY

The University of Kansas

Department of Chemical and Petroleum Engineering

Teaching Release and Buy-Out Policy

BACKGROUND
- Teaching releases and buyouts are meant to provide faculty an opportunity to better balance teaching and research activities. Faculty members who are granted teaching release or buyout will be expected to justify the award. Faculty will be expected to maintain a high quality of instruction and at the same time demonstrate increased research productivity based on research proposals submitted, research funding generated and research publications (One or more of these attributes must be clearly evident to demonstrate productive use of teaching buyout or release) or significant innovations in teaching. Just as in the case of a sabbatical leave application, teaching, research and service contributions will be evaluated in determining future teaching release.

- 3 courses/year is the standard teaching load for a 40/40/20 work load distribution.

- CPE department defines a full-time faculty member (1 FTE) as being involved in an appropriate level of research and service plus teaching which also includes the supervision of graduate research students. The following typical distribution of activities would be assumed by 1 FTE:

<table>
<thead>
<tr>
<th>Activity</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>0.4</td>
</tr>
<tr>
<td>Research</td>
<td>0.4</td>
</tr>
<tr>
<td>Service</td>
<td>0.2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1.0</strong></td>
</tr>
</tbody>
</table>

PROPOSED POLICY

Buy-Out
- Under appropriate circumstances faculty members are allowed buyout of at most, one course/semester at the rate of 13.5% of the faculty’s annual salary per course. Faculty members at the assistant professor level on tenure track are not encouraged to buy-out

- Request to buy-out must be submitted in writing to the Department before the course selection/planning process for the affected academic year. The application should provide the following:
  - The amount of buyout proposed, including the number of student credit hours involved.
  - The source and lifetime of the funding
  - A justification of how the buy-out will further the academic goals of the department
  - Recommendations of “substitutes” for the teaching to be bought out
• A list of teaching duties which the member of faculty WILL undertake during the proposed period of buy-out. This should include contact hours and an estimate of the number of students who are expected to enroll.
• Summary of other duties during the buyout period – service and research.
- Buy-out requests for the next academic year must be made by October of the preceding year.

Teaching Release

- Teaching release may only be requested by way of formal application to the Department.

- The application must be in writing and should provide the following information:
  o The length of time requested
  o A plan on how the release time will be used and the measurable outcomes anticipated (e.g., new course, development of existing courses or teaching methods, service duties, research proposals, publications, execution of research program etc.)
  o Dates of the previous release (if any) and a note of the measurable outcomes from the period of previous release
  o Suggested arrangements for covering your teaching during the proposed period of release
  o A list of teaching duties which the member of faculty WILL undertake during the proposed period of release. This should include contact hours and an estimate of the number of students expected to enroll.

- The Chair in consultation with faculty members as appropriate will decide on whether release can be granted also taking into account circumstances. The decision will take into account such considerations as; the number of faculty seeking release and buyout; the number of faculty teaching above normal course loads; the ability to recruit high quality instructors to replace existing faculty; the strength of the justification; value to the academic performance of the Department.

- Prior to a final decision the Chair will bring each proposal for teaching release to a faculty meeting together with a written summary of teaching releases over the previous 5 years.

- The preference order for providing release is as follows:
  Assistant professors on tenure-track
  Associate professors (early in rank gets preference)
  Full professors.

Supplementary Notes

- Chair normally teaches 50% standard load

- Design I instructor teaches only that course during the fall semester.

- Faculty interested in assuming an above normal teaching load (to reflect an equitable contribution to the department other than the normal 40/40/20 teaching/research/service split) should inform the chair by January preceding the academic year. An above-normal
course load for a faculty member may be decided by chair based on the proposed load adjustments between the three principal missions, and also when enrollments in courses taught by the faculty member are unusually low compared to courses taught by their peers.

- Faculty are normally expected to teach a minimum of one course per year

- Faculty whose appointments are split between two departments are next expected to meet the normal CPE-based teaching loads of regular CPE faculty
## SERVICE FUNCTIONS

**C&PE Department Service Functions (2012-13) Revised January 2013**

(* - Chair of committee)

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Specific Functions</th>
<th>Faculty in charge</th>
</tr>
</thead>
</table>
| Undergraduate Recruiting, Scholarships (2 wks summer pay) | • Recruiting and admission activities  
• Monitor progress of scholarship holders each semester  
• Organize freshman orientation during Summer | • Russ (ChE & PE) |
| Director of Petroleum Engineering Program (summer pay – TBD) | Oversight for PE program                                                      | • Russ |
| Monitoring UG Student Advising | • Check advising folders each semester prior to advising sessions and provide comments | ???????( to replace Susan and Kyle) |
| Advising Handbook Updating | Monitor currency of UG advising booklet prior to advising sessions, update curriculum fliers | • Karen / Marylee/ Kyle/ Russ |
| Career Placement Coordinator | • Interface with campus and school career placement offices  
• Contact person for campus recruiters  
• Work with UG and PG students and placement office to improve on-campus recruiting opportunities | • Marylee |
| UG Laboratory Coordinator | • Develop and implement plans for upgrading and maintenance of laboratory equipment  
• Recommendations for use of equipment fee | • Stevin |
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Recruiter and Outreach (3 wks. summer pay)</td>
<td>- Recruiting, fellowship nominations. • GTA assignments/appointments • Prepare recruiting aids (CEE, AIChE, Peterson's Guide, University Relations, etc.), • Handle new graduate student orientation and GTA appointments during the week preceding start of the Fall semester</td>
<td>Karen</td>
</tr>
<tr>
<td>Graduate Advisor</td>
<td>- Graduate Advising • Coordinate graduate student office space • Organize RA/advisor assignments for new graduate students in Fall. • Monitor plans of study, Ph. D. qualification, degree requirements, approvals, etc. • Graduate catalog updates</td>
<td>RV</td>
</tr>
<tr>
<td>School of Engineering P&amp;T Committee</td>
<td>•</td>
<td>Shapour</td>
</tr>
<tr>
<td>Role</td>
<td>Responsibilities</td>
<td>Responsible for</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>AIChe Student Chapter Advisor</td>
<td>• Advise students on AIChe activities&lt;br&gt; • Help in Recruiting (e.g., Engineering EXPO activities) and Placement Activities (e.g., career fair, graduate school opportunities seminar)</td>
<td>Prajna</td>
</tr>
<tr>
<td>SPE Student Chapter Advisor</td>
<td>• Advise Students on SPE activities&lt;br&gt; • Help in Recruiting (e.g., Engineering EXPO activities) and Placement Activities (e.g., career fair)</td>
<td>Russ</td>
</tr>
<tr>
<td>Scheduling Officer (2 weeks summer pay)</td>
<td>• Course scheduling&lt;br&gt; • Notify chair of deadline for finalizing teaching schedule</td>
<td>Marylee</td>
</tr>
<tr>
<td>Faculty Representatives to the C&amp;PE Advisory Board</td>
<td>• Coordinate Hall of Fame Nominations&lt;br&gt; • Attend Board Meetings in Fall and Spring</td>
<td>Laurence, Michael, Jenn-Tai, Susan, Shapour</td>
</tr>
<tr>
<td>URP Coordinator</td>
<td>• Develop and carryout CPE URP program during academic year&lt;br&gt; • Student placement in undergraduate research projects (URP)</td>
<td>RVC</td>
</tr>
<tr>
<td>ABET Steering Committee</td>
<td>• Documenting and reviewing various assessment/outcomes data from Spring and Fall Semesters&lt;br&gt; • Monitor implementation</td>
<td>Bala, Laurence*, RV, Michael, Paul, Jenn-Tai, Russ*</td>
</tr>
<tr>
<td>ChE Curriculum Committee</td>
<td>• Work with ABET steering committee as needed</td>
<td>Karen, Stevin, Aaron*</td>
</tr>
<tr>
<td>PE Curriculum Committee</td>
<td>• Work with ABET steering committee as needed</td>
<td>Jenn-Tai, Russ*, Paul, Shapour</td>
</tr>
<tr>
<td>Academic Standards/UG</td>
<td>• Make recommendations on student petitions as needed and to deal with cases of academic misconduct</td>
<td>Marylee*, Aaron, Shapour, Kyle</td>
</tr>
<tr>
<td>Computing (also SOE Computer Ctte)</td>
<td>• Monitor adequacy of student computing facilities&lt;br&gt; • Recommend software/hardware updates with equipment fee as needed</td>
<td>Reza</td>
</tr>
<tr>
<td>Graduate Standards</td>
<td>• Review curriculum as needed&lt;br&gt; • Make recommendations on student petitions, Ph D. qualification, etc.&lt;br&gt; • Help with selection of graduate student awards (at Annual Dept Banquet)</td>
<td>Shapour, Trung*, Marylee, Aaron, RV</td>
</tr>
<tr>
<td>SOE Scholarship Committee</td>
<td>• Represent CPE on SOE Scholarships Committee</td>
<td>Russ</td>
</tr>
<tr>
<td>Role / Committee</td>
<td>Responsibilities</td>
<td>Name(s)</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Mentoring Coordinator</td>
<td>Ensure allocation of mentors to faculty and timely provision of reports on un-tenured faculty progress</td>
<td>Laurence</td>
</tr>
<tr>
<td>Engineering Library</td>
<td>Represent CPE on committee - Make budget recommendations, advise on various issues - Monitor journal subscriptions and cancellations &amp; textbook purchases</td>
<td>Michael</td>
</tr>
<tr>
<td>BMES Student Chapter co-Advisor</td>
<td>Work with MechE co-Advisor to guide the development of group - Provide creative input and facilitate recruiting of speakers</td>
<td>Michael</td>
</tr>
<tr>
<td>Safety</td>
<td>Enhance current CPE safety processes with an increased emphasis on safety in research laboratories, and in the undergraduate teaching laboratories</td>
<td>Laurence*/Cory/ Alan Walker/ Aaron/RV</td>
</tr>
<tr>
<td>School of Engineering Space Committee</td>
<td>To coordinate space allocation and refurbishment projects with the School of Engineering</td>
<td>Paul/ Jenn-Tai</td>
</tr>
<tr>
<td>Engineering Senate Executive Committee</td>
<td>To represent CPE on ESEC</td>
<td></td>
</tr>
<tr>
<td>International Committee</td>
<td>To further develop student recruitment at overseas universities through exchanges, faculty contacts, and current collaborations</td>
<td>Russ*/RV/Laurence/ Aaron</td>
</tr>
<tr>
<td>SOE Facilities Committee – LEEP2</td>
<td>Represent the interests of CPE with respect to infrastructure changes in the School</td>
<td>Russ, Steve, Laurence, Paul, Marylee</td>
</tr>
<tr>
<td>Center for Teaching Excellence</td>
<td>Provide teaching support and advice to faculty and students</td>
<td>Susan, Prajna</td>
</tr>
<tr>
<td>Pre-Med Advisor</td>
<td>Advise incoming and current students on the pre-med concentration program</td>
<td>Marylee</td>
</tr>
<tr>
<td>CPE Promotion and Tenure Committee</td>
<td>Chair the CPE Promotion and Tenure Committee – oversee the coordination of P+T applications and operation of the committee.</td>
<td>Steve*</td>
</tr>
<tr>
<td>CPE Hall of Fame Committee</td>
<td>To seek nominations for the CPE Hall of Fame and to liaise with the External Advisory Board Steering Committee on nominations</td>
<td>Shapour*, Paul, Laurence</td>
</tr>
<tr>
<td>Committee</td>
<td>Description</td>
<td>Members</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Eng Physics / CPE liaison</td>
<td></td>
<td>Karen</td>
</tr>
<tr>
<td>CPE Sabbatical Leave Committee</td>
<td>To review applications for sabbatical leave and to coordinate response and feedback to applicants, and make recommendations</td>
<td>Laurence*, Shapour, Karen, Kyle</td>
</tr>
<tr>
<td>SOE Curriculum Committee</td>
<td>To represent CPE on the School of Engineering Curriculum Committee</td>
<td>Aaron</td>
</tr>
<tr>
<td>SOE Academic Standards Committee</td>
<td>To represent CPE on the School of Engineering Academic Standards Committee</td>
<td>Marylee*</td>
</tr>
<tr>
<td>CPE Awards Committee</td>
<td>To identify and coordinate nomination of CPE faculty and staff for internal and external awards</td>
<td>Bala*, Michael, Jenn-Tai</td>
</tr>
</tbody>
</table>
STRATEGIC PLAN

Chemical & Petroleum Engineering

STRATEGIC PLAN FOR CPE 2013 – 2016

1. PREAMBLE
Chemical & Petroleum Engineering may be defined as "The design, implementation and control of operations involving the large scale handling, extraction, conversion and purification of solids, liquids and gases for the economic manufacture of useful, marketable products, including sub-surface hydrocarbon resources." As a pair of closely related academic disciplines Chemical & Petroleum Engineering comprises a number of important foci:

- The understanding of particular aspects of mathematics and of the natural sciences and their application to real manufacturing systems and processes. These would include: applied mathematics; biological sciences with particular reference to microbiology, biochemistry, and cell biology; physics with particular reference to properties of matter, mechanics and energy systems with particular reference to continuum mechanics; chemistry with particular reference to physical chemistry & chemical thermodynamics.

- Analysis and modeling of physical and chemical routes to manufactured chemical, biochemical, petroleum, and other products through the integration of core scientific knowledge set against safety, ethical, legal, environmental and economic criteria.

- Research & development of processes and the constituent scientific phenomena which have a bearing on such processes, involving the application of rigorous scientific method and principles to research through theoretical modeling and experimental investigation and validation.

- The “Process Dimension” as the defining theme in the enhancement and increased relevance of Chemical & Petroleum Engineering as a discipline. This includes emphasis on process engineering principles applied in a much wider context than just the chemical and petroleum industries. This wider theme for Chemical & Petroleum Engineering is very important in the USA with its broad manufacturing base and the emergence of biotechnology, bioengineering, bio-processing, advanced materials manufacture, and product engineering as important components.
2. OVERALL GOALS

The goals of the Department of Chemical & Petroleum Engineering mirror that of the KU School of Engineering and are as follows:

- Our primary goal is to give our students a high quality educational experience, to generate and apply knowledge through research, development, and scholarly activity, and to serve society, the State of Kansas, and the engineering profession.

- We aim to produce graduates with the technical competence to apply knowledge of mathematics, science, and engineering: to identify, formulate, and solve chemical and petroleum engineering problems; to design and conduct experiments, including the analysis and interpretation of data; to design a system, component or process to meet desired needs; and to use techniques, skills, and modern engineering tools necessary for engineering practice.

- Serve our students through a balanced undergraduate and graduate education programs in chemical and petroleum engineering and strive to help each of them achieve their full potential.

- Serve the state, region, and country through research conducted by individual and groups of faculty researchers. Group efforts are particularly encouraged.

- Serve the state, region, and nation through professional activities, short courses and other contributions.

- Develop engineering graduates of the highest international caliber with an ability to design, operate and manage processes and who can provide leadership in academia, the process industries and their constituent organizations in the USA & worldwide.

- Fulfill the minimum requirements for undergraduate course accreditation by ABET.

- To foster, promote and resource research of the highest scientific quality, set in a context of medium or long term application in the chemical and petroleum industries and related disciplines, to provide a stimulating and innovative environment for those to be trained in the methods of research.
To maintain a safe, viable and efficiently run workplace for students, faculty and staff.

To support the University in its endeavors to maintain AAU membership

3. RESEARCH GOALS

3.1 GOAL

To be recognized nationally and internationally for research strengths in the areas of: Kinetics, Catalysis and Bioenergy; Bioengineering; Enhanced Oil Recovery and Reservoir Engineering.

Actions

- We will continue to promulgate a strong research culture in the department, encouraging all academic staff to be research active in the above areas of strength, and to ensure that visible research outputs are given a high priority. The provision of technical support and adequate laboratory space for the research of the department must be enhanced.

- We will continue to encourage a culture of playing to individual strengths recognizing that the success of the department requires excellence in both research and teaching.

- Over the period 2013-2016 we will ensure that CPE faculty, post-doctoral fellows and graduate research students, continue to have a significant presence at the annual AIChE, SPE, ACS, and BMES meetings with papers, and posters, and at major US conferences in the above areas, and at other prestigious international events.

- Faculty will be encouraged to present papers and wherever possible be involved in organizing and chairing sessions, reviewing panels, and chairing or co-chairing conferences. Set up an internal committee to review and nominate faculty for research honors and awards, both within the university and outside.

- We will endeavor to increase the number of distinguished professorships and other named faculty positions including those at the junior levels to enhance faculty recognition and retention.

- We will encourage nominations of faculty for national awards, and increasing graduate fellowships, in line with the goals and resources associated with the Building on Excellence initiative. A CPE Awards Committee was established in Fall 2011 under the chairmanship of Bala Subramaniam.

REPORT ON ACTIONS – CONTINUING
3.2 GOAL
- To further increase our research funding, striving to attain the School of Engineering goal of an average research expenditure of $250,000 per annum, per faculty member.

Actions
- The performance expectations of all faculty to include participation in an active externally funded research program
- We will continue to pursue funding opportunities through the NSF, DOE, DOD, NIH, DARPA, Office of Naval Research in addition to private foundations, other federal agencies, and from industry sources as appropriate. The key to this is the adoption of a team approach and to further promote an environment of cross disciplinary research groupings, focusing on areas of identified research strength, with development of further research Centers as appropriate.
- Continuing support for the development of the Center for Environmentally Beneficial Catalysis.
  - Research opportunities in biorefinery related research - gasification technologies, hydrolysis, and bio-oils, new solvents, nanotechnology and associated separations.
  - Support opportunities with KBA, Department of Energy, NSF, USDA, and Industry for growth of the Center.
- Continuing support for the Transportation Research Institute
  - Research opportunities in the Feedstock to Tailpipe Initiative - algal biomass as a source of lipids, process intensification of biofuel synthesis, application of catalysis for the synthesis of biofuels and downstream products, on-campus demonstration projects using waste-oil to biodiesel.
  - Strengthen further the research / education nexus by the involvement of undergraduates in biofuels research.
- Continue support for TORP:
  - Faculty participation
  - Recruitment and supervision of graduate students in the area of petroleum engineering
- Continue support for the Bioengineering Research Center
  - Faculty participation
  - Recruitment and supervision of graduate students in the area of bioengineering

REPORT ON ACTIONS – CONTINUING

3.3 GOAL
To increase the number of PhD graduates from CPE in line with the strategic goals of the School of Engineering to an average of 0.5 PhD graduates per year per faculty member

**REPORT ON ACTIONS – SEE GOAL AND ACTIONS UNDER 5.6**

**3.4 GOAL**
- To maintain as a minimum a research productivity in visible research outputs of 3.0 journal papers per faculty member as per the School of Engineering metrics.

**Actions**
- We will continue to place the highest priority on the quality of our research and to ensure that the excellent research conducted by our graduate students, our research staff, and our faculty staff is published in top quality journals.
- We will encourage faculty to contribute review articles to high-impact journals.
- We will actively encourage co-authorship of research papers by academic staff, and co-authorship with our international research collaborators. Wherever possible, research presented at conferences should be considered for publication in international peer reviewed archival journals.
- Graduate research students will be encouraged to draft journal papers based on their results and to assist drafting of review papers in cooperation with their research supervisor.
- We will continue our efforts to gain competitive research funding from external agencies, seeking funding opportunities which match our profile of expertise.

**REPORT ON ACTIONS – CONTINUING**

**3.5 GOAL**
- To expand and strengthen our research support for local and national companies, and for regional investment in science and technology support for new and emerging companies in our areas of expertise.

**Actions**
- We will continue to strengthen our research relationships with the major chemical, pharmaceutical and biotechnology industrial companies in Kansas and beyond through our advisory board, the alumni associations, the careers services within the School and through other external contacts.
- We will continue to work with our advisory board in seeking linkages and opportunities by which the growth of the bio-industries in this region in line can be supported through our research, teaching and consultancy activities.

**REPORT ON ACTIONS – CONTINUING**

**4. EDUCATION: MISSION, OBJECTIVES, AND GOALS**
MISSION STATEMENT
The overall program mission for the B.S. degree in chemical or petroleum engineering is to provide a modern chemical or petroleum engineering education with proper balance between theory and practice. Graduates are prepared for professional practice in industry or government and for post-undergraduate training in chemical or petroleum engineering, medicine, etc. In addition to scientific and engineering training, students receive training in educational skills and in the humanities and social sciences.

PROGRAM EDUCATIONAL OBJECTIVE – CHEMICAL ENGINEERING
The principal objective of our program is to prepare graduates for professional practice in industry or government, and for post-undergraduate training in chemical engineering, medicine, and other related disciplines.

PROGRAM EDUCATIONAL OBJECTIVE – PETROLEUM ENGINEERING
The objective of our program is to prepare graduates for professional practice in industry, government, or post-undergraduate training in petroleum engineering, and other related disciplines.

4.1 GOAL
- To maintain the excellent record at KU of the teaching of process engineering design, at the same time involving more faculty members in the teaching of design
- To address recent developments in the nature of chemical engineering such as increased interest in biomedical and bioprocess engineering, and inclusion of bioengineering and on product design.

Actions
- We will continue to review design teaching to promote wider participation of faculty in chemical engineering design teaching, to strengthen the nexus between senior design and core teaching especially at the lower levels of the program, and to widen the scope of design.
- We will continue to solicit Industry / employer involvement to assist with development and running of design projects, supply of case studies, nomination of company contacts for student help.

REPORT ON ACTIONS – CONTINUING, NOTING THAT A GROUP OF KU CHEM E SENIORS WAS AWARDED THE 2012 AICHE DESIGN CONTEST 1ST PLACE AWARD. WE HAVE RECEIVED EXCELLENT HELP AND SUPPORT FROM BOB SMITH AND KENT PENNYBAKER

4.2 GOAL
- To enhance cohesion and integration of our core teaching across the BS program in Chemical Engineering.

Action
The CPE Curriculum Committee will review the arrangements for the teaching of Mass and Energy Balances, Design, Safety, and the senior lab classes.

REPORT ON ACTIONS – CONTINUING

4.3 GOAL

- To obtain necessary resources for supporting the current and increased enrolments in both ChemE and PetE undergraduate programs.

Actions

- We will ensure that this goal is met through the Building on Excellence initiative lead from the School of Engineering, especially in phase 2, with resources for the following:
  
  o For extended and upgraded undergraduate laboratory space to support the teaching of chemical engineering (unit operations) and petroleum engineering laboratory classes.
  o Additional faculty hires
  o Provision for the support of laboratory teaching

- The Chair will continue to work with the Deans office and the KU Endowment Association to develop a strategy for attracting the necessary corporate and private sponsorship to meet these needs.
- We will work with colleagues in the Department of Geology as the plans for a multi-million dollar Energy and Environmental Center attached to Lindley Hall are developed and implemented, providing potential substantial benefit to our research and teaching especially in Petroleum Engineering.

REPORT ON ACTIONS - CONTINUING - PART OF HIRING PLAN – 1 PE HIRE MADE IN 2012, 3 FURTHER HIRES CURRENTLY IN PROGRESS – 2 CHEME FACULTY + 1 LAB INSTRUCTOR; PHASE 2 $65M ENGINEERING BUILDING HAS BEEN APPROVED AND DESIGN AND PLANNING ARE AT AN ADVANCED STAGE. ADDITIONAL RESOURCES OF $15M ARE ALSO APPROVED FOR A FURTHER HI-BAY SPACE BUILDING ON THE WEST CAMPUS AS AN EXTENSION TO PHASE 2 2 FURTHER FACULTY HIRES ARE IN THE PLAN FOR 2015/16 PLUS A CLUSTER HIRE WITH GEOLOGY IN THE PETROPHYSICS AREA OF PETROLEUM ENGINEERING.

4.4 GOAL

- To ensure we use the Christy Scholar fund to enable faculty to develop new initiatives in scholarship and teaching.

Action –
Continuing as of July 2012, Dr Susan Williams is appointed as the Christy Scholar 2011 – 2013

REPORT ON ACTIONS – CONTINUING

4.5 GOAL

- To provide a breadth of graduate level courses which best serves the needs of our PhD students, taking into account the desire to admit students from other disciplines, recruitment, fast-track PhDs, and the need to provide a strong and relevant platform for our PhD level research.

Actions

- We will continue to review the graduate student curriculum with a view to reducing the course load currently demanded of our graduate research students.
- We will continue to review our admission/qualifier procedures and core course requirements of our PhD program to ensure (a) relevance of courses to the research being undertaken.

ACTIONS – CONTINUING – NEW COURSE ON RHEOLOGY INTRODUCED BY DR. DHAR SPRING 2012

4.6 GOAL

- To ensure that CPE meets ABET requirements for the accreditation visit in 2012.

Actions

- The internal CPE ABET committee will continue to provide focus and leadership to ensure that we are prepared well in advance of the next accreditation submission and visitation. The committee will ensure that all members of the faculty and staff in CPE are aware of the expectations of ABET and are also aware of the information pertaining to their particular courses which is required.
- We will continue formal review of each of our undergraduate core course in anticipation of the next ABET visit, to monitor changes in objectives and outcomes, and to review pre-requisite requirements, overlaps, and changes in the subject area which might impact on the content and quality of the program.
- The record keeping procedures in connection with course changes, quantitative assessment of program objectives, and assessment of course outcomes will be reviewed and changes made to achieve a robust system of continuous record keeping.

REPORT ON ACTIONS – FULL REPORT ON THE 2012 ABET VISIT COMPLETED FALL 2012

4.7 GOAL
To ensure growth and retention of our undergraduate student numbers and our four year success rates to meet the School of Engineering target for BS degrees awarded per year per faculty member by 2015.

**Actions**
- We will continue to monitor carefully our processes for responding to student feedback on our teaching and courses to ensure that we meet student need and aspiration in the best way possible without compromising standards.
- We will continue to use our ABET processes for course review and changes, with student success and retention as a high priority.
- We will examine ways of encouraging freshman students to stay with the programs, especially in Petroleum Engineering. This will include stimulating interest in the industry through site visits, SPE chapter activities, and internship programs.

**REPORT ON ACTIONS - CONTINUING**

**5. ADMINISTRATIVE GOALS**

**5.1 GOAL**
- To continue review of safety procedures for research and teaching in CPE and to implement a consistent safety protocol

**Actions**
- Work with KU Environmental Health and Safety to maintain a consolidated safety manual for CPE based on KU policy and procedures and department-specific recommendations.
- Ensure that safety procedures are disseminated to all faculty, staff and students.
- Work through the CPE Safety Committee, to improve compliance and provide feedback on safety issues to the department and individual faculty.

**REPORT ON ACTIONS - CONTINUING**

**5.2 GOAL**
- To maintain a streamlined academic and financial administration of CPE and to optimize time and effort expended by faculty in operational matters.

**Actions**
• The chair will maintain a fair and transparent resource allocation in the Department for the distribution of state funds, endowment funds and other departmental resources.

• The chair will work with the staff to establish a more effective and collaborative working environment for the staff, drawing on training and support from KU HREO as appropriate.

• In line with the growth plans for the School we will hire additional administrative support staff as funds are released to manage increased workloads resulting from the growth of the department.

REPORT ON ACTIONS – CONTINUING - THIS IS A PRIORITY AREA FOR ATTENTION - IN FY13 $13K HAS BEEN ALLOCATED TOWARDS FULFILLMENT OF THIS GOAL WITH FUNDING RISING TO $64K BY FY17.

5.3 GOAL
• To review the criteria for annual performance based pay increases

Action
• The chair will continue to work with faculty to review the current protocols and criteria for performance appraisal and to complete the formal three yearly review at the appropriate time.

REPORT ON ACTIONS – CONTINUING - REVIEW IS DUE THIS YEAR

5.4 GOAL
• To have a CPE website which attracts top quality undergraduate students into both our core programs.

Actions
• We will continue to upgrade and update the CPE website an ensure that it effectively portrays our teaching achievements, our teaching facilities, our strong graduate employment record, our research skills, research facilities, and research performance record.

• Details of new research funding and teaching successes will be placed on the CPE website subject to the agreement of the relevant sponsoring agencies.

• All faculty are encouraged to maintain up to date personal web pages and to provide Ryan with any newsworthy item for insertion on the “News” section of the CPE website.

REPORT ON ACTIONS – CONTINUING - THIS IS A PRIORITY AREA FOR ATTENTION

5.5 GOAL
• To attain a 40% percentage of women students in the undergraduate student cohort.
**Actions**

- We will continue to work with the School of Engineering Director for Minorities and with the Minorities recruitment coordinator to ensure maximum exposure of our programs to women and minorities.
- We will continue to emphasize the favorable gender profile of our faculty, ensuring that we provide a welcoming environment to women students.

**REPORT ON ACTIONS – CONTINUING – TREND DATA TO BE INCLUDED**

**5.6 GOAL**

- To revise and update our research publicity in order to attract more, high quality graduate PhD students

**Actions:**

- Faculty will work with the graduate Recruitment Coordinator and faculty, to develop a standard template for the listing of research projects within each area of research focus on the departmental website. We will revise and update our research brochure and leaflets.
- The Graduate Recruitment Coordinator will publicize our research programs at other campuses in order to increase our visibility and improve our chances of landing graduate students.
- We will continue to work with CEBC, TORP, TRI the Transportation Research Institute, the Bioengineering Center, the KU Energy Council and others to ensure full advantage is taken of these research centers as foci for graduate recruitment.
- We will continue our practice of bringing high quality out-of-state PhD candidates to KU for interviews with prospective supervisors, and tour of our facilities.
- We will review our funding models for graduate students

**REPORT ON ACTIONS – CONTINUING, THIS HAS HIGH PRIORITY AMIDST FACULTY CONCERNS THIS YEAR ON FALLING GRADUATE STUDENT NUMBERS IN CPE**

**5.7 GOAL**

- We will further enhance our portfolio of contacts overseas with a view to directing graduate student recruitment efforts at those institutions. In addition we will focus efforts on areas of the world from where we have seen few students in recent times. These include the UK, Europe, Australasia, Hong Kong, Vietnam, Canada, and South Africa.

**REPORT ON ACTIONS – CONTINUING**

**5.8 GOAL**

To strengthen our international linkages in research collaboration, student and faculty exchanges.
Actions

- The international committee will develop a plan for international outreach. This will include assembling a list of all our current active international links, and the identification of potential linkages and opportunities for funding such linkages.
- In particular we will encourage students to take advantage of the formal agreements which we have in a number of countries including Germany, Poland, UK, Australia, Costa Rica, and New Zealand.
- A fundraising initiative has been suggested to KUEA to solicit support for international initiatives, including scholarships and resources for faculty to develop productive Study Abroad relationships with targeted Universities.
- The Department supports the Study Abroad initiative being lead within the School of Engineering.

REPORT ON ACTIONS – CONTINUING – FURTHER SUCCESS IN 2012 AT PROMOTING STUDY ABROAD EXPERIENCE FOR CHEME STUDENTS

5.9 GOAL

- To expand the level of GTA and instructor support for CPE from the School and University to address the greatly increased CPE enrolments in our undergraduate programs.

REPORT ON ACTIONS – GOAL ACHIEVED WITH A ROBUST PLAN AGREED BY THE DEAN AND PROVOST TO INCREASE GTA SUPPORT FOR CPE BY MORE THAN 200% BY FY18 – INCREASE OF NEARLY 100% IN FY13

5.11 GOAL

- To establish a new permanent position of undergraduate laboratory instructor.

REPORT ON ACTIONS - GOAL ACHIEVED – SEARCH CURRENTLY IN PROGRESS

5.12 GOAL

- To eliminate academic misconduct in the CPE department

Actions

- The CPE Academic Standards Committee will establish a sub-committee involving students to create an honor code for all students which will clearly define acceptable rules of academic behavior with respect to homework assignments, project work and examinations.

REPORT ON ACTIONS – CONTINUING

5.13 GOAL
• To further strengthen Promotion and Tenure processes in CPE and provide better feedback to colleagues at the assistant and associate professor ranks.

Actions:
• We will continue with a rotating chair (currently Professor Gehrke) of the CPE P&T Committee.
• All assistant and associate professors will be invited to submit draft promotion materials to the CPE P&T Committee for review.
• Mentors will be encouraged to be pro-active in supporting colleagues in developing their case for promotion.

**NEW GOALS**

**NEW GOAL 1.**
• To ensure that both our degree programs meet the requirements of the KU General Education Curriculum

**Action**
• The CPE Curriculum committee and ABET committee will work with the School of Engineering to demonstrate that our students meet the revised KU General Education requirement

**NEW GOAL 2.**
• To work with the Deans office on the design, specification and funding of the Phase 2 building project

**Action**
• Advocate space and infrastructure requirements for the attainment of our research and educational goals in the context of a much increased faculty and student cohort.
• Work with donors and alums to raise additional resources for laboratory equipment, dedicated laboratories and other facilities.

**NEW GOAL 3.**
• To maintain high quality instruction in our undergraduate program in light of greatly increased enrolments.

**Actions**
• To implement the mentoring program for our instructors
• To bring back the teaching of Computers in Chemical Engineers (CPE121) into the department. (ACTION implemented for Spring 2013)

**NEW GOAL 4.**
To enhance our current undergraduate advising in light of much increased enrolments

**Actions**
- Ensure that new faculty received training on the CPE and KU student advising system and the relevant CPE curricula.
- Review the current advising procedures within the faculty and examine alternative models for advising large numbers of students.
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<th>CORE AND ELECTIVE COURSES</th>
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<tr>
<td>FALL 2013</td>
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<tr>
<td>Cory Berkland</td>
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<td>CPE700 – Drug Delivery (3)</td>
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<td>Kyle Camarda</td>
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<td>Release to School of Engineering</td>
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<td>R V Chaudhari</td>
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<td>CPE721 Thermodynamics (3)</td>
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<td>CPE910 Industrial Dev Reactors (co-teach with BS) (1.5)</td>
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<td>Michael Detamore</td>
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<td>CPE615 Process Control (3)</td>
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<td>Stevin Gehrke</td>
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<td>CPE616 Unit Ops Lab (3)</td>
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<td>CPE616 Unit Ops Lab (3)</td>
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<td>Biol 800 Seminar (1)</td>
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<td>Trung Nguyen</td>
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<td>CPE731 Convective Heat &amp; Momentum Transfer (3)</td>
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<td>CPE800 Seminar (1)</td>
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<td>Karen Nordheden</td>
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<td>CPE701 Methods Chem and Petr. Calculations (3)</td>
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<td>CPE 655 / 755 Semi- Conductors (3)</td>
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<td>Prajna Dhar</td>
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<td>CPE511 Momentum Transfer (3)</td>
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<td>CPE512 Process Eng Thermodynamics (3)</td>
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<td>Aaron Scuro</td>
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<td>CPE512 Process Eng Thermodynamics (3)</td>
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<td>CPE626 Unit Ops (mentor) (3)</td>
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<td>Marylee Southard</td>
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<td>CPE522 Economics (2)</td>
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<td>CPE656/756 Intro to Biomed (3)</td>
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<td>Bala Subramaniam</td>
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<td>Buyout CPE910 Industrial Dev Reactors (1.5)</td>
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<td>Laurence Weatherley</td>
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<td>CPE111 Intro to Chem Eng Prof (2)</td>
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<td>CPE613 Design I (4)</td>
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<td>Susan Williams</td>
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<td>CPE211 MEB (3)</td>
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<td>Release as KU Faculty Athletics Rep</td>
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<td>New faculty</td>
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<td>Kevin Leonard</td>
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<td>CPE722 Kinetics and Catalysis (3)</td>
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<td>Lab Professor ***</td>
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<td>CPE 616 Chem Eng Lab section 1 (3)</td>
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<td>CPE 616 Chem Eng Lab section 2 (3)</td>
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<td>Jon Snyder</td>
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<td>CPE616 Chem Eng Lab section 3 (3)</td>
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<td>Rex Gaumer</td>
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<td>CPE616 Chem Eng Lab section 3 (3)</td>
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<td>Elim Myer</td>
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<td>CPE121 – Intro to Computers (3)</td>
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*** New lab professor will be involved in the lab teaching in the fall but will not be solely responsible for a section

Footnotes:

1. MD 1 course buy-out, Bala 3 course buy-out, Chair ½ load
2. KVC on 50% to School of Eng as of 10/15/12
3. SMW on 50% as KU Faculty Athletics Representative as of 1/1/13

**PETROLEUM ENGINEERING**

**2013-2014**

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<th></th>
<th>FALL 2013</th>
<th>SPRING 2014</th>
<th>Core hrs</th>
<th>Elect Hrs</th>
<th>Grad students</th>
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<tr>
<td>Jenn-Tai Liang</td>
<td>Buyout</td>
<td>CPE517 Reservoir Engineering (4)</td>
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<td>Russ Ostermann</td>
<td>CPE117 Intro to PE (1)</td>
<td>CPE127 Introduction to Pet Eng II (1)</td>
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<td>CPE217 Intro to Drilling (2)</td>
<td>CPE617 Drilling and Well Compl (3)</td>
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<td>CPE627 Petroleum Production (3)</td>
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<td>CPE219 Lab sections (3 x 1 hr)</td>
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<td>Shapour Vossoughi</td>
<td>CPE527 Reservoir Engineering II (4)</td>
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<td>CPE795 Enhanced Petrol. Production (3)</td>
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<td>Paul Willhite</td>
<td>CPE619 Petrol. Eng. Lab (3)</td>
<td>CPE619 Petrol. Eng. Lab (3)**</td>
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<td>Reza Barati</td>
<td>CPE 528 Well Logging (3) co w/Doveton</td>
<td>CPE628 Petroleum Eng. Design (3)</td>
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**Two sections of CPE619 may be required**

Numbers in brackets next to grad students = “post-docs” in addition to graduate students
TRAVEL POLICY – FACULTY

The University of Kansas
Department of Chemical and Petroleum Engineering

Revised Policy on Funding of Faculty Travel from CPE Resources

In light of the current status of CPE general endowment funds it is proposed that the funding policy from Fall 2008 for faculty travel be as follows:

- “Faculty members are encouraged to participate in conferences and other forums to disseminate and discuss their research, and for the purpose of overall professional development as scholars and teachers. Support is principally provided for the participation of the faculty member rather than students or research assistants though exceptions may be made.”

- “It is proposed that the department will provide financial assistance to faculty subject to the following criteria:
  - Participation at the event is in line with the core mission of the department.
  - The faculty member provides brief justification to the CPE Chair for their participation. Justification may include for example: presentation of a paper or keynote address; development of knowledge for teaching; potential opportunities for funding; chair at a conference.
  - Agreement of department financial support is obtained prior to the event.

- As a guideline the financial support will not exceed $1500 in total over any two fiscal year period.

- Request for support should be made in writing or by email to the CPE Chair at least one month ahead of the proposed event.

- Faculty in receipt of support should notify Joe Morgison well ahead of time for their travel and registration requirements so that the necessary KU procedures may be adhered to.

- Provision of support is contingent on the availability of funds.
CYCLE OF CPE BUSINESS
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<th>Administration Planning - tasks and deadlines</th>
<th>January</th>
<th>February</th>
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<td><strong>Departmental Spring Retreat</strong></td>
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<td><strong>Confirm venue for spring advisory board</strong></td>
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<td><strong>Confirm hotel bookings for advisory board</strong></td>
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<td><strong>Confirm venue for awards banquet</strong></td>
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<td><strong>Graduate Recruiter to solicit GRA requirements for next Fall</strong></td>
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<td><strong>Circulate annual appraisal forms to faculty</strong></td>
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<td><strong>Prepare appraisal documents for staff</strong></td>
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<td><strong>Arrange faculty and staff appraisal appointments</strong></td>
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<td><strong>Graduate recruiter applies to SOE for graduate scholarships</strong></td>
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<td><strong>Graduate recruiter briefs faculty on status of recruitment</strong></td>
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<td><strong>Graduate recruiter arranges recruitment weekend</strong></td>
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<td><strong>Graduate recruiter sends confirmation letters</strong></td>
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<td><strong>Issue Invites for Spring Advisory Board</strong></td>
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<td><strong>Call for topics for spring advisory board from faculty</strong></td>
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<td><strong>Finalize arrangements for Hall of Fame nominee</strong></td>
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<td><strong>Confirm teaching duties for next academic year with faculty</strong></td>
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<td><strong>Finalize printing of documents for Advisory Board</strong></td>
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<td><strong>Review Sabbatical Leave applications</strong></td>
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<td><strong>Finalize contracts for instructors for next academic year</strong></td>
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<td><strong>Post and circulate Spring Advisory Board papers to website and e-mail to Board</strong></td>
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<td>Prepare student evaluations for end of semester</td>
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<td>Call to faculty for Fall retreat topics</td>
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<td>Call for suggestions from faculty for Fall Advisory Board topics</td>
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<td>Remind mentors for Blue Forms for faculty seeking promotion</td>
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<td>Schedule CPE P&amp;T Committee meetings for November</td>
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<td>Graduate recruiter convenes advisor selection for fall</td>
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<td>Graduate recruiter reports advisor selection to faculty</td>
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<td>Graduate recruitment commences for following year</td>
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CPE – Accountant Job Description

Last Update: Sep 14 2009 12:48PM
Position Number: 00064459
University of Kansas
Position Description
Name: Tammie Powers  Department Name: Chemical & Petroleum Engr
Job Title: Accountant  Department Number: 2223000
Supervisor: Weatherley, Laurence Russell  Job Category: University Support Staff
FTE: 1.00  Regular/Temporary: Regular
       FLSA: Non-exempt (Hourly)
       Serve at the Pleasure: No

Position Overview: Chemical & Petroleum Engineering (CPE) is an academic and research active department within the School of Engineering. The employee holding this position must work independently and is responsible for the financial management and reporting needs for the Chemical & Petroleum Engineering Department. The incumbent must be able to develop appropriate methods to accurately analyze financial information, make projections, reconcile accounts and projects on on various funding sources (state, endowment, research/grant), identify and correct discrepancies according to policies and procedures, and perform accounting functions accurately, completely, and in a timely manner. Responsibilities also include the departmental procurement needs, payroll, and the oversight of accounts payable and travel reimbursement processing. Strong organizational and communication skills and the ability to meet deadlines is essential to be successful in this position.

Duties and percent-time devoted to each:

% of Time  Responsibility / Duty

40  Budget & Account Management
Develops, analyzes, and maintains, and provides forecasts on departmental and unit internal budget ledgers to include general use state funds, income, endowment, student project allocations, F&A, start up, and individual faculty sponsored grant projects to ensure internal controls and provide reporting. Reconciles budgets and audits expenditures of all funding sources for appropriate use and coding on a monthly basis with DEMIS, HR/PAY, and UBUDS, analyzing and correcting discrepancies or deviations and provides reports to the Chair and investigators monthly. Provides technical guidance to faculty, researchers, staff, student organization and design project centers on federal, state, university, and school fiscal policies and procedures. Recommends and implements changes to departmental financial procedures as deemed necessary due to changes in state, endowment, Regents and university regulations.

20  Payroll & HR
Plans, implements, and maintains an automated accounting ledger to track payroll expenditures for departmental grants, state, and endowment funded salary and fringe payments, while assuring internal controls. Determines availability of funding and initiates and/or reviews all payroll transactions for new hires, funding changes, and appointment changes, monitoring FTE and salary/fringe expenditures. Audit salary reports biweekly to ensure accurate payment and adherence to budgeted projections. Request funding transfers when necessary to adequately cover all positions and pools. Serves as the department’s personnel related staff contact and hiring manager for faculty, lecturers/adjuncts, unclassified professional, university support, teaching assistant contracts, research assistants, and temporary appointments. Provides oversight on the recruitment of all student appointments. Attends meetings and remains current on payroll, hiring manager, and equal opportunity policy and procedures. Responsible for interviewing, hiring, and training new administrative and student staff members.

15 Accounts Payable
Oversees the processing of state, Endowment, and research invoice payments (SOV, Vouchers, BPC, and/or Check Requests) and travel reimbursements through the financial system, delegated to Administrative Staff and Student Assistants. Serves as the departmental resource regarding accounting and travel policies within the University and its affiliated corporations (i.e. Endowment, KUCR). Reviews and approves voucher logs to insure appropriate funding source, correct account code usage, as well as timely processing and compliance with state, federal, research or endowment regulations. Manages credit accounts in the departments name and reviews monthly statements for accuracy and to ensure accounts remain in good standing. Coordinates with the School of Engineering Business Manager to ensure successful closing of fiscal year funds and oversees the encumbrance processes at fiscal year and grant endings. Oversees the processing of departmental scholarships each semester and annual faculty, staff, and student awards preparing additional pay documents for school and university approval when necessary.

15 Purchasing
Provides oversight and direction to various staff and administrators for competitive and direct purchase of supplies, chemicals, equipment with complex specifications, and services according to applicable purchasing regulations. Attends meetings and consults with school, Comptroller, Endowment and KU Research staff to ensure the latest purchasing rules and regulations are strictly followed. Resolves order discrepancies with vendors when necessary. Responsible for the tracking of assets as applicable to university policies and regulations.

10 Supervision
 Provides leadership to 2-administrative staff and 2 or more student hourly or work study employees in bill payment data entry, student graduate and
undergraduate records administration, biweekly time and leave entry and verification, student recruitment, and problem resolution. Also provides financial guidance regarding budget availability and purchasing for departmental events.

Required Qualifications: Must meet one of the following requirements [professional verses support work will be determined based on detail in applicants resume and cover letter]:

▪ Three years of experience in professional accounting and/or audit work; or
▪ Six years of experience in accounting support work; or
▪ Associates degree in accounting and three years of experience in accounting support work

Preferred Qualifications: 1. Bachelor's degree in accounting
2. Accounting experience at an institution of higher education *
3. Strong written and verbal communication skills
4. Two or more years of advanced (use of functions, formulas, pivot tables, etc) experience using Excel software as described in application materials **
5. Supervisory experience
6. Experience with PeopleSoft Financials or Payroll
7. Attention to detail as indicate in application materials
8. Excellent interpersonal skills

__________________________________________
Signature of Employee                             &nbspDate
__________________________________________
Signature of Supervisor                             &nbspDate
IT Manager – CPE – Job Description

80% - Computer Related Duties - Administer the department network and file servers. Maintenance of the department student computer lab and faculty staff/computers, including hardware troubleshooting, software installation, video/audio display equipment, and purchasing of all related supplies. Work with staff and users installing software on servers running Novell Netware or Microsoft Networking and other LAN network software. Consult with users and staff on LAN requirements and alternatives. Review and evaluate LAN software products determining suitability of products for specific applications. Resolve problems encountered by users, and provide support for serial communications software. Work with networking staff to evaluate LAN hardware and provide training of users. Provide microcomputer support to departmental research labs and keep current on developments in local area networking. Work with Engineering Computing Services to maintain and upgrade department World Wide Web sites, including interactive forms support, support for course web pages, and support for research group pages. Advise department computer committee on costs of hardware and software for research, student, and faculty/staff computing, and assist in long-range planning of computer upgrades.

20%: Electronics and computer/equipment interfaces: Set up and programming of data acquisition systems and sensors such as thermocouples, pressure transducers and flow meters. Train graduate students in the use of Camille and other data acquisition systems. Provide electronic troubleshooting and repair as well as fabrication of new circuits.
Graduate Administrator – CPE – Job Description - 2009

Skip to Main Content

Last Update: Sep 14 2009 11:14AM
Position Number: 00003828

University of Kansas
Position Description
Name: Carol L. Miner Department Name: Chemical & Petroleum Engr
Job Title: Administrative Associate Sr Department Number:
2223000
Supervisor: Weatherley, Laurence Job Category: University Support Staff
FTE: 1.00 Regular/Temporary: Regular
FLSA: Non-exempt (Hourly)
Serve at the Pleasure: No

Position Overview: This position is responsible for the oversight and operation of the Graduate program in Chemical & Petroleum Engineering.

Duties and percent-time devoted to each:
% of Time Responsibility / Duty
35 Attend training for and receive authorization to use ARTS and PeopleSoft Student Records. Create and maintain all files and records of prospective and current graduate students. Monitor student's progress with respect to degree requirements (MS & PhD, Plans of Study, Do-All forms, creating/posting flyers for exams, etc.). Communicate as needed with students, graduate admissions coordinator and graduate advisor to apprise them of activities/procedures/policies/deadlines and processes all paperwork in a timely fashion. Responsible for the setting up and data entry of the graduate program database in FileMaker.
25 Work directly with the graduate admissions coordinator regarding general correspondence with prospective students by federal mail, electronic mail, telephone and fax regarding required application procedures and deadlines for admission to the program. Supervise mass mailings to qualified graduating seniors from domestic universities for recruiting purposes. Manage all incoming applications, review them for completeness and correspond with students or other university offices regarding materials needed. Create database of information for the graduate committee for proper application review and
potential admission offers. Work closely with departments graduate admission coordinator in the processing of admission offers or denials and the nomination and awarding of scholarships/fellowships. Responsible for all communications with applicants from receipt of application until the arrival of the student. Recruit and oversee volunteers from current students to assist incoming students with any necessary details of arrival and enrollment. Assist graduate recruiter in publicity and outreach to potential graduate students in the program.

15
Work with faculty to set up seminar dates with outside speakers. Responsible for all arrangements/communications with speaker: travel, hotel, parking, etc. Work with faculty to create an agenda schedule of meetings for visiting speaker and create/edit/post/distribute all flyers and agendas. Gather receipts and forward to office manager for reimbursement processing for the speaker or faculty members involved in agenda events. Keep records by semester of each speaker with copies of all correspondence, flyers, schedules, etc.

10
Work with students, faculty, department staff, Provost office and KUCR in preparing GTA and GRA student's appointment forms for newly admitted and continuing students. Responsible for assisting students with and collecting completed employment information packets for all new students and forward information to office manager. Assist international students in applying for SSN#. Monitor peoplesoft student records to ensure all students meet the admission/appointment/enrollment requirements.

5
Attend meeting and seminars presented by the graduate school, school of engineering or other KU departments to maintain knowledge of the graduate admission standards and enrollment/appointment requirements for domestic and international students. Work closely with International Student and Scholar Services and the Applied English Center as needed to ensure that international students meet all admission/appointment/enrollment requirements.

5
Serve as department backup for PeopleSoft Financials and Human Resources

5
Work with student advisor/faculty to manage the details of students sponsored tuition each semester. Communicate with faculty and distribute sponsorship forms to Bursar or KUCR dependent upon funding source. Receive department tuition invoice and break out information for individual faculty member for their sponsored students. Work with office manager to assure payments are made in a timely fashion each semester

Required Qualifications: 1. High School diploma or completion of G.E.D. equivalency
2. Three years experience in skilled clerical, accounting, auditing and/or administrative support work.
3. One year of experience with basic office computer systems.

Preferred Qualifications: 1. Previous graduate program experience.
2. Previous administrative experience in a University environment; KU preferred
3. Previous experience using FileMaker Pro

__________________________________________
Signature of Employee                              Date

__________________________________________
Signature of Supervisor                              Date
Undergraduate Administrator – CPE – Job Description

Last Update: Sep 14 2009 11:00AM
Position Number: 00066653
University of Kansas
Position Description
Name: Gerri Wetzel Department Name: Chemical & Petroleum Engr
Job Title: Administrative Associate Sr Department Number: 2223000
Supervisor: Weatherley, Laurence Russell Job Category: University Support Staff
FTE: 1.00 Regular/Temporary: Regular
FLSA: Non-exempt (Hourly)
Serve at the Pleasure: No

Position Overview: This position works with the chair, faculty, staff and students in the Chemical & Petroleum engineering department. Position involves general office, personal assistant duties, financial back-up, and department event planning.

Duties and percent-time devoted to each:
% of Time Responsibility / Duty

25 Undergraduate Student Records and Enrollment
Prepare and maintain student records; monitor enrollments; track progress; monitor student standing; update database and provide status reports. Oversee advising process and enrollment periods each semester; assist with new student orientations; provide assistance to faculty and students concerning enrollment issues; release undergraduate ENGR holds. Maintain ABET files as directed by faculty ABET coordinators and the Chair of the CPE ABET Committee. The Accreditation Board for Engineering and Technology requires continual data collection and evaluation to maintain the undergraduate degree program status.

25 Accounting Support
Works independently to audit timesheets for faculty, unclassified staff, university support staff and student hourly assistants for appropriate authorizations, calculations, and classification of time reported. Bi-weekly enters time and leave into PeopleSoft HRSA in advanced of the designated deadline and reconciles verification reports for accuracy of entry. Assists accountant in making travel accommodations for faculty and students, uses business procurement card, assists in collecting receipts and authorization for reimbursements. Assists in processing routine purchase orders, BPC, SoV, and voucher payments in PeopleSoft Financials and check requests for Endowment funds and maintains internal files of financial documents. Maintain department key log, monitor check
in/out of department keys. Receipt in all student key deposits, process cash deposits to SOPHAS and monitor and reconcile petty cash.

20
Reception
Serve as receptionist for the department, to include answer telephones, relay messages, provide assistance and information to faculty, staff and students.
Post, receive, sort and distribute all department mail including receive and process incoming packages. Add postage to postage meter assuring compliance with postal guidelines.

20
Administrative Support
Manage the Chairs schedule, appointments, meetings, and incoming mail and directing inquiries. Prepare and edit correspondence, reports and spreadsheets as directed by department chair or scholarship coordinator. Provide administrative support to faculty, copies class notes, lecturers, presentations and exams.
Coordinate the scheduling of department meeting rooms. Monitor copy machine and department printers operational and contact vendors when maintenance is required. Plan, schedule, implement and track budgets for yearly events to include Advisory Board meetings, awards banquet, faculty retreats and holiday luncheons. Coordinate donor relations records, contributions, and acknowledgments.

10
General Office Duties
Assists to direct the work and work schedule of student assistants. Prepare and update departmental contacts and calendar of events.
Assist with the preparation and publication of department newsletter, as required. Maintains office supply orders and inventory. Performs other duties as assigned.

Required Qualifications: 1. High school diploma or completion of GED equivalency.
2. Three years of experience in skilled clerical, accounting, auditing and/or administrative support work including one year of experience with basic computer systems.

Preferred Qualifications: 1. Associates Degree
2. Five years office experience in an institution of higher education
3. Competency in the of MS Office, including Word, Excel & Outlook
4. General knowledge of University policies and procedures concerning student matters
5. General knowledge of time and leave procedures
6. Strong organizational skills
7. Ability to prioritize to meet deadlines
8. Strong attention to detail

__________________________________________
Signature of Employee                              Date

__________________________________________
Signature of Supervisor                              Date
Academic Support Officer

The University of Kansas

Department of Chemical and Petroleum Engineering

Academic Support Officer

POSITION DESCRIPTION

Position Overview
This position reports to the chair and works with faculty, staff and students in the Chemical & Petroleum Engineering department as directed by the chair. The position involves responsibilities for undergraduate advising, ABET accreditation administration and support for publicity and outreach with a focus on graduate/undergraduate recruitment.

Duties

Undergraduate Advising 45%
Assists faculty with advising to Chemical Engineering and Petroleum Engineering undergraduate students at all levels. Works with the School of Engineering to provide advising at the freshman and transfer student orientation sessions in the summer and fall sessions, and at other times as needed. Provides advising and information to prospective undergraduate students and to “walk in” students.

Outreach Support 30%
Works with the C&PE department graduate recruiter and graduate secretary, and also the School of Engineering graduate recruiters, to update and develop outreach/promotional materials. Works with the CPE IT manager and faculty to develop, maintain and update the department website. Attend graduate recruiting events as required.

ABET Accreditation Support 15%
Provides administrative support to the Chair of the CPE ABET Steering Committee recording minutes and agenda, and in the preparation of the ABET self-study reports. Works with the ABET Steering Committee in maintaining and updating ABET related records. Works with the faculty to ensure that course evaluations are up to date.

Other duties 10%
Other duties as required by the Department Chair, including those in support of alumni-related events, C&PE Department Advisory Board meetings and Periodic Alumni Newsletters from the C&PE Department.
**Required Qualifications:**
1. Masters Degree

2. Three years administrative support work in an institution of higher education with an emphasis on student advising, experience of dealing with curriculum administration, student progress, student transcripts, and one to one interaction with students.

3. At least one year’s experience in outreach, including experience in the preparation of outreach and web based publicity materials

4. At least one year’s experience of taking minutes, meeting notes and drafting correspondence and email, organization of meetings.

5. Demonstrated interpersonal and communication skills, and ability to work in a team.

**Preferred Qualifications:**
1. Doctoral degree

2. Evidence of knowledge of University policies and procedures concerning student matters and program accreditation

3. Evidence of strong organizational skills

4. Evidence of ability to prioritize to meet deadlines

5. Evidence of strong attention to detail
THE USE OF INSTRUCTORS

The University of Kansas
Department of Chemical and Petroleum Engineering

Policy for the use of Instructors (2009)

1. Qualifications, background and duties are to be approved by the Faculty prior to the appointment of a new instructor.

2. In the case of an instructor being considered to teach a course in place of a faculty member, there should be a job description for each course which should be prepared prior to the appointment of the instructor. In the case of buy-out instructors, the job descriptions should be prepared by the faculty member seeking the course buy-out.

3. Each instructor is to be assigned a full time faculty mentor to provide advice and support for the instructor. The faculty mentor should also maintain oversight of instructor performance and ensure compliance with CPE processes in respect of class cancellation, grading, conduct of exams ABET assessments, teaching evaluations, office hours.

4. Instructor remuneration will be in line with current CPE policy, $10,000 per course.
COURTESY, ADJUNCT AND AD-HOC FACULTY APPOINTMENTS

The University of Kansas

Department of Chemical and Petroleum Engineering

Policy for Courtesy / Adjunct/Ad-Hoc Faculty Appointments (2009)

- Persons to be considered for a courtesy, adjunct or ad-hoc appointments must be nominated by a faculty member in the department.

- First-time appointment of a person to such post must be approved by the regular faculty. Subsequent appointments (annual) of the person are made on a routine basis by the departmental chair preceded by an announcement to the staff of the proposed appointment. In a case where objections are raised, the regular faculty must reapprove the appointment.

- The department will define the rights, responsibilities and privileges for those granted a courtesy, adjunct or ad-hoc appointment, taking into account proper University procedures and policies for such affiliations.

- With approval from the Graduate School, a person holding a courtesy, adjunct or ad-hoc Appointment can chair a thesis / dissertation committee under the sponsorship of a regular faculty member.
COMPREHENSIVE EXAM POLICY

January 13, 2010

CPE Comprehensive Exam: Summary of GSC Discussion Document

Assignment
• Topic independent from thesis topic, but may be in a related area.
• Assigned by advisor with approval of the committee.

Written Report
• 1-2 page problem statement with 1 reference as a starting point.
• Follow NSF, NIH, DOE individual investigator format; 15 single spaced pages maximum, excluding references.
• Due 30 days from receipt of statement to submission to committee.
• Oral defense held only if the committee finds the written report adequate for defense.
  o If rejected, the process may start over at a new date defined by the committee.
  o A second rejection of the written proposal results in dismissal from the PhD program, with an option for a terminal MS degree.

Oral Defense
• Oral defense no sooner than 2 weeks after submission of the written report.
• 20 – 30 minute presentation to the committee.
• 3 hour maximum for the exam.
• Questions may be submitted to the student via the committee chair during a 2 week period prior to the defense, or they may be asked following the presentation.
• Committee Decision Options:
  o Pass with Honors/Pass/Fail (with or without option to repeat one time).
  o Honors awarded only for exceptional performance on the written proposal and the oral defense.

Evaluation Criteria
• Ability to define an important research problem based on literature and knowledge of the field (single-investigator scope).
• Ability to define a hypothesis and to develop a logical method to test it.
• Ability to use fundamentals and prior knowledge to evaluate theory and data creatively.
• Demonstration of good written and oral technical communication skills.
• Ability to answer questions on both fundamental and broader impact of the research.

Other considerations regarding student work during the examination period
• If the conditions of the student’s stipend do not allow work on an unrelated topic, the Graduate Standards Committee as well as the thesis committee must approve the problem statement given the student as an adequate substitute.
• Ownership of intellectual property developed by the student during the exam will be determined by KU guidelines. This may vary depending upon whether the student is sponsored by a contract, grant, fellowship or unsupported by KU (academic credit only).
Accepted by unanimous faculty vote (10: 0) at the CPE faculty retreat January 13\textsuperscript{th}, 2010 subject to the following additions

- The Comprehensive exam will normally be held in the third year of graduate study.
- The oral defense of the Comprehensive report will normally be held within 2-4 weeks of the submission of the report.