

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate
XXXXXX

BRIEF SUMMARY: This bill revises text of Chapter 1 of the *Faculty Handbook* such that appropriate hyperlinks are provided to appropriate sources.

REVISING “ORGANIZATION AND GOVERNMENT”

BE IT RESOLVED: Subject to the passage and approval of this bill, a portion of the section titled “Organization and Government” in Chapter 1 of the *Faculty Handbook* will be changed as indicated below.

1 The subsections titled “Vice President for Enrollment Management and Student Success”, “Vice
2 President for Finance and Administration”, and “Vice President for University Advancement and
3 Executive Director of the University Foundation” will be removed.

4
5 ~~Vice President for Enrollment Management and Student Success~~

6 ~~—The Vice President for Enrollment Management and Student Success is responsible for the~~
7 ~~general administration of the Division of Enrollment Management and Student Success. The~~
8 ~~Vice President for Enrollment Management and Student Success reports directly to the President~~
9 ~~and is a member of the President’s executive cabinet. This division encompasses several~~
10 ~~administrative support and auxiliary operations, enrollment management functions, and student~~
11 ~~life departments. The Vice President, working closely with the executive staff, is responsible for~~
12 ~~providing vision, strategic leadership, and overall management of the University’s major~~
13 ~~recruitment and retention efforts. Major functional units which report directly or indirectly to the~~
14 ~~Vice President for Enrollment Management and Student Success include the Enrollment~~
15 ~~Management (Admissions, Recreation Services, Registrar, and Residence Life), Campus Life~~
16 ~~and Event Services, Information Technology, Institutional Research, and Student Development~~
17 ~~(Academic Support Centers, Student Conduct, University Counseling Services, and Pre-~~
18 ~~Collegiate Programs) Departments.~~

19 ~~1. Serves as the chief advisor of the Student Success Council.~~

20 ~~2. Provides leadership and support for recruitment and retention of students.~~

21 ~~3. Responsible for student housing, dining services, student recreational activities, and other~~
22 ~~genera; student life activities (e.g., Student Government, student organizations, leadership~~
23 ~~programs).~~

24 ~~4. Coordinates the functions of all enrollment management and student life-oriented~~
25 ~~University committees.~~
26

27 ~~Review Process~~

28 ~~—The assessment of the Vice President for Enrollment Management and Student Success’s~~
29 ~~performance is made possible through informal mechanisms and periodic reviews. Each of these~~
30 ~~is designed to provide input for assessing the performance of the Vice President for Enrollment~~
31 ~~Management and Student Success and for suggesting areas that might be strengthened.~~

32
33 ~~Vice President for Finance and Administration~~

34 ~~—The Vice President for Finance and Administration is the Chief Financial Officer of the~~
35 ~~University, reports directly to the President, and is a member of the President’s executive~~
36 ~~cabinet. The Vice President for Finance and Administration is the official treasurer of both the~~
37 ~~Board of Governors and the Southeast Missouri University Foundation.~~

38
39 ~~—The Vice President for Finance and Administration is responsible for the general~~
40 ~~administration of the Division of Finance. This division encompasses all major financial and~~
41 ~~business functions of the University, as well as some auxiliary operations. Major functional units~~
42 ~~which report directly or indirectly to the Vice President for Finance and Administration include~~
43 ~~the Budget Office, Business Operations, Controller, Human Resources, Public Safety and~~
44 ~~Transit, Show Me Center, Student Financial Services, Research & Grant Development, and~~
45 ~~Facilities Management. The Vice President for Finance and Administration also has~~
46 ~~responsibility for external auditing, funds acquisition, funds management, and property~~
47 ~~management.~~

48
49 ~~—Additionally, the Vice President for Finance and Administration interacts extensively with~~
50 ~~various State of Missouri offices, primarily in obtaining support for the University’s operating~~
51 ~~and capital budgetary needs. These contacts include the Governor and their staff, state~~
52 ~~legislators, and the Coordinating Board for Higher Education. The Vice President for Finance~~
53 ~~and Administration also interacts extensively in the normal course of conducting University~~
54 ~~business and related affairs.~~

55
56 ~~Administration~~

- 57 ~~1. Coordinates all financial affairs of and provides financial leadership and advice to the~~
58 ~~Board of Governors, the University, and the University Foundation.~~
59 ~~2. Provides leadership and vision in support of the University’s human resources.~~
60 ~~3. Chairs the University Budget Review Committee.~~
61 ~~4. In conjunction with the Provost’s Office, is responsible for maintaining the technological~~
62 ~~integrity of the University.~~
63 ~~5. Coordinates the functions of all financial and business-oriented University committees.~~

64
65 ~~Review Process~~

66 ~~—The assessment of the Vice President for Finance and Administration’s performance is made~~
67 ~~possible through informal mechanisms and periodic reviews. Each of these is designed to~~
68 ~~provide input for assessing performance of the Vice President for Finance and Administration~~
69 ~~and suggesting areas that might strengthened.~~

70
71 ~~Vice President for University Advancement and Executive Director of the University Foundation~~
72 ~~— The Vice President for University Advancement is responsible for all officially sanctioned~~
73 ~~alumni events and all fund-raising activities. Working closely with the President and the Board~~
74 ~~of Directors of the Southeast Missouri University Foundation, the Vice President is responsible~~
75 ~~for providing vision, strategic leadership and overall management of the University's~~
76 ~~advancement effort and for fostering and maintain a cooperative relationship between the~~
77 ~~development and alumni programs. The Vice President is responsible for researching, designing,~~
78 ~~cultivating, coordinating, and executing all development programs, including major gifts,~~
79 ~~corporate/foundation gifts, annual telefund campaign, athletic booster club giving, alumni gifts,~~
80 ~~and planned giving.~~

81
82 ~~Review Process~~
83 ~~— The assessment of the Vice President for University Advancement's performance is made~~
84 ~~possible through informal mechanisms and periodic reviews as determined by the President.~~
85 ~~Each of these is designed to provide input for the assessing performance of the Vice President for~~
86 ~~University Advancement and for suggesting areas that might be strengthened.~~

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<u>Action</u>	<u>Date</u>
Introduced to Senate	1/31/2024
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	