FACULTY SENATE          SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-12

Approved by the Faculty Senate
March 12, 2014

BRIEF SUMMARY: This bill specifies the procedure portion of the existing Faculty Handbook section on The Department and the Department Chairperson (Chapter 1, Section G2).

REVISING “THE DEPARTMENT AND THE DEPARTMENT CHAIRPERSON” TO ESTABLISH A PROCEDURE SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 1, Section G2 of the Faculty Handbook be amended by replacing the existing content with the following “procedure” section (with the companion “policies” to proceed it in the Handbook):

The Department and the Department Chairperson: Procedure Section

THE FUNCTIONS OF THE DEPARTMENT AND DEPARTMENT CHAIRPERSON

The functions of the department and department chairperson are grouped under three function categories: instructional program, personnel affairs, and departmental administration. The list given here under each category is intended to be descriptive rather than exhaustive, and is presented as a guide to the collegial process under which the department and chairperson operate.

A. Instructional Program

1. The department develops and maintains its curriculum and instructional program(s). The department encourages responsible innovation in curriculum development and has the responsibility for approving proposed changes in its curriculum. Major curriculum changes, however, such as those which would have an effect on a degree program or on the offerings of another department, must be submitted by the department to its college council for review and further recommendation, if necessary, to the University Academic Council. The department chairperson, after a majority vote of the department, is obliged to submit those approved changes in its programs and curriculum to the Dean, and the Dean will forward the changes to the College Council. If program/curriculum changes would impact other departments, the department chairperson needs to contact the chairpersons of the affected departments. Please refer to Chapter 5, Section B of the Faculty Handbook for the course and curricular approval process.

2. The department is responsible for developing and utilizing procedures for reviewing existing programs and curricula and for evaluating and approving new proposals.

3. The department is responsible for departmental instructional and grading standards.
4. The department selects library and other materials related to its curriculum and establishes procedures for appropriate and effective uses of instructional media and out-of-class learning activities.

5. The department, within the guidelines of the Graduate College, is responsible for its graduate program(s).

6. The department chairperson is responsible for ensuring that courses, degree requirements, and majors are within the guidelines of the University and consistent with University policies and goals. He/she is the chief spokesperson for curriculum proposals when they are reviewed beyond the department level.

7. The department chairperson, in consultation with the faculty, assigns teaching loads and other instructional responsibilities and prepares the academic schedule.

B. Personnel Affairs

1. The department determines the need for additional faculty members and makes the initial recommendation to the Dean. The department chairperson, in consultation with the dean of the college and the provost, determines the feasibility of filling vacancies and adding positions to the department and coordinates the search process.

2. The department has the primary responsibility for locating and selecting faculty candidates. The chairperson, with input from the search committee, submits hiring recommendations to the dean.

3. The department has primary responsibility for the evaluation, tenure, promotion, and termination of its members using processes that align with University policies and procedures.

4. The department has responsibility for mentoring its members, especially new and non-tenured faculty.

C. Departmental Administration

1. The department, within University guidelines, is responsible for developing the general policies of the department.

2. The chairperson is responsible for planning, organizing, and coordinating the functions of the department and for administering the approved budget within guidelines established by the faculty of the department and the college and the University administration.

3. The chairperson assigns and evaluates support and clerical personnel and student help in the department. He/she has primary responsibility for work schedules, appointments, professional development, and recommendations for terminations and promotions.

4. The chairperson, in consultation with the faculty and the dean of the college, is responsible for preparing and administering the department budget.

5. The department is responsible for short- and long-term planning concerning the facilities it needs and for effective utilization of those facilities.

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<th>Action</th>
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<tbody>
<tr>
<td>Introduced to Senate</td>
<td>2/26/2014</td>
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<tr>
<td>Second Senate Meeting</td>
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<td>Faculty Senate Vote</td>
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