FACULTY SENATE             SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-32

Approved by the Faculty Senate
October 1, 2014

BRIEF SUMMARY: This bill specifies the procedure portion of the existing Faculty Handbook section on The College and the College Dean (Chapter 1, Section G3).

REVISING “THE COLLEGE AND THE COLLEGE DEAN” 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 “policies” section, Chapter 1, Section G3 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 College and College Dean: Procedure Section

The Responsibilities of the College Dean

The following list of responsibilities is intended to be descriptive rather than exhaustive.

A. Instructional Programs

1. The college dean assists and stimulates departments in curriculum development.
2. He/she ensures that departmental programs, degree requirements, and proposals are consistent with University policies and goals and in harmony with state requirements.
3. He/she resolves, with the advice and consent of the college council, curriculum matters not resolved at the departmental level.

B. Personnel Affairs

1. The college dean, with the college council, coordinates faculty allocations with the college.
2. He/she reviews departmental recommendations for employment to ensure that candidates meet defined departmental needs.
3. He/she coordinates and reviews promotion, tenure, and dismissal procedures.
4. He/she ensures that departmental personnel policies and practices are consistent with college and University policies.
5. He/she encourages and stimulates professional development activities.

C. Administration
1. The college dean communicates and implements policies and procedures affecting the departments and faculty.
2. He/she ensures that departmental operations are consistent with University policies and procedures.
3. He/she chairs the college council through which he/she mediates disputes not resolved at the departmental level.
4. He/she represents the college within the administrative structure, principally by serving on the University Academic Council and other University-wide councils and committees.
5. He/she coordinates the budget requests of departments, prepares the college budget, coordinates through the college council the allocations of funds to departments, and reviews departmental expenditures.
6. He/she works with the departments and the administration to acquire and maintain facilities necessary to meet the instructional, professional, and research needs of the faculty and students of the college.

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