FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 15-A-13

Approve by Faculty Senate September 30, 2015

BRIEF SUMMARY: This bill adds Classroom or Other Instructional Policy to the existing Faculty Handbook section on Teaching and Classroom Practices (Chapter 3, Section C1).

ESTABLISH A PROCEDURES SECTION FOR “OTHER INSTRUCTIONAL POLICIES” SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” section, Chapter 3, Section C1 of the Faculty Handbook be amended by

a) augmenting Chapter 3, Section C1, Subsection 4 existing content into the below “procedures” section (with the companion “policy” to before it in the Handbook),
b) moving the below procedure to the last subsection of Chapter 3, Section C1,
c) striking the existing section entitled “Notification of Necessity to Miss a Class,” in Chapter 3, Section C1,
d) combining existing content of then striking the later section entitled “Advisement of Students” in Chapter 3, Section C3 and
e) combining existing content then striking the later section entitled “Office Hours” in Chapter 3, Section C5.

Teaching and Related Responsibilities

1. Teaching Assignments During the Academic Year
2. Teaching Assignments During the Summer
3. Outside Employment
4. Course Work
5. Class Syllabi
6. Other Instructional Policies

Procedures

If a faculty member is unable to meet a scheduled class because of sudden illness or other emergency, he/she should notify the department chairperson or, if that person is unavailable, the college dean or the Provost. When the absence is anticipated, it is the faculty member's responsibility to make arrangements to cover the class, subject to the approval of the department chairperson and the college dean.

Each faculty member is required to schedule at least three office hours per week, which may be done either in person or electronically. The faculty member should also be accessible for conferences with students by appointment. A schedule of each faculty member's regular office hours should be posted for the convenience of students and a copy made available to the department chairperson. The method for contacting a faculty member to arrange an appointment should be posted for the convenience of students and a copy made available to the immediate supervisor.

Eight-Week Midterm Grades

Class Attendance

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