FACULTY SENATE           SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 15-A-2

Approved by the Faculty Senate
January 28, 2015

BRIEF SUMMARY: This bill specifies the procedure portion of the existing Faculty Handbook section on Academic Departments (Chapter 1, Section F10).

REVISING “ACADEMIC DEPARTMENTS” 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 “policy” section, Chapter 1, Section F10 of the Faculty Handbook be amended by replacing the existing content with the following “procedure” section (with the companion “policy” to proceed it in the Handbook):

Academic Departments: Procedure Section

In fulfilling their educational goals and responsibilities as an integral component of the University, departments assume broad leadership roles as related to instructional programs, departmental operations, and recommended personnel actions.

Departmental Instructional Program Responsibilities

The educational and instructional programs of the University serve as the focal point for departmental activities. The major functions of the department in terms of the instructional programs include its responsibility to:

1. Create and maintain instructional programs, certificates, curricula, and course syllabi at both the undergraduate and graduate levels;
2. Encourage appropriate curriculum changes in instructional programs;
3. Approve internal modifications and solicit input from other departments that may be affected by program changes and offerings;
4. Establish and utilize procedures for evaluating existing and new programs, curricula, and courses;
5. Maintain rigorous departmental academic, instructional, and grading standards;
6. Select library resources and other materials related to its curricula and establish procedures for effective and appropriate use of instructional media and other learning activities;
7. Actively recruit and retain a qualified and diverse student body.

**Department Operational Responsibilities**

Although the department chairperson assumes specific administrative responsibilities, the department faculty has a responsibility to:

1. Establish and maintain operational procedures consistent with University-wide policies;
2. Develop guidelines for the planning, organizing, coordinating, and administering of department programs, budgets, and activities within college and University guidelines and parameters;
3. Determine short-term and long-range needs, and prioritize and utilize resources effectively;
4. Provide input into the preparation and administration of the department budget and other activities of the department;
5. Function as an integral component of the academic community in providing input, responding to proposals, and suggesting ways to enhance the overall operation of the institution.

**Department Personnel Responsibilities**

The department serves as the initial unit for the review, assessment, and evaluation of colleagues in the department. It is also involved in the recommendation of appointments, and other appropriate faculty personnel actions. The essential department functions include its responsibility to:

1. Establish and maintain processes and procedures according to University guidelines to search for candidates and review, assess, and evaluate departmental colleagues;
2. Encourage and facilitate study, research, and other professional activities of members of the department;
3. Evaluate faculty members in terms of employment, continuation, promotion, tenure, and termination;
4. Determine the need for additional faculty and, when approved, participate in the recruitment and selection of new faculty members;
5. Provide input regarding the employment of department chairpersons and participate in the review of department chairpersons;
6. Evaluate the sabbatical leave proposals and make recommendations to the chairperson.

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<td>12-10-2014</td>
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<td>Second Senate Meeting</td>
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<td>Faculty Senate Vote</td>
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