FACULTY SENATE  SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-27

Approved by the Faculty Senate
April 9, 2014

BRIEF SUMMARY: This bill specifies the procedures portion of the existing Faculty Handbook section on Notification of Necessity to Miss a Class (Chapter 3, Section C1).

RENAMEING “NOTIFICATION OF NECESSITY TO MISS A CLASS” TO ESTABLISH A PROCEDURES SECTION FOR “OTHER INSTRUCTIONAL POLICIES”

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) replacing the existing content with the following “procedures” section (to follow the companion “policy” in the Handbook), by b) striking the existing section entitled “Notification of Necessity to Miss a Class,” by c) striking the later section entitled “Advisement of Students,” and by d) striking the later section entitled “Office Hours.”

Other Instructional Procedures

If a faculty member is unable to meet a scheduled class because of sudden illness or other emergency, he/she should notify the immediate supervisor 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 immediate supervisor.

The method for contacting a faculty member to arrange an appointment should be posted for the convenience of students and made available to the immediate supervisor.

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<td>Second Senate Meeting</td>
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Note: This bill is similar to the bill dated 3/27/2013, introduced to the Senate on that date, and on the agenda for the second meeting on 4/24/2013.