FACULTY SENATE                  SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-34

Approved by Faculty Senate
October 15, 2014

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).

ADDING “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 “procedures” 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 “policy” section (with the companion “procedures” to follow it in the Handbook),

b) moving the below policy 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
   Policy and Procedures

2. Teaching Assignments During the Summer
   Policy and Procedures

3. Outside Employment
   Policy and Procedures

4. Course Work
   Policy and Procedures

5. Class Syllabi
   Policy and Procedures
6. Other Instructional Policies

Policy
Faculty members are expected to meet all classes and keep all office hours. When assigned to teach a face-to-face or blended class, each faculty member is required to be available to meet with a student outside of class by request, either in person or electronically. This can be accomplished by scheduling at least three office hours per week, by being otherwise accessible for conferences with students by appointment, or by responding electronically to student inquiries in a reasonable time.

When teaching only online classes, a faculty member need not be physically present on campus, unless required by non-teaching responsibilities. However, the faculty member must respond electronically to student inquiries in a reasonable time.

Faculty members are expected to provide academic advising to students as assigned.

[Procedures Go Here]

Eight-Week Midterm Grades
Policy and Procedure

Class Attendance
Policy and Procedures

Action                        Date
Introduced to Senate          10/01/2014
Second Senate Meeting         10/15/2014
Faculty Senate Vote           10/15/2014
President's Review            
15 Day Review                 
Posted to Faculty Handbook    