FACULTY SENATE          SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-35

Approved by the Faculty Senate
October 15, 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 “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 “procedures” section (with the companion “policy” before it in the Handbook),

b) moving the below procedures 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
6. Other Instructional Policies

[Policy Goes Here]

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 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 made available to the immediate supervisor.

Eight-Week Midterm Grades

Policy and Procedures

Class Attendance

Policy and Procedures

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