
FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE Bill 21-A-XX

Approved by the Faculty Senate
XX-XX-XXX

BRIEF SUMMARY: This bill revises the *Faculty Handbook* Preamble to reflect changes to the Board of Regents Bylaws on bill approval and remove language on the legislative process.

REVISING “POLICIES AND PROCEDURES” SECTION OF THE “PREAMBLE”

BE IT RESOLVED THAT: subject to the passage and approval of this bill, the *Faculty Handbook* Preamble section on policy and procedures shall be revised to reflect the following:

1 **Preamble**

2 **Policy and Procedures**

3 **Definitions**

4 **Policy:** The formal guidance needed to coordinate and execute activity throughout the institution.

5 When effectively deployed, policy statements help focus attention and resources on high
6 priority issues—aligning and merging efforts to achieve the institutional vision. Policy provides
7 the operational framework within which the institution functions.

8 **Procedures:** The operational processes required to implement institutional policy.

9 Operating practices can be formal or informal, specific to a department, or applicable
10 across the entire institution. If policy is "what" the institution does operationally, then its
11 procedures are "how" it intends to carry out those operating policy expressions.

12 **Distinguishing Characteristics**

13 The distinctions commonly drawn between policy and procedures can be subtle,
14 depending upon the nature of the organization and the level of operations being described in the
15 statements. Nevertheless, there are common characteristics that can help discern policy from
16 procedures including:

Policy

Focuses on goals
Widespread application
Changes less frequently
Usually expressed in broad terms
Statements of “what” or “why”
Answers major operational issue(s)

Procedures

Focuses on implementation
Narrow application
Prone to change
Often stated in detail
Statements of “how,” “when,” and “who”
Describe process

17 **Clarification on Deadlines**

18 In this Faculty Handbook, when a deadline date is given, the deadline will be end of
19 business (i.e., 5 pm in regular semesters or 4 pm in shortened work day hours) on the listed day if
20 it is not explicitly stated otherwise. Should a date fall on a weekend, university holiday, snow
21 day or any other emergency school closing day, the deadline will be extended to the next full
22 business day after the date specified. “Business day” will be defined as any weekday, Monday
23 through Friday, when main campus offices are open for the entire day.

Action	Date
Introduced to Senate	2/24/21
Second Senate Meeting	
Faculty Senate Vote	
President’s Review	
Board of Regents Approval	
Posted to Faculty Handbook	