
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 *Faculty Senate Bill 15-A-6 begins here.*

3 The Southeast Missouri State University Faculty Handbook is organized according to a
4 fundamental distinction between policies and procedures. Broadly speaking, policies set
5 institutional goals and objectives. Procedures, on the other hand, detail the specific steps
6 necessary to implement those policies. Confusion between policies and procedures can hinder an
7 institution's ability to respond quickly and appropriately to a changing environment. This
8 guideline, "Policy vs. Procedures," is intended to provide clarity as to the distinction.

9 *Faculty Senate Bill 21-A-X begins here.*

10 **Policy and Procedures**

11 **Definitions**

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

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

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

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

20 **Distinguishing Characteristics**

21 The distinctions commonly drawn between policy and procedures can be subtle,
22 depending upon the nature of the organization and the level of operations being described in the
23 statements. Nevertheless, there are common characteristics that can help discern policy from
24 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

25 **Clarification on Deadlines**

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

32 *Faculty Senate Bill 10-A-13. Approved by Faculty Senate Bill 10-A-13 December 1, 2010, Reviewed by President*
33 *December 2010, Approved by the Board of Regents December 8, 2010 Updated and approved by Faculty Senate*
34 *3/11/15, Reviewed by President 5/27/15, Approved by Board of Regents 6/19/15; Amended by Faculty Senate*
35 *[DATE], President Review [DATE], Board of Regents Approval [DATE]*

36

Action	Date
Introduced to Senate	2/24/21
Second Senate Meeting	3/31/21
Faculty Senate Vote	
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	