FACULTY SENATE   **SOUTHEAST MISSOURI STATE UNIVERSITY**

FACULTY SENATE Bill 21-A-4

Approved by the Faculty Senate

March 31, 2021

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-4 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	**Procedures**
Focuses on goals	Focuses on implementation
Widespread application	Narrow application
Changes less frequently	Prone to change
Usually expressed in broad terms	Often stated in detail
Statements of "what" or "why"	Statements of "how," "when," and "who"
Answers major operational issue(s)	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   *3/31/21, 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	3/31/21
President's Review	
Board of Regents Approval	
Posted to Faculty Handbook	