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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 24-A-21**

Approved by the Faculty Senate  
February 28, 2024

**BRIEF SUMMARY:** This bill revises text of Chapter 7 of the *Faculty Handbook* such that appropriate hyperlinks are provided to appropriate sources.

**REVISING “OTHER POLICIES AND AREAS OF INTEREST TO FACULTY”**

**BE IT RESOLVED:** Subject to the passage and approval of this bill, the chapter content of in Chapter 7 of the *Faculty Handbook* will be changed as indicated below.

1 **Chapter 7**

2 *Other Policies and Areas of Interest to Faculty*

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4 The focus of the Faculty Handbook is on those policies and procedures that directly affect  
5 members of the faculty in their faculty role. The Business Policies and Procedures Manual,  
6 which contains policies and procedures applicable to the broader institution, also contains  
7 statements that pertain to members of the faculty. The Manual in its entirety can be viewed  
8 online ([semo.edu/finance-admin/policy-procedures.html](https://semo.edu/finance-admin/policy-procedures.html)).

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10 *Guidelines for Partisan Political Action on Campus*

11 View the Partisan Political Action on Campus in the Business Policies and Procedures  
12 Manual online at [semo.edu/finance-admin/pdfs/finadm\\_01-05\\_policy.pdf](https://semo.edu/finance-admin/pdfs/finadm_01-05_policy.pdf).

13  
14 *Affirmative Action/Equal Employment Opportunity*

15 View the Affirmative Action/Equal Employment Opportunity Plan in the Business Policies  
16 and Procedures Manual online at [semo.edu/finance-admin/pdfs/finadm-03-02-policy.pdf](https://semo.edu/finance-admin/pdfs/finadm-03-02-policy.pdf).

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18 *Sexual Harassment Policy*

19 View the Title IX Compliance, Sexual Discrimination, Sexual Harassment, Sexual  
20 Misconduct/Sexual Violence Policy in the Business Policies and Procedures Manual online at  
21 [semo.edu/finance-admin/pdfs/finadm-01-02-policy.pdf](https://semo.edu/finance-admin/pdfs/finadm-01-02-policy.pdf).

22  
23 *Anti-Harassment and Non-Discrimination*

24 University policy prohibits discrimination on the basis of race, ethnicity, religion, national  
25 origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected  
26 veteran status in any of its programs or activities. Harassment based on any of these  
27 classifications is a form of discrimination that also violates University policy and will not be  
28 tolerated.

29 The official statement of the University Anti-Harassment and Non-Discrimination Policy may  
30 be viewed in the Business Policy and Procedures Manual online at [semo.edu/finance-](https://semo.edu/finance-admin/_pdfs/finadm-01-03-policy.pdf)  
31 [admin/\\_pdfs/finadm-01-03-policy.pdf](https://semo.edu/finance-admin/_pdfs/finadm-01-03-policy.pdf).

32  
33 *Students and Faculty Members with Disabilities*

34 Southeast Missouri State University is a community of scholars, researchers, educators,  
35 students, and staff members devoted to the pursuit of knowledge. In keeping with its policies and  
36 practices, the University is committed to providing individuals with disabilities access to its  
37 programs, services, and activities. Pursuant to Section 504 of the Rehabilitation Act, the  
38 Americans with Disabilities Act (ADA), and other applicable federal, state, and local laws and  
39 regulations, Southeast admits and evaluates students, and hires and evaluates employees, on the  
40 basis of individual merit and prohibits discrimination and harassment against a qualified  
41 individual with a disability.

42 Student requests for accommodation and support services must originate with the student.  
43 Faculty should refer students with disabilities to Accessibility Services ([semo.edu/student-](https://semo.edu/student-support/health-wellness/accessibility-services/)  
44 [support/health-wellness/accessibility-services/](https://semo.edu/student-support/health-wellness/accessibility-services/)). Methods to implement these accommodations  
45 should be jointly decided by the faculty member and student involved in the learning activity. In  
46 cases where agreement cannot be reached, Accessibility Services will act as a consultant. Faculty  
47 must assure that course and instruction and materials are accessible and implement  
48 accommodations and should include information on course syllabi for any course-specific  
49 requirements students must follow to schedule extended exam times, alternate exam sites, or  
50 other academic adjustments.

51 Faculty members seeking accommodation and support services should contact Human  
52 Resources ([semo.edu/hr/](https://semo.edu/hr/)).

53 Any person having inquiries concerning Southeast Missouri State University's compliance  
54 with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact  
55 the Office of Equity Initiatives ([semo.edu/equity](https://semo.edu/equity)). Any person may also contact the Assistant  
56 Secretary for Civil Rights, U.S. Department of Education regarding the institution's compliance  
57 with the regulations implementing Title VI, Title IX, or Section 504 and the Office on  
58 Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal  
59 Employment Opportunity Commission; or state human rights agency regarding issues related to  
60 the ADA.

61  
62 *Tobacco Usage in the Workplace Policy*

63 View the Tobacco Use in the Workplace Policy in the Business Policies and Procedures  
64 Manual online at [semo.edu/finance-admin/\\_pdfs/finadm-01-15-policy.pdf](https://semo.edu/finance-admin/_pdfs/finadm-01-15-policy.pdf).

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66 *University Communications & Marketing*

67 Information about University Communications & Marketing can be found online  
68 ([semo.edu/marketing-communications/](https://semo.edu/marketing-communications/)).

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70 *Campus Life & Event Services*

71 Information about campus life and the promotion of events can be found online  
72 ([semo.edu/campuslife/](http://semo.edu/campuslife/)).

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74 *University Travel*

75 Information about the University Travel Policies can be found online at [semo.edu/finance-](http://semo.edu/finance-admin/_pdfs/finadm-07-02-travelprocedure.pdf)  
76 [admin/\\_pdfs/finadm-07-02-travelprocedure.pdf](http://semo.edu/finance-admin/_pdfs/finadm-07-02-travelprocedure.pdf).

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78 *Prevention of Alcohol/Drug Abuse*

79 View the Policy and Procedures for Prevention of Alcohol/Drug Abuse in the Business  
80 Policies and Procedures Manual online at [semo.edu/finance-admin/\\_pdfs/finadm\\_03-](http://semo.edu/finance-admin/_pdfs/finadm_03-04_policy_2012.pdf)  
81 [04\\_policy\\_2012.pdf](http://semo.edu/finance-admin/_pdfs/finadm_03-04_policy_2012.pdf).

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83 Chapter retitled and reorganized by Faculty Senate bill 16-A-3 on 1/27/16, President Approval  
84 8/9/16, 15-Day Review 8/10/16

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<b>Action</b>	<b>Date</b>
Introduced to Senate	2/14/2024
Second Senate Meeting	2/28/2024
Faculty Senate Vote	2/28/2024
President's Review	3/1/2024
15 Day Review	3/7/2024
Posted to Faculty Handbook	