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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 24-A-XX**

Approved by the Faculty Senate  
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**BRIEF SUMMARY:** This bill revises text of Chapter 1 of the *Faculty Handbook* such that appropriate hyperlinks are provided to appropriate sources.

**REVISING “ORGANIZATION AND GOVERNMENT”**

**BE IT RESOLVED:** Subject to the passage and approval of this bill, the section titled “Organization and Government” in Chapter 1 of the *Faculty Handbook* will be changed as indicated below.

1 **Chapter 1**

2  
3 **Organization and Government**

4  
5 *Mission and Vision Statements*

6 Southeast Missouri State University provides student-centered education and experiential  
7 learning with a foundation of liberal arts and sciences, embracing a tradition of access,  
8 exceptional teaching, and commitment to student success that significantly contributes to the  
9 development of the region and beyond. ([semo.edu/about/mission-vision.html](http://semo.edu/about/mission-vision.html))

10  
11 The current strategic action plan of the University is provided by the Office of the President  
12 ([semo.edu/about/president/strategic-action-plan.html](http://semo.edu/about/president/strategic-action-plan.html)).

13  
14 *Missouri Coordinating Board for Higher Education*

15 The Missouri Coordination Board for Higher Education’s major statewide planning and  
16 coordination goals are to promote academic quality, to ensure the efficient use of resources, and  
17 to provide financial access to the system of higher education. The board includes the state’s  
18 independent institutions, as well as the public institutions, in its planning activities. More  
19 information regarding the role and responsibilities of the CBHE can be found online  
20 ([dhewd.mo.gov/cbhe/](http://dhewd.mo.gov/cbhe/)).

21  
22 *Board of Governors*

23 All legal power and authority are vested by statute in a bipartisan six-member Board of  
24 Governors (three members from each major political party), who are appointed by the Governor  
25 of the State and confirmed by the State Senate. The Commissioner of Elementary and Secondary

26 Education serves as an ex officio member. The appointed members serve six-year staggered  
27 terms and are eligible for reappointment.  
28

29 The Board has the authority to govern and set policy for the University. The Board may  
30 adopt regulations, rules and policies consistent with the University mission, with law, and the  
31 regulations and rules of the Coordinating Board for Higher Education of the State of Missouri.  
32 The Board has the authority, among other things, to determine and periodically review and adopt  
33 the purposes and mission of the University; establish, review and approve new academic  
34 programs or changes to existing ones; authorize the granting of diplomas and conferring of  
35 degrees based upon the recommendation of the President, and approve the grant of tenure based  
36 on the recommendation of the President. The Board's role in the various policies and procedures  
37 set forth in this Handbook are set forth in the relevant policies and procedures. More information  
38 regarding the Board of Governors and its current membership can be found online  
39 ([semo.edu/board/](http://semo.edu/board/)).  
40

#### 41 *Administrative Organization of the University*

42 At the time of academic reorganization in 1976, the Board of Governors approved the  
43 Governance Document (Part A of Faculty Senate bill 76-A-01), which called for a collegial  
44 system of governance based on the principles of shared authority and responsibility whereby all  
45 members of the University community - board, administration, faculty, staff, and student - have  
46 an opportunity to participate directly in the decision-making process.  
47

48 By endorsing the collegial system of governance, the Board of Governors recognized that the  
49 day-to-day internal administration of the University can best be achieved by delegating formal  
50 authority to the President who delegates appropriate authority to the various administrative  
51 officers.  
52

#### 53 *Administrative Organization Charts*

54 The Office of the President releases annually updates including the organizational charts as  
55 well as the committees and councils that steer the University's initiatives  
56 ([semo.edu/about/president/university-info/](http://semo.edu/about/president/university-info/)).

57 Organizational chart ([semo.edu/about/president/pdfs/administrative-org-chart.pdf](http://semo.edu/about/president/pdfs/administrative-org-chart.pdf))

58 Academic Affairs chart ([semo.edu/about/president/pdfs/president-academicorgchart-  
59 1.pdf](http://semo.edu/about/president/pdfs/president-academicorgchart-1.pdf))  
60

### 61 **The President: Role, Responsibility, Review and Selection**

62 Policy Faculty Senate bill 15-A-11 begins here.

#### 63 *Role and Responsibilities*

64 The President of the University is responsible to the Board of Governors for the entire  
65 management of the University as specified by state statutes. The President of the University  
66 delegates to various divisions primary responsibility for academic services, student services,  
67 financial services, and administrative services. The President of the University expects the  
68 faculty through the Provost to share the responsibility of determining admission requirements,

69 curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate  
70 academic policies.

71  
72 The President of the University, with the assistance of the Vice Presidents, is charged with  
73 obtaining and managing necessary financial resources, obtaining personnel capable of  
74 maintaining programs of support to the regional services areas, and serving the needs of students  
75 in the University's service area.

76  
77 In addition to these general responsibilities, the President of the University has strategic  
78 management responsibilities which include but are not limited to the following:

- 79 1. Identify and prioritize University stakeholder needs;
- 80 2. Create, maintain, and adhere to the University Mission Statement;
- 81 3. Align University systems, structures, and processes with broadly-developed  
82 strategies;
- 83 4. Evaluate the extent to which the results of University initiatives meet stakeholder  
84 needs.

#### 85 86 *The Review of the President*

87 The review of the President is an extension of the collegial process which encourages  
88 participation in the governance of the University by persons at every level, including faculty and  
89 staff, the administrators of each division, students, and the Board of Governors. The assessment  
90 of the President's performance is made possible through informal mechanisms and periodic  
91 reviews. Each of these is designed to provide input for assessing the performance of the  
92 President of the University and for suggesting areas that might be strengthened.

93  
94 Periodic Review of the President: The Board of Governors will initiate a review of the President  
95 at least every three years after the President of the University assumes office, unless otherwise  
96 specified by the President's contract. This review will be led by a consultant who is selected by  
97 the Board of Governors to facilitate a comprehensive, 360-degree (or similar style) assessment  
98 that incorporates feedback from (a) multiple levels of university governance and (b) external  
99 stakeholders selected by the Board of Governors. As a result of the 360-degree review, the Board  
100 of Governors will communicate the outcome to the campus community as deemed appropriate.

101  
102 Extraordinary Review of the President of the University: An extraordinary review of the  
103 President of the University may be initiated at any time by the Board of Governors. Normally,  
104 the Faculty Senate serves as the channel of communication between the faculty and the Board of  
105 Governors through the President. Should the Faculty Senate conclude that an extraordinary  
106 review is warranted, a request for same shall be made directly to the Board of Governors.

#### 107 108 *The Selection Process*

109 One of the most important responsibilities of the Board of Governors is the selection and  
110 appointment of the University President. Realizing the need for input from the various  
111 constituencies both in and outside the University, the Board of Governors set an important

112 precedent in 1975 by authorizing the formation of a Presidential Search and Screening Advisory  
113 Committee. This committee allowed faculty, administrators, students, staff, and alumni to  
114 establish procedures, screen applicants, interview semi-finalists, and recommend finalists to the  
115 Board of Governors to be interviewed. The same process, with slight modification, was utilized  
116 again in 1977, 1990, 1996, and 2015.

117  
118 Approved by the Faculty Senate 5/1986, Approved by Board of Regents 6/1986, Updated  
119 8/15/97

120 Faculty Senate bill 15-A-11 approved by Faculty Senate 5/6/15, Reviewed by President 5/7/15,  
121 Approved by Board of Regents 6/19/15

122

### 123 **The Provost: Role, Responsibility, Review and Selection**

#### 124 *Role and Responsibilities*

125 The Provost is the chief academic officer of the University. As the President's first delegate,  
126 the Provost has primary responsibility for the overall administration of the academic programs of  
127 the University. The Provost is charged with promoting academic excellence in the faculty and  
128 academic programs of the University, as well as continuing to strive for efficiency in  
129 instructional operations. The Provost provides leadership in the academic division and serves as  
130 a primary interface between the academic and other divisions of the University. Major  
131 responsibilities of the Provost include developing and coordinating University planning;  
132 coordinating faculty recruitment, development, and employment activities; providing leadership  
133 in program review and development; enhancing the academic/cultural environment; coordinating  
134 academic public services and academic records; and stimulating research, scholarly activity, and  
135 creative endeavor. The Provost also provides overall leadership and coordination for the  
136 academic departments, colleges and the library

137

138 The Provost provides leadership in academic administration. More specific responsibilities  
139 include coordinating and reviewing academic programs, encouraging academic innovations,  
140 reviewing program evaluations, coordinating faculty employment and promotion policies,  
141 promoting scholarly and research activities, providing frameworks for academic planning,  
142 administering over one hundred academic budget areas, and supporting the needs of academic  
143 affairs within the total context of the University.

144

145 The Provost is assisted in these tasks by academic associates to the Provost. They are  
146 responsible for assisting the Provost in the general review of academic procedures, leadership in  
147 the refinement of administrative approaches in academic affairs, coordinating the academic  
148 planning process, and providing leadership in curriculum and faculty development activities.

149

150 In conjunction with the activities of the deans and the Faculty Senate, the Provost  
151 recommends academic policies to the President of the University for consideration by the Board  
152 of Governors and is responsible for the implementation of these policies. The deans of the  
153 various colleges, Dean of the Graduate Studies, and the Dean of Academic Information Services  
154 and Director of Kent Library report directly to the Provost. The Office of the Provost serves as

155 the primary liaison for deans and department chairpersons in coordinating activities with other  
156 administrative units. The Provost shares responsibility with the President of the University and  
157 other Vice Presidents for building the University budget.

158

159 In addition to these general responsibilities, the Provost assumes, but is not limited to, specific  
160 functions and responsibilities related to instructional programs, personnel affairs, and  
161 administration.

- 162 1. Cooperates with the Graduate Council and the Dean of the Graduate Studies in the  
163 development of guidelines for graduate programs.
- 164 2. Serves as an ex officio member of the Faculty Senate Academic Affairs Committee.
- 165 3. Serves as administrative liaison to the Faculty Senate.
- 166 4. Coordinates the implementation of University policies regarding faculty recruitment,  
167 employment, promotions, tenure, evaluation, and dismissal.
- 168 5. Chairs the University Academic Council.
- 169 6. Chairs the University Planning Committee.
- 170 7. Coordinates the functions of all academically-oriented University committee.
- 171 8. Works with the Vice President for Financial and Administration to coordinate the  
172 preparation of the academic portion of the University budget and the allocation of  
173 funds to the colleges.
- 174 9. Coordinates short- and long-range plans for the acquisition and utilization of needed  
175 academic facilities.
- 176 10. Provides leadership and support in the areas of student development, career services,  
177 judicial affairs, and health/counseling activities.

178

### 179 *The Review of the Provost*

180 The review of the Provost is an extension of the collegial process that encourages  
181 participation in the governance of the University by faculty, chairpersons, and deans. The  
182 assessment of the Provost's performance is made possible through informal mechanisms and  
183 periodic review. Each of these is designed to provide input for assessing the performance of the  
184 Provost and for suggesting areas that might be strengthened.

185

186 Periodic Review of the Provost: The President will initiate the Provost review process outlines  
187 below every four years after the appointment of the Provost.

188

### 189 *Review Process*

- 190 1. At the initiation of the review, the President shall send a letter to all Vice Presidents, the  
191 deans of the various colleges, the Dean of Graduate Studies, Dean of Academic  
192 Information Services and Director of Kent Library, the Registrar, and the active faculty  
193 members outlining the process to be used. All eligible individuals are encouraged to  
194 participate in the review.
- 195 2. Concurrent with the solicitation of input from parties listed in step 1, the President may  
196 collect information from additional campus groups or from sources outside the University  
197 (e.g., members of the Coordinating Board for Higher Education, chief academic officers

- 198 at other regional institutions, business and community leaders) via the review instrument  
199 or through other appropriate means.
- 200 3. The President shall request that all responses be returned within two weeks.
  - 201 4. Within two months after the time specified for the return of the evaluations, the President  
202 will summarize the input and draft a preliminary report to the Provost.
  - 203 5. Following the submission of the preliminary report to the Provost, the President will meet  
204 with the Provost to discuss the report. At this meeting, the President will provide the  
205 Provost with an opportunity to respond to all parts of the report.
  - 206 6. After due deliberation, the President will share the outcome of the review with the  
207 University Academic Council, the Faculty Senate, and, as warranted, with other members  
208 of the University community.
  - 209 7. The President will submit to the President of the Board of Governors a summary  
210 document including the information describer in steps 4, 5, and 6. The Provost will  
211 receive a copy of the summary document and have an opportunity to send a written  
212 response to the President of the Board of Governors.

#### 214 *The Selection Process*

215 The Provost is selected by an open search process.

#### 217 *Qualifications*

218 The Provost shall substantially meet the following criteria:

- 219 1. An earned doctorate from an accredited university;
- 220 2. Evidence of scholarly and/or research achievements;
- 221 3. Distinguished teaching experience at the college/university level;
- 222 4. Appropriate administrative experience;
- 223 5. Commitment to the principles of collegiality in governance;
- 224 6. Commitment to academic excellence.

#### 226 *Search Committee*

227 When a vacancy occurs, the President calls for the organization of a search committee. The  
228 President selects two members, each college (including Kent Library) selects one faculty  
229 member, and the Student Government selects one student member. The committee elects the  
230 chairperson from its own membership.

231  
232 Amended 9-8-99 by Faculty Senate bill 99-A-09

#### 234 *Election Process*

235 The Faculty Senate conducts the college elections. All full-time faculty members of a college  
236 are eligible for election and are entitled to vote.

- 237 1. Disclaimer forms are sent to all full-time faculty members. Persons wishing to remove  
238 their names from the ballot may do so.
- 239 2. A primary election is held in which each eligible voter in the college votes for one of the  
240 candidates on the primary ballot.

- 241 3. If no candidate receives a majority of the votes cast in the primary election, the names of  
242 the two candidates with the highest number of primary votes are placed on the ballot for a  
243 run-off election. The candidate receiving the highest number of votes is elected as the  
244 college search committee representative.  
245

246 *Search Process*

- 247 1. The Provost Search Committee takes appropriate steps to invite applications from all  
248 available candidates. The committee receives, reviews, and evaluates all applications.  
249 The committee is provided secretarial and other support assistance as needed.  
250 2. All finalists are invited to spend two full days on campus so that they and the appropriate  
251 segments of the University community have adequate time to assess each other. The  
252 search committee sets the interview schedule, which should include extensive meetings  
253 with the search committees, a group of department chairpersons, representatives of the  
254 Faculty Senate, the deans, the Vice Presidents, and the President of the University. The  
255 chairperson of the search committee is responsible for preparing a written summary of  
256 each finalist's campus visit, listing specific strengths and weaknesses as emerge in the  
257 interview. This summary should accompany the dossier of any recommended candidate.  
258 3. After conducting finalists' interviews, the search committee recommends at least three  
259 qualified candidates to the President of the University. Recommendations are made  
260 without rank ordering. The President may ask the committee for further  
261 recommendations.  
262 4. The President negotiates an appointment with a recommended candidate and  
263 recommends the appointee to the Board of Governors for confirmation.  
264

265 Approved by the Faculty Senate, 5/1986, Approved by Board of Regents 6/1986, Updated  
266 8/15/97.  
267

<b>Action</b>	<b>Date</b>
Introduced to Senate	1/17/2024
Second Senate Meeting	
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	