

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 24-A-XX

Approved by the Faculty Senate  
XXXXXX

**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
- 3
- 4 ~~Faculty Senate bill 16-A-3 begins here.~~
- 5 ~~Guidelines for Partisan Political Action on Campus~~
- 6 ~~Policy Faculty Senate bill 11-A-33 begins here.~~
- 7 ~~—A University exists, in part, as an institution in which the free and vigorous exchange of ideas~~
- 8 ~~is not only welcomed but encouraged. Partisan political activity should be welcomed on the~~
- 9 ~~campus of Southeast Missouri State University as an important ingredient in the life of the mind~~
- 10 ~~and in the broad education of the students. The University should remain strictly neutral~~
- 11 ~~regarding partisan political activity. Therefore, procedures shall be set forth and maintained to~~
- 12 ~~enhance the neutrality of the University with respect to partisan political activity.~~
- 13 ~~—For purposes of the policy and the procedures promulgated to accompany it, the following~~
- 14 ~~definitions shall apply:~~
- 15 ~~1. “University” shall include the actual legal entity and any employee(s) or representative(s)~~
- 16 ~~thereof authorized to speak on behalf of the actual legal entity.~~
- 17 ~~2. “Partisan” shall include political parties, candidates thereof, and officials of a political party or~~
- 18 ~~political party related campaign.~~
- 19 ~~Policy contains portions of Faculty Senate bill 90-A-7 on 5/14/90, Board of Regents Approval~~
- 20 ~~6/18/90~~
- 21 ~~Amended by Faculty Senate 11/16/11, President Review 11/12, Board of Regents Approval~~
- 22 ~~3/23/12~~
- 23
- 24 ~~Procedures Faculty Senate bill 11-A-34 begins here.~~
- 25 ~~1. The University shall not support or endorse any candidate for local, state, or national office,~~
- 26 ~~nor shall it endorse or support any political committee organized for the purpose of supporting~~
- 27 ~~any candidate for office, nor shall it permit any activity on campus by any person, candidate, or~~

28 ~~political committee which suggests that the University endorses or supports any candidate or~~  
29 ~~committee.~~  
30 ~~2. The University shall not make any contribution, real or in kind, to or expenditure on behalf of~~  
31 ~~any clearly identifiable candidate (or highly likely candidate) for any office. For the purposes of~~  
32 ~~these guidelines, the terms “contribution” and “expenditure” are defined by relevant state and~~  
33 ~~federal laws.~~  
34 ~~3. The University shall not make any expenditure associated with an event that expressly~~  
35 ~~advocates the nomination, election, or defeat of any specific candidate(s) or party.~~  
36 ~~4. The University shall not make any expenditure associated with an event at which campaign~~  
37 ~~contributions are solicited, made, or accepted.~~  
38 ~~5. The University shall specifically request in writing that legally independent organizations~~  
39 ~~affiliated with the University (e.g., the Boosters, the Foundation, etc.) agree to adhere to these~~  
40 ~~guidelines. Failure of such organizations to so agree should give the University reason to~~  
41 ~~reconsider the nature of the relationship which exists between the University and such~~  
42 ~~organizations.~~  
43 ~~6. The presence of a candidate for office or political office holder at an event sponsored by the~~  
44 ~~University or in campus as a result of an invitation by the University shall not constitute a~~  
45 ~~violation of the guidelines unless the election or defeat of an identifiable candidate or party is~~  
46 ~~advocated at the event or campaign contributions are solicited, made, or accepted at the event.~~  
47 ~~7. The presence of a political candidate, office holder, or political party on campus for the~~  
48 ~~purpose of an educational exercise (e.g., a discussion of the nature of political campaigns) shall~~  
49 ~~not constitute a violation of these guidelines unless the election or defeat of an identifiable~~  
50 ~~candidate or party is advocated at the event or campaign contributions are solicited, made, or~~  
51 ~~accepted at the event.~~  
52 ~~8. Since the University is a place in which the free and open exchange of ideas is both welcomed~~  
53 ~~and encouraged, no political candidate or political party or organization on campus for the~~  
54 ~~purpose of an educational exercise shall restrict in any way the freedom of expression or freedom~~  
55 ~~of assembly of those at the event. This provision is not intended to prevent the University itself~~  
56 ~~from enacting reasonable restrictions (e.g., limiting the number of persons within a facility,~~  
57 ~~preventing the shouting down of a speaker, etc.)~~  
58 ~~9. While it is recognized that participation in political activity is part of the total educational~~  
59 ~~experience of our students, the University shall not require or encourage that students be excused~~  
60 ~~from class in order to attend campaign events and partisan political events, nor shall the~~  
61 ~~University require or encourage any deviation from its routine operation or its published~~  
62 ~~calendar.~~  
63 ~~10. The provision of facilities, generally open for noncommercial use, by the University to a~~  
64 ~~candidate or political committee shall not constitute a violation of these guidelines unless such~~  
65 ~~facilities are denied to opposing candidates or parties. The University should take great care, and~~  
66 ~~should see that affiliated organizations take great care, in such provision of facilities and not give~~  
67 ~~the appearance of support for one candidate or party at the expense of another. Facilities~~  
68 ~~generally open for commercial use shall be made available only under normal commercial terms.~~  
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70

71 ~~Limitations and Exclusions~~

72 ~~1. These procedures are not meant to restrict any student political organizations (e.g., College~~  
73 ~~Republicans, Young Democrats, candidates for elective Student Government offices, etc.) from~~  
74 ~~the conduct of their usual activities, which are by their nature partisan or campaign related.~~  
75 ~~These organizations, however, should take care that their actions not be misconstrued as actions~~  
76 ~~of the University.~~

77 ~~2. These procedures are not meant to restrict or in any way apply to the actions of individual~~  
78 ~~University employees outside of their official responsibilities.~~

79 ~~Procedures contains portions of Faculty Senate bill 90-A-7 on 5/14/90, Board of Regents~~  
80 ~~Approval 6/18/90~~

81 ~~Amended by Faculty Senate 11/16/11, President Review 11/11, 15-Day Review 11/11~~

82

83 ~~Other Areas of Interest to Faculty:~~

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

89

90 ~~Guidelines for Partisan Political Action on Campus~~

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

93

94 ~~Affirmative Action/Equal Employment Opportunity~~

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

97

98 ~~Sexual Harassment Policy~~

99 ~~View the Title IX Compliance, Sexual Discrimination, Sexual Harassment, Sexual~~  
100 ~~Misconduct/Sexual Violence Policy in the Business Policies and Procedures Manual online at~~  
101 ~~[https://semo.edu/finance-admin/\\_pdfs/finadm-01-02-policy.pdf](https://semo.edu/finance-admin/_pdfs/finadm-01-02-policy.pdf).~~

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103 ~~Anti-Harassment and Non-Discrimination~~

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

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

113

114 *Students and Faculty Members with Disabilities*

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

123 Student requests for accommodation and support services must originate with the student.  
124 Faculty should refer students with disabilities to Accessibility Services ([semo.edu/student-support/health-wellness/accessibility-services/](http://semo.edu/student-support/health-wellness/accessibility-services/)). Methods to implement these accommodations  
125 should be jointly decided by the faculty member and student involved in the learning activity. In  
126 cases where agreement cannot be reached, Accessibility Services will act as a consultant. Faculty  
127 must assure that course and instruction and materials are accessible and implement  
128 accommodations and should include information on course syllabi for any course-specific  
129 requirements students must follow to schedule extended exam times, alternate exam sites, or  
130 other academic adjustments.  
131

132 Faculty members seeking accommodation and support services should contact Human  
133 Resources ([semo.edu/hr/](http://semo.edu/hr/)).

134 Any person having inquiries concerning Southeast Missouri State University's compliance  
135 with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact  
136 the Office of Equity Initiatives ([semo.edu/equity](http://semo.edu/equity)). ~~Vice President for Equity, Access and Behavioral Health, Division of Equity, Access, and Behavioral Health~~  
137 ~~<http://www.semo.edu/equityissues/>~~, ~~One~~ Any person may also contact the Assistant Secretary for  
138 Civil Rights, U.S. Department of Education regarding the institution's compliance with the  
139 regulations implementing Title VI, Title IX, or Section 504 and the Office on Americans with  
140 Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment  
141 Opportunity Commission; or state human rights agency regarding issues related to the ADA.  
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143

144 ~~The Americans with Disabilities Act (ADA)~~

145 ~~—The Americans with Disabilities Act of 1990 (ADA) is a wide-ranging civil rights law~~  
146 ~~intended to protect Americans from discrimination based on disability. The ADA addresses~~  
147 ~~access to employment, public accommodations, commercial facilities, state and local~~  
148 ~~government services, transportation, and telecommunications. A disability is a physical or mental~~  
149 ~~impairment that substantially limits one or more of the major life activities of such individual, a~~  
150 ~~record of such an impairment, or being regarded as having such an impairment. Major life~~  
151 ~~activities are those basic activities that the average person in the general population can perform~~  
152 ~~with little or no difficulty.~~

153 ~~—All entities supported fully or partially by state funds, including educational institutions, must~~  
154 ~~comply by assuring that their services, programs, policies, etc., do not discriminate against or~~  
155 ~~exclude from full participation individuals with disabilities. The University must reasonably~~  
156 ~~accommodate known disabilities of qualified applicants, employees, and students. Reasonable~~

157 ~~accommodation is a modification or an adjustment to a job, work environment, learning~~  
158 ~~environment or learning activity that will enable a qualified individual with a disability to~~  
159 ~~perform essential job or learning functions. The purpose of providing accommodations in~~  
160 ~~learning environments and activities is to enable the individual to develop and demonstrate~~  
161 ~~mastery of the subject to a degree that reflects their abilities and efforts and not the disabilities.~~  
162 ~~Although alternative methods of delivery and evaluation may be required, academic standards~~  
163 ~~should not be compromised. For further information regarding ADA, please visit:~~  
164 ~~<http://www.ada.gov/>.~~

165 ~~— In postsecondary education, requests for accommodation and support services must originate~~  
166 ~~with the student. Students who enter the University with a documented disability should fill out~~  
167 ~~and submit the Request for Services form located on the Accessibility Services web page:~~  
168 ~~[http://www.semo.edu/ds/program\\_info.html](http://www.semo.edu/ds/program_info.html). Students who think they may have a disability may~~  
169 ~~contact Accessibility Services for information on obtaining diagnostic services and proper~~  
170 ~~documentation. Information about a student's disability is confidential. Accessibility Services~~  
171 ~~will, upon the student's request, notify appropriate faculty of the student's disability and suggest~~  
172 ~~reasonable accommodations. Methods to implement these accommodations should be jointly~~  
173 ~~decided by the faculty member and student involved in the learning activity. In cases where~~  
174 ~~agreement cannot be reached, Accessibility Services will act as a consultant. Accessibility~~  
175 ~~Services will provide faculty and students with information on the availability and use of~~  
176 ~~auxiliary aids, such as special computers, calculators, Brailists, and communications devices,~~  
177 ~~and the procedures for obtaining special materials, such as Brailed or "Talking" books.~~  
178 ~~Accessibility Services will also assist students in finding individuals to serve as readers, scribes,~~  
179 ~~note takers, sign language interpreters, etc. Accessibility Services also serves as a resource for~~  
180 ~~faculty by offering information on different disabilities and strategies for accommodation.~~

#### 181 182 ~~Southeast Missouri State University's Accessibility Plan~~

183 ~~— Although certain facilities are not fully physically accessible to people with disabilities,~~  
184 ~~Southeast Missouri State University will take such means as are necessary to ensure that no~~  
185 ~~qualified person with a disability is denied the benefits of, excluded from participation in, or~~  
186 ~~otherwise subject to discrimination because Southeast Missouri State University's facilities are~~  
187 ~~physically inaccessible to or unusable by persons with disabilities. The accessibility standards~~  
188 ~~required by federal law for "existing facilities" are that the recipient's programs or activities~~  
189 ~~when viewed in their entirety must be readily accessible to persons with disabilities and that a~~  
190 ~~qualified individual with a disability shall not be excluded from participation in or be denied the~~  
191 ~~benefits of services, programs, or activities because a facility is not accessible.~~

192 ~~— Southeast Missouri State University may meet these standards through such means as~~  
193 ~~reassignment of classes or other services to accessible locations, redesign of equipment,~~  
194 ~~assignment of aides, alterations of existing facilities, and construction of new accessible~~  
195 ~~facilities. Southeast Missouri State University is not required to make structural changes in~~  
196 ~~existing facilities where other methods are sufficient to comply with the accessibility standards~~  
197 ~~described above.~~

198 ~~— Because scheduling classes and arranging housing in accessible facilities may require~~  
199 ~~reasonable advance planning, students with disabilities accepted for admission who desire~~

200 ~~support services and/or accommodations should identify themselves within five (5) days of the~~  
201 ~~start of the semester of enrollment and indicate the nature of the accommodation needed.~~  
202 ~~Students should contact Accessibility Services: [http://www.semo.edu/ds/program\\_info.html](http://www.semo.edu/ds/program_info.html).~~  
203

#### 204 *Tobacco Usage in the Workplace Policy*

205 View the Tobacco Use in the Workplace Policy in the Business Policies and Procedures  
206 Manual online at [https://semo.edu/finance-admin/\\_pdfs/finadm-01-15-policy.pdf](https://semo.edu/finance-admin/_pdfs/finadm-01-15-policy.pdf)  
207

#### 208 *University Communications & Marketing*

209 Information about University Communications & Marketing can be found online at  
210 [https://\(semo.edu/marketing-communications/\)](https://(semo.edu/marketing-communications/)).  
211

#### 212 *Guidelines for Users of the Copy Center*

213 ~~—The following guidelines have been formulated to assist in the orderly and efficient operation~~  
214 ~~of the Copy Center. It is hoped that the statements which appear below will assist those who~~  
215 ~~wish to make use of these services by informing them of the policies and procedures which~~  
216 ~~govern their requests.~~

217 ~~—The Copy Center in Parker Room 105 offers services such as copying, binding, laminating,~~  
218 ~~stapling, folding, foam board mounting, etc. A wide variety of paper sizes, weights, grades, and~~  
219 ~~colors are available. Parker 105 also serves as a transaction point for printing services from one~~  
220 ~~of the University's contracted vendors.~~

221 ~~—The Copy Center accepts work from students, faculty, staff, and the general public.~~  
222

#### 223 *Authorization for Printing*

224 ~~—Costs for University work will be charged to index numbers provided at the time of the~~  
225 ~~request. The Copy Center accepts jobs brought into the center, through campus interoffice mail,~~  
226 ~~and through email addressed to [copycenter@semo.edu](mailto:copycenter@semo.edu). Requests should include an index~~  
227 ~~number, quantity, and delivery instructions.~~

228 ~~—Requests for personal printing and copying jobs can be purchased with a credit card, cash, or~~  
229 ~~check at the time of pickup.~~

230 ~~—Requests by student organizations for printing and copying can be charged if a completed~~  
231 ~~voucher is provided from Campus Life & Event Services or may be purchased with a credit card,~~  
232 ~~cash, or check at the time of pickup.~~

233 ~~—Printing and copying services by external organizations may be charged to departments or~~  
234 ~~offices on campus if approved by the financial manager. An index number must be provided to~~  
235 ~~the Copy Center. Reimbursement is the responsibility of the department or office charged.~~  
236

#### 237 *Campus Life & Event Services*

238 Information about campus life and the promotion of events can be found online at  
239 [http://www.\(semo.edu/campuslife/\)](http://www.(semo.edu/campuslife/)).  
240

#### 241 *University Travel*

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

244

245 *Prevention of Alcohol/Drug Abuse*

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

248  
249 Chapter retitled and reorganized by Faculty Senate bill 16-A-3 on 1/27/16, President Approval  
250 8/9/16, 15-Day Review 8/10/16

251

<b>Action</b>	<b>Date</b>
Introduced to Senate	2/14/2024
Second Senate Meeting	254
Faculty Senate Vote	
President's Review	
15 Day Review	
Posted to Faculty Handbook	