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**FACULTY SENATE** **SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE Bill 20-A-1**

Approved by the Faculty Senate  
January 29, 2020

**BRIEF SUMMARY:** This bill revises the existing *Faculty Handbook* section on Principles of Collegiality (Chapter 1, Section G1) and moves its content to the *Faculty Handbook* Preamble.

**REVISING “PRINCIPLES OF COLLEGIALITY”**

BE IT RESOLVED THAT: subject to the passage and approval of this bill Chapter 1, Section G1 of the *Faculty Handbook* should be deleted and the following be added to the *Faculty Handbook* Preamble:

## Preamble

### Principles of Collegiality

Collegiality involves a shared decision-making process and a set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise. It is characterized by mutual respect for similarities and differences in background, expertise, judgments, and assigned responsibilities. Collegiality requires mutual trust based on individual character and professional competency.

Although the University professor perceives the need to integrate diverse functions in the overall organization of the institution, their professional expertise in their areas of knowledge entitles them to considerable autonomy and liberty in the performance of professional activities.

Collegial governance allows the academic community to work together to find the best answers to issues facing the university. Collegial governance assigns primary responsibility to the faculty for the educational functions of the institution in accordance with basic policy as determined by the Board of Regents. This includes admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities.

Collegiality rests on a foundation of policies and procedures to assure the opportunity for timely advice pertinent to decisions about academic and professional matters. In addition to faculty recommendations on academic and professional matters, the collegial process also recognizes the value of faculty input in budgetary matters. Collegiality welcomes and supports diversity of

38 opinion. Respect for differing opinions and points of view is central to collegiality and shared  
39 decision making. The university is a public bastion of respect for individuals, whether they are  
40 members of the faculty, students, staff, alumni, administration, or Board of Regents.

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

#### 47 **Definitions**

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

49 When effectively deployed, policy statements help focus attention and resources on high  
50 priority issues—aligning and merging efforts to achieve the institutional vision. Policy provides  
51 the operational framework within which the institution functions. Policies, understood to include  
52 changes in a current policy, require the formal approval of the Board of Regents.

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

54 Operating practices can be formal or informal, specific to a department, or applicable  
55 across the entire institution. If policy is "what" the institution does operationally, then its  
56 procedures are "how" it intends to carry out those operating policy expressions. New or revised  
57 procedures may be proposed by Faculty Senate or the president. Procedures do not require  
58 approval of the Board of Regents, but rather are approved by the president in consultation with  
59 the Faculty Senate.

60 After the consultation with the president, the Faculty Senate will submit a written  
61 response to the proposal. Proposed procedures or revisions, with recommendations by the  
62 Faculty Senate and the president, will be submitted for campus review via Newswire, email, or  
63 other appropriate means. Comments from the campus community should be submitted to the  
64 Faculty Senate and the president within a minimum of 15 working days. Barring substantive  
65 concerns raised during the comment period, procedures will take effect as outlined in the  
66 proposal. Substantive concerns will be discussed within 15 working days by the Faculty Senate  
67 and the president.

#### 68 **Distinguishing Characteristics**

69 The distinctions commonly drawn between policy and procedures can be subtle,  
70 depending upon the nature of the organization and the level of operations being described in the

71 statements. Nevertheless, there are common characteristics that can help discern policy from  
72 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

73 **Clarification on Deadlines**

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

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Action	Date
Introduced to Senate	11/13/19
Second Senate Meeting	1/29/20
Faculty Senate Vote	1/29/20
President’s Approval	
Posted to Faculty Handbook	

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