

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 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.

Chapter 1
Organization and Government
Mission and Vision Statements

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

~~— Southeast Missouri State University provides professional education grounded in the liberal arts and sciences and in practical experiences.~~

~~— The University, through teaching and scholarships, challenges students to extend their intellectual capacities, interests, and creative abilities; develop their talents; and acquire a lifelong enthusiasm for learning. Students benefit from a relevant, extensive, and thorough general education; professional and liberal arts and sciences curricula; co-curricular opportunities; and real-world experiences. By emphasizing student-centered and experiential learning, the University prepares individuals to participate responsibly in a diverse and technologically advanced world and in this and other ways contributes to the development of the social, cultural, and economic life of the region, state, and nation.~~

~~Institutional Priorities and Goals~~

~~Priority One:~~

~~— Providing excellent academic programs with a liberal arts and sciences core. Central to the University’s mission are academic programs that prepare students to become active citizens of a diverse, democratic society in a technologically advanced world. The General Education~~

27 ~~Program, required of all undergraduate students, provides a broad liberal arts and sciences~~
28 ~~curriculum that develops students' intellectual skills, broadens their educational horizons, and~~
29 ~~helps them function effectively as educated citizens. A wide range of high-quality undergraduate~~
30 ~~and graduate programs enable students to achieve their career goals in the liberal arts and~~
31 ~~sciences, visual and performing arts, and professional and technical fields.~~

32

33 ~~Goal 1: Excellent Teaching and Learning~~

34 ~~—The University will provide all students with knowledge and skills in their fields of inquiry,~~
35 ~~including the opportunity for meaningful experiential learning that links their programs of study~~
36 ~~to the practice in their chosen career.~~

37

38 ~~Goal 2: Highly Qualified Faculty and Staff~~

39 ~~—The University will recruit, develop, and retain diverse, well-prepared faculty who are skillful~~
40 ~~teachers and active scholars committed to serving the University and the community at large.~~
41 ~~The University also will recruit, develop, and retain diverse, high-quality staff members who use~~
42 ~~their talents, commitment, and professional knowledge and skills to support the work of the~~
43 ~~University community.~~

44

45 ~~Goal 3: Superb Programs and Service~~

46 ~~—All academic, support, technological, and administrative processes and programs will be~~
47 ~~regularly and systematically subjected to internal or external review and assessment in the~~
48 ~~interest of continuous improvement. All units will regularly assess students' achievement and the~~
49 ~~degree to which they are satisfied with their education and use the results to evaluate and~~
50 ~~improve the quality of programs and services.~~

51

52 ~~Priority Two:~~

53 ~~—Offering access to educational programs throughout our service region. Improving access~~
54 ~~includes identifying and successfully recruiting students, offering an appropriate variety of~~
55 ~~programs, delivery methods, and support activities, as well as programs at an affordable cost, to~~
56 ~~better support our students' potential for success.~~

57

58 ~~Goal 1: Enrollment Management~~

59 ~~—Recruit and retain diverse, qualified, and committed students and provide support services~~
60 ~~and activities that increase their academic success.~~

61

62 ~~Goal 2: Affordability~~

63 ~~—Provide affordable high-quality undergraduate, graduate, and noncredit programs that serve~~
64 ~~the needs of the region.~~

65

66 ~~Goal 3: Accessibility~~

67 ~~—Provide the capability to deliver programs through traditional, face-to-face, web-based, ITV,~~
68 ~~and blended delivery methods.~~

69

70 ~~Priority Three:~~

71 ~~—Serving the social, cultural, and economic life of the region, state, and nation. To be a good~~
72 ~~citizen of the local and global communities, the University is committed to engaging in activities~~
73 ~~that enrich not only our students but also our employees and neighbors. As a natural setting for~~
74 ~~interaction in small and large groups, physical and virtual campuses serve as a resource for~~
75 ~~people, places, and things in our immediate and distant surroundings. This include, but is not~~
76 ~~limited to, the cultivation of events and environments that encourage collaboration in the~~
77 ~~development, dissemination, and sharing of information and opportunities for the good of all.~~

78
79 ~~Goal 1: Regional Social, Economic, Educational, and Professional Development~~

80 ~~—The University will develop networks of people, organizations, and funding sources to~~
81 ~~expand our scope and reach and enhance the economic development of the region. This includes~~
82 ~~the cultivation and development of intellectual property and nurturing of ideas, individuals, and~~
83 ~~institutions.~~

84
85 ~~Goal 2: Regional Information Center~~

86 ~~—The University will continue to serve as a primary source of information and educational~~
87 ~~services as well as to provide opportunities for collaborative work in applied and basic scholarly~~
88 ~~research.~~

89
90 ~~Goal 3: Regional Cultural Center~~

91 ~~—The University will maintain and expand existing venues as well as develop and construct~~
92 ~~new ones to showcase the contemporary trends, cultural heritage, and historical foundations or~~
93 ~~the region.~~

94
95 ~~Priority Four:~~

96 ~~—Enhancing the University community. The University continues to promote an environment~~
97 ~~and community conducive to anticipating, understanding, and meeting the needs of our students.~~
98 ~~Additionally, the institution is committed to maintaining a diverse community that supports~~
99 ~~excellence in education and personal growth in the endeavors of students, faculty, and staff~~
100 ~~consistent with the Mission of the University.~~

101
102 ~~Goal 1: Meeting the Needs of Student, Faculty, and Staff~~

103 ~~—Provide a community in which all students have a positive learning/personal growth~~
104 ~~experience supported by caring faculty and staff, and in which faculty and staff enjoy a positive,~~
105 ~~fulfilling work environment.~~

106
107 ~~Goal 2: Diversity and Leadership~~

108 ~~—The University will continue to promote a campus environment in which the richness of~~
109 ~~human difference is recognized and affirmed in our institutional standards, communication~~
110 ~~processes, and curriculum; will continue to demonstrate for our service region the best practices~~
111 ~~in the area of diversity; and will strive toward a leadership position as a diverse educational~~
112 ~~community in our state and nation.~~

113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155

~~Goal 3: Community Building~~

~~—The university will continue to cultivate an environment that encourages civility, mutual respect, open communication, inclusive decision-making, difference of opinion, and appreciation for a broad definition of human diversity.~~

~~Priority Five:~~

~~—Practicing wise stewardship of the University’s human and financial resources and providing high-quality facilities and infrastructure that support the educational mission. To attract and retain students and to serve the region, the University must foster and maintain a human, financial, physical, and technological infrastructure that supports high-quality academic programs, campus life, and regional service. Given that the resources of the University are infinite, the internal and external development and management of resources are central to the ability of the University to fulfill its mission. Wise stewardship of resources involves a constant effort to allocate limited resources effectively among competing goals.~~

~~Goal 1: Information Technology in Support of University Community and Productivity~~

~~—The University will develop and maintain information systems and provide high-quality training and support that result in optimal use of technology to enhance teaching and learning, community, and productivity of students, faculty, and staff.~~

~~Goal 2: Resource Management~~

~~—The University will demonstrate appropriate stewardship in developing and maintaining academic and non-academic programs through the proper balancing of financial revenues and expenditures to effectively enable the accomplishments of the University’s mission, strategic priorities, and goals.~~

~~Goal 3: Effective Management of University Facilities and Physical Assets~~

~~—The University will develop and maintain high-quality facilities through a balanced program of preventive maintenance, construction, and repair.~~

~~Revised Summer 2004~~

~~**The current strategic action plan of the University is provided by the Office of the President (semo.edu/about/president/strategic-action-plan.html).**~~

~~*Missouri Coordinating Board for Higher Education*~~

~~—The Missouri Coordinating Board for Higher Education was authorized by an amendment to the Missouri Constitution in 1972 and established by statute in the Omnibus State Reorganization Act of 1974. The Coordinating Board oversees the Department of Higher Education. Board members are appointed from each congressional district by the governor and confirmed by the Senate. The board members serve six-year terms; no more than five of the nine members can be affiliated with the same political party.~~

156 The Missouri Coordination Board for Higher Education’s major statewide planning and
157 coordination goals are to promote academic quality, to ensure the efficient use of resources, and
158 to provide financial access to the system of higher education. The board includes the state’s
159 independent institutions, as well as the public institutions, in its planning activities. **More**
160 **information regarding the role and responsibilities of the CBHE can be found online**
161 **(dhewd.mo.gov/cbhe/).**

162
163 ~~—The board’s functions include statewide planning for higher education; policy analysis and~~
164 ~~data reporting; approval of new degree programs; student financial assistance; appropriations~~
165 ~~recommendations to the governor and Missouri General Assembly for public two- and four-year~~
166 ~~colleges’ and universities’ operating and capital funding; state aid for public libraries; and~~
167 ~~proprietary school certification. The board has administrative responsibility for the Missouri~~
168 ~~Student Grant Program, the Missouri Student Loan Program, the Missouri Higher Education~~
169 ~~Academic Scholarship Program, the Marguerite Ross Barnett Scholarship program, and~~
170 ~~additional financial aid programs that have yet to be funded. The Board is also responsible for~~
171 ~~several federal programs. The CBHE published an “Integrated Strategic Plan,” which is available~~
172 ~~on the CBHE website.~~

173 174 *Board of Governors*

175 All legal power and authority are vested by statute in a bipartisan six-member Board of
176 Governors (three members from each major political party), who are appointed by the Governor
177 of the State and confirmed by the State Senate. The Commissioner of Elementary and Secondary
178 Education serves as an ex officio member. The appointed members serve six-year staggered
179 terms and are eligible for reappointment. ~~More information regarding the Board of Governors~~
180 ~~and its current membership can be found at: <http://www.semo.edu/board/>~~

181
182 The Board has the authority to govern and set policy for the University. The Board may
183 adopt regulations, rules and policies consistent with the University mission, with law, and the
184 regulations and rules of the Coordinating Board for Higher Education of the State of Missouri.
185 The Board has the authority, among other things, to determine and periodically review and adopt
186 the purposes and mission of the University; establish, review and approve new academic
187 programs or changes to existing ones; authorize the granting of diplomas and conferring of
188 degrees based upon the recommendation of the President, and approve the grant of tenure based
189 on the recommendation of the President. The Board’s role in the various policies and procedures
190 set forth in this Handbook are set forth in the relevant policies and procedures. ~~More information~~
191 ~~regarding the Board of Governors and its current membership can be found online~~
192 ~~(semo.edu/board/).~~

193 194 *Administrative Organization of the University*

195 At the time of academic reorganization in 1976, the Board of Governors approved the
196 Governance Document (Part A of Faculty Senate bill 76-A-01), which called for a collegial
197 system of governance based on the principles of shared authority and responsibility whereby all

198 members of the University community - **board**, administration, faculty, staff, and student - have
199 an opportunity to participate directly in the decision-making process.

200

201 By endorsing the collegial system of governance, the Board of Governors recognized that the
202 day-to-day internal administration of the University can best be achieved by delegating formal
203 authority to the President who delegates appropriate authority to the various administrative
204 officers.

205

206 ~~Executive Officers~~

207 ~~—The executive officers of the University are the President; Provost; Vice President for~~
208 ~~Enrollment Management and Student Success; Vice President for Finance and Administration;~~
209 ~~Vice President for University Advancement; and Vice President for Equity, Access, and~~
210 ~~Behavioral Health. As officers, each has the responsibility to represent the University and~~
211 ~~provide leadership in the specific areas of responsibility.~~

212

213 *Administrative Organization Charts*

214 The Office of the President releases annually updates including the organizational charts as
215 well as the committees and councils that steer the University's initiatives
216 (semo.edu/about/president/university-info/).

217 Organizational chart (semo.edu/about/president/_pdfs/administrative-org-chart.pdf)

218 Academic Affairs chart ([semo.edu/about/president/_pdfs/president-academicorgchart-](http://semo.edu/about/president/_pdfs/president-academicorgchart-1.pdf)
219 [1.pdf](http://semo.edu/about/president/_pdfs/president-academicorgchart-1.pdf))

220

221 **The President: Role, Responsibility, Review and Selection**

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

223 *Role and Responsibilities*

224 The President of the University is responsible to the Board of Governors for the entire
225 management of the University as specified by state statutes. The President of the University
226 delegates to various divisions primary responsibility for academic services, student services,
227 financial services, and administrative services. The President of the University expects the
228 faculty through the Provost to share the responsibility of determining admission requirements,
229 curriculum, teaching appointments, graduation requirements, textbooks, and other appropriate
230 academic policies.

231

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

236

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

- 239 1. Identify and prioritize University stakeholder needs;
- 240 2. Create, maintain, and adhere to the University Mission Statement;

- 241 3. Align University systems, structures, and processes with broadly-developed
242 strategies;
243 4. Evaluate the extent to which the results of University initiatives meet stakeholder
244 needs.
245

246 *The Review of the President*

247 The review of the President is an extension of the collegial process which encourages
248 participation in the governance of the University by persons at every level, including faculty and
249 staff, the administrators of each division, students, and the Board of Governors. The assessment
250 of the President's performance is made possible through informal mechanisms and periodic
251 reviews. Each of these is designed to provide input for assessing the performance of the
252 President of the University and for suggesting areas that might be strengthened.
253

254 Periodic Review of the President: The Board of Governors will initiate a review of the President
255 at least every three years after the President of the University assumes office, unless otherwise
256 specified by the President's contract. This review will be led by a consultant who is selected by
257 the Board of Governors to facilitate a comprehensive, 360-degree (or similar style) assessment
258 that incorporates feedback from (a) multiple levels of university governance and (b) external
259 stakeholders selected by the Board of Governors. As a result of the 360-degree review, the Board
260 of Governors will communicate the outcome to the campus community as deemed appropriate.
261

262 Extraordinary Review of the President of the University: An extraordinary review of the
263 President of the University may be initiated at any time by the Board of Governors. Normally,
264 the Faculty Senate serves as the channel of communication between the faculty and the Board of
265 Governors through the President. Should the Faculty Senate conclude that an extraordinary
266 review is warranted, a request for same shall be made directly to the Board of Governors.
267

268 *The Selection Process*

269 One of the most important responsibilities of the Board of Governors is the selection and
270 appointment of the University President. Realizing the need for input from the various
271 constituencies both in and outside the University, the Board of Governors set an important
272 precedent in 1975 by authorizing the formation of a Presidential Search and Screening Advisory
273 Committee. This committee allowed faculty, administrators, students, staff, and alumni to
274 establish procedures, screen applicants, interview semi-finalists, and recommend finalists to the
275 Board of Governors to be interviewed. The same process, with slight modification, was utilized
276 again in 1977, 1990, 1996, and 2015.
277

278 Approved by the Faculty Senate 5/1986, Approved by Board of Regents 6/1986, Updated
279 8/15/97

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

282

283 **The Provost: Role, Responsibility, Review and Selection**

284 *Role and Responsibilities*

285 The Provost is the chief academic officer of the University. As the President's first delegate,
286 the Provost has primary responsibility for the overall administration of the academic programs of
287 the University. The Provost is charged with promoting academic excellence in the faculty and
288 academic programs of the University, as well as continuing to strive for efficiency in
289 instructional operations. The Provost provides leadership in the academic division and serves as
290 a primary interface between the academic and other divisions of the University. Major
291 responsibilities of the Provost include developing and coordinating University planning;
292 coordinating faculty recruitment, development, and employment activities; providing leadership
293 in program review and development; enhancing the academic/cultural environment; coordinating
294 academic public services and academic records; and stimulating research, scholarly activity, and
295 creative endeavor. The Provost also provides overall leadership and coordination for the
296 academic departments, colleges and the library

297
298 The Provost provides leadership in academic administration. More specific responsibilities
299 include coordinating and reviewing academic programs, encouraging academic innovations,
300 reviewing program evaluations, coordinating faculty employment and promotion policies,
301 promoting scholarly and research activities, providing frameworks for academic planning,
302 administering over one hundred academic budget areas, and supporting the needs of academic
303 affairs within the total context of the University.

304
305 The Provost is assisted in these tasks by academic associates to the Provost. They are
306 responsible for assisting the Provost in the general review of academic procedures, leadership in
307 the refinement of administrative approaches in academic affairs, coordinating the academic
308 planning process, and providing leadership in curriculum and faculty development activities.

309
310 In conjunction with the activities of the deans and the Faculty Senate, the Provost
311 recommends academic policies to the President of the University for consideration by the Board
312 of Governors and is responsible for the implementation of these policies. The deans of the
313 various colleges, Dean of the Graduate Studies, and the Dean of Academic Information Services
314 and Director of Kent Library report directly to the Provost. The Office of the Provost serves as
315 the primary liaison for deans and department chairpersons in coordinating activities with other
316 administrative units. The Provost shares responsibility with the President of the University and
317 other Vice Presidents for building the University budget.

318
319 In addition to these general responsibilities, the Provost assumes, but is not limited to, specific
320 functions and responsibilities related to instructional programs, personnel affairs, and
321 administration.

- 322 1. Cooperates with the Graduate Council and the Dean of the Graduate Studies in the
323 development of guidelines for graduate programs.
324 2. Serves as an ex officio member of the Faculty Senate Academic Affairs Committee.
325 3. Serves as administrative liaison to the Faculty Senate.

- 326 4. Coordinates the implementation of University policies regarding faculty recruitment,
327 employment, promotions, tenure, evaluation, and dismissal.
- 328 5. Chairs the University Academic Council.
- 329 6. Chairs the University Planning Committee.
- 330 7. Coordinates the functions of all academically-oriented University committee.
- 331 8. Works with the Vice President for Financial and Administration to coordinate the
332 preparation of the academic portion of the University budget and the allocation of
333 funds to the colleges.
- 334 9. Coordinates short- and long-range plans for the acquisition and utilization of needed
335 academic facilities.
- 336 10. Provides leadership and support in the areas of student development, career services,
337 judicial affairs, and health/counseling activities.
- 338

339 *The Review of the Provost*

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

345
346 Periodic Review of the Provost: The President will initiate the Provost review process outlines
347 below every four years after the appointment of the Provost.

348 349 *Review Process*

- 350 1. At the initiation of the review, the President shall send a letter to all Vice Presidents, the
351 deans of the various colleges, the Dean of Graduate Studies, Dean of Academic
352 Information Services and Director of Kent Library, the Registrar, and the active faculty
353 members outlining the process to be used. All eligible individuals are encouraged to
354 participate in the review.
- 355 2. Concurrent with the solicitation of input from parties listed in step 1, the President may
356 collect information from additional campus groups or from sources outside the University
357 (e.g., members of the Coordinating Board for Higher Education, chief academic officers
358 at other regional institutions, business and community leaders) via the review instrument
359 or through other appropriate means.
- 360 3. The President shall request that all responses be returned within two weeks.
- 361 4. Within two months after the time specified for the return of the evaluations, the President
362 will summarize the input and draft a preliminary report to the Provost.
- 363 5. Following the submission of the preliminary report to the Provost, the President will meet
364 with the Provost to discuss the report. At this meeting, the President will provide the
365 Provost with an opportunity to respond to all parts of the report.
- 366 6. After due deliberation, the President will share the outcome of the review with the
367 University Academic Council, the Faculty Senate, and, as warranted, with other members
368 of the University community.

- 369 7. The President will submit to the President of the Board of Governors a summary
370 document including the information describer in steps 4, 5, and 6. The Provost will
371 receive a copy of the summary document and have an opportunity to send a written
372 response to the President of the Board of Governors.
373

374 *The Selection Process*

375 The Provost is selected by an open search process.
376

377 *Qualifications*

378 The Provost shall substantially meet the following criteria:

- 379 1. An earned doctorate from an accredited university;
380 2. Evidence of scholarly and/or research achievements;
381 3. Distinguished teaching experience at the college/university level;
382 4. Appropriate administrative experience;
383 5. Commitment to the principles of collegiality in governance;
384 6. Commitment to academic excellence.
385

386 *Search Committee*

387 When a vacancy occurs, the President calls for the organization of a search committee. The
388 President selects two members, each college (including Kent Library) selects one faculty
389 member, and the Student Government selects one student member. The committee elects the
390 chairperson from its own membership.
391

392 Amended 9-8-99 by Faculty Senate bill 99-A-09
393

394 *Election Process*

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

- 397 1. Disclaimer forms are sent to all full-time faculty members. Persons wishing to remove
398 their names from the ballot may do so.
399 2. A primary election is held in which each eligible voter in the college votes for one of the
400 candidates on the primary ballot.
401 3. If no candidate receives a majority of the votes cast in the primary election, the names of
402 the two candidates with the highest number of primary votes are placed on the ballot for a
403 run-off election. The candidate receiving the highest number of votes is elected as the
404 college search committee representative.
405

406 *Search Process*

- 407 1. The Provost Search Committee takes appropriate steps to invite applications from all
408 available candidates. The committee receives, reviews, and evaluates all applications.
409 The committee is provided secretarial and other support assistance as needed.
410 2. All finalists are invited to spend two full days on campus so that they and the appropriate
411 segments of the University community have adequate time to assess each other. The

412 search committee sets the interview schedule, which should include extensive meetings
413 with the search committees, a group of department chairpersons, representatives of the
414 Faculty Senate, the deans, the Vice Presidents, and the President of the University. The
415 chairperson of the search committee is responsible for preparing a written summary of
416 each finalist's campus visit, listing specific strengths and weaknesses as emerge in the
417 interview. This summary should accompany the dossier of any recommended candidate.

- 418 3. After conducting finalists' interviews, the search committee recommends at least three
419 qualified candidates to the President of the University. Recommendations are made
420 without rank ordering. The President may ask the committee for further
421 recommendations.
- 422 4. The President negotiates an appointment with a recommended candidate and
423 recommends the appointee to the Board of Governors for confirmation.

424

425 Approved by the Faculty Senate, 5/1986, Approved by Board of Regents 6/1986, Updated
426 8/15/97.

427

428 ~~Vice President for Enrollment Management and Student Success~~

429 ~~—The Vice President for Enrollment Management and Student Success is responsible for the~~
430 ~~general administration of the Division of Enrollment Management and Student Success. The~~
431 ~~Vice President for Enrollment Management and Student Success reports directly to the President~~
432 ~~and is a member of the President's executive cabinet. This division encompasses several~~
433 ~~administrative support and auxiliary operations, enrollment management functions, and student~~
434 ~~life departments. The Vice President, working closely with the executive staff, is responsible for~~
435 ~~providing vision, strategic leadership, and overall management of the University's major~~
436 ~~recruitment and retention efforts. Major functional units which report directly or indirectly to the~~
437 ~~Vice President for Enrollment Management and Student Success include the Enrollment~~
438 ~~Management (Admissions, Recreation Services, Registrar, and Residence Life), Campus Life~~
439 ~~and Event Services, Information Technology, Institutional Research, and Student Development~~
440 ~~(Academic Support Centers, Student Conduct, University Counseling Services, and Pre-~~
441 ~~Collegiate Programs) Departments.~~

442 ~~1. Serves as the chief advisor of the Student Success Council.~~

443 ~~2. Provides leadership and support for recruitment and retention of students.~~

444 ~~3. Responsible for student housing, dining services, student recreational activities, and other~~
445 ~~genera; student life activities (e.g., Student Government, student organizations, leadership~~
446 ~~programs).~~

447 ~~4. Coordinates the functions of all enrollment management and student life-oriented~~
448 ~~University committees.~~

449

450 ~~Review Process~~

451 ~~—The assessment of the Vice President for Enrollment Management and Student Success's~~
452 ~~performance is made possible through informal mechanisms and periodic reviews. Each of these~~
453 ~~is designed to provide input for assessing the performance of the Vice President for Enrollment~~
454 ~~Management and Student Success and for suggesting areas that might be strengthened.~~

455
456 ~~Vice President for Finance and Administration~~
457 ~~— The Vice President for Finance and Administration is the Chief Financial Officer of the~~
458 ~~University, reports directly to the President, and is a member of the President’s executive~~
459 ~~cabinet. The Vice President for Finance and Administration is the official treasurer of both the~~
460 ~~Board of Governors and the Southeast Missouri University Foundation.~~

461
462 ~~— The Vice President for Finance and Administration is responsible for the general~~
463 ~~administration of the Division of Finance. This division encompasses all major financial and~~
464 ~~business functions of the University, as well as some auxiliary operations. Major functional units~~
465 ~~which report directly or indirectly to the Vice President for Finance and Administration include~~
466 ~~the Budget Office, Business Operations, Controller, Human Resources, Public Safety and~~
467 ~~Transit, Show Me Center, Student Financial Services, Research & Grant Development, and~~
468 ~~Facilities Management. The Vice President for Finance and Administration also has~~
469 ~~responsibility for external auditing, funds acquisition, funds management, and property~~
470 ~~management.~~

471
472 ~~— Additionally, the Vice President for Finance and Administration interacts extensively with~~
473 ~~various State of Missouri offices, primarily in obtaining support for the University’s operating~~
474 ~~and capital budgetary needs. These contacts include the Governor and their staff, state~~
475 ~~legislators, and the Coordinating Board for Higher Education. The Vice President for Finance~~
476 ~~and Administration also interacts extensively in the normal course of conducting University~~
477 ~~business and related affairs.~~

478
479 ~~Administration~~

- 480 ~~1. Coordinates all financial affairs of and provides financial leadership and advice to the~~
481 ~~Board of Governors, the University, and the University Foundation.~~
482 ~~2. Provides leadership and vision in support of the University’s human resources.~~
483 ~~3. Chairs the University Budget Review Committee.~~
484 ~~4. In conjunction with the Provost’s Office, is responsible for maintaining the technological~~
485 ~~integrity of the University.~~
486 ~~5. Coordinates the functions of all financial and business-oriented University committees.~~

487
488 ~~Review Process~~

489 ~~— The assessment of the Vice President for Finance and Administration’s performance is made~~
490 ~~possible through informal mechanisms and periodic reviews. Each of these is designed to~~
491 ~~provide input for assessing performance of the Vice President for Finance and Administration~~
492 ~~and suggesting areas that might strengthened.~~

493
494 ~~Vice President for University Advancement and Executive Director of the University Foundation~~
495 ~~— The Vice President for University Advancement is responsible for all officially sanctioned~~
496 ~~alumni events and all fund-raising activities. Working closely with the President and the Board~~
497 ~~of Directors of the Southeast Missouri University Foundation, the Vice President is responsible~~

498 ~~for providing vision, strategic leadership and overall management of the University's~~
499 ~~advancement effort and for fostering and maintain a cooperative relationship between the~~
500 ~~development and alumni programs. The Vice President is responsible for researching, designing,~~
501 ~~cultivating, coordinating, and executing all development programs, including major gifts,~~
502 ~~corporate/foundation gifts, annual telefund campaign, athletic booster club giving, alumni gifts,~~
503 ~~and planned giving.~~

504

505 ~~Review Process~~

506 ~~—The assessment of the Vice President for University Advancement's performance is made~~
507 ~~possible through informal mechanisms and periodic reviews as determined by the President.~~
508 ~~Each of these is designed to provide input for the assessing performance of the Vice President for~~
509 ~~University Advancement and for suggesting areas that might be strengthened.~~

510

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

DRAFT