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**FACULTY SENATE**

**SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 16-A-3**

Approved by the Faculty Senate  
January 27, 2016

1 **BRIEF SUMMARY:** This bill reorganizes and updates Chapter 7 of the *Faculty Handbook*.  
2 No new policies or policy revisions are proposed.

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4 **REORGANIZING AND UPDATING CHAPTER 7 OF THE FACULTY HANDBOOK**  
5 **REGARDING OTHER POLICIES AND INFORMATION OF INTEREST TO FACULTY**

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7 **BE IT RESOLVED THAT:** Chapter 7 of the *Faculty Handbook* be retitled, and amended by  
8 reorganizing and revising the existing content in the following manner:  
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10 **Chapter 7 - Other Policies and Areas of Interest to Faculty**

11 **Other Policies:**

12 **A. Guidelines for Partisan Political Action on Campus**

13 [*Faculty Senate Bill 11-A-33 begins here.*]

14 **Policy**

15 A University exists, in part, as an institution in which the free and vigorous exchange of ideas is  
16 not only welcomed but encouraged. Partisan political activity should be welcomed on the  
17 campus of Southeast Missouri State University as an important ingredient in the life, of the mind  
18 and in the broad education of the students. The University should remain strictly neutral  
19 regarding partisan political activity. Therefore, procedures shall be set forth and maintained to  
20 enhance the neutrality of the University with respect to partisan political activity.

21 For purposes of this policy and the procedures promulgated to accompany it, the following  
22 definitions shall apply:

- 23 1. “University” shall include the actual legal entity and any employee(s) or representative(s)  
24 thereof authorized to speak on behalf of the actual legal entity.  
25 2. “Partisan” shall include political parties, candidates thereof, and officials of a political  
26 party or political party related campaign.

27 *Policy contains portions of Faculty Senate Bill 90-A-07 May 14, 1990*

28 *Approved by the Board of Regents June 18, 1990*

29 *Amended by Faculty Senate Bill 11-A-33 November 16, 2011*

30 *Approved by the Board of Regents March 23, 2012*

31 *Reviewed by President November 2012*

32 *Faculty Senate Bill 11-A-34 begins here.*

### 33 **Procedures**

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34 1. The University shall not support or endorse any candidate for local, state, or national office,  
35 nor shall it endorse or support any political committee organized for the purpose of  
36 supporting any candidate for office, nor shall it permit any activity on campus by any  
37 person, candidate, or political committee which suggests that the University endorses or  
38 supports any candidate or committee.

39 2. The University shall not make any contribution, real or in kind, to or expenditure on behalf  
40 of any clearly identifiable candidate (or highly likely candidate) for any office. For the  
41 purposes of these guidelines, the terms "contribution" and "expenditure" are defined by  
42 relevant state and federal laws.

43 3. The University shall not make any expenditure associated with an event that expressly  
44 advocates the nomination, election, or defeat of any specific candidate(s) or party.

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46 4. The University shall not make any expenditure associated with an event at which campaign  
47 contributions are solicited, made or accepted.

48 5. The University shall specifically request in writing that legally independent organizations  
49 affiliated with the University (e.g., the Boosters, the Foundation, etc.) agree to adhere to  
50 these guidelines. Failure of such organizations to so agree should give the University reason  
51 to reconsider the nature of the relationship which exists between the University and such  
52 organizations.

53 6. The presence of a candidate for office or political office holder at an event sponsored by  
54 the University or on campus as a result of an invitation by the University shall not constitute  
55 a violation of these guidelines unless the election or defeat of an identifiable candidate or  
56 party is advocated at the event or campaign contributions are solicited, made, or accepted at  
57 the event.

58 7. The presence of a political candidate, office holder, or political party on campus for the  
59 purpose of an educational exercise (e.g., a discussion of the nature of political campaigns)  
60 shall not constitute a violation of these guidelines unless the election or defeat of an

61 identifiable candidate or party is advocated at the event or campaign contributions are  
62 solicited, made, or accepted at the event.

63 8. Since the University is a place in which the free and open exchange of ideas is both  
64 welcomed and encouraged, no political candidate or political party or organization on  
65 campus for the purpose of an educational exercise shall restrict in any way the freedom of  
66 expression or freedom of assembly of those at the event. This provision is not intended to  
67 prevent the University itself from enacting reasonable restrictions (e.g., limiting the number  
68 of persons within a facility, preventing the shouting down of a speaker, etc.).

69 9. While it is recognized that participation in political activity is part of the total educational  
70 experience of our students, the University shall not require or encourage that students be  
71 excused from class in order to attend campaign events and partisan political events, nor  
72 shall the University require or encourage any deviation from its routine operation or its  
73 published calendar.

74 10. The provision of facilities, generally open for noncommercial use, by the University to a  
75 candidate or political committee shall not constitute a violation of these guidelines unless  
76 such facilities are denied to opposing candidates or parties. Provision of such the University  
77 should take great care, and should see that affiliated organizations take great care, in such  
78 provision of facilities not to give the appearance of support for one candidate or party at the  
79 expense of another. Facilities generally open for commercial use shall be made available  
80 only under normal commercial terms.

## 81 Limitations and Exclusions

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

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

89 *Procedures contain portions of Faculty Senate Bill 90-A-07 May 14, 1990*

90 *Approved by the Board of Regents June 18, 1990*

91 *Amended by Faculty Senate Bill 11-A-34 November 16, 2011*

92 *Reviewed by the President November 2011*

93 *Posted for 15 Day Review November 2011.*

## 94 **B. University No Smoking Policy**

95 [Faculty Senate Bill 88-A-02 begins here.]

96 Southeast Missouri State University will provide as close to a tobacco-free environment as  
97 practicable for its faculty, staff, and students. In all cases, the right of the tobacco non-user to  
98 protect his or her health and comfort will take precedence over another person's desire to use  
99 tobacco. Consequently, as of September 1, 1988, the use of all forms of tobacco is prohibited in  
100 all University buildings except in those locations designated by the President of the University as  
101 "smoking areas."

102 The success of the policy depends upon the thoughtfulness, consideration and cooperation of  
103 users and non-users of tobacco. All faculty and staff share the responsibility for adhering to and  
104 enforcing this policy. Any concern with the possible violation of this policy should be brought to  
105 the attention of the appropriate supervisor, dean, or director.

106 *Bill 88-A-02 Approved by Faculty Senate, February 17, 1988*

107 *Approved by Board of Regents - May 23, 1988*

### 108 **Other Areas of Interest to Faculty:**

109 The focus of the *Faculty Handbook* is on those policies and procedures that directly affect  
110 members of the faculty in their faculty role. The *Business Policies and Procedures Manual*,  
111 which contains policies and procedures applicable to the broader institution, also contains  
112 statements that pertain to members of the faculty. The *Manual* in its entirety can be viewed at:  
113 <http://www.semo.edu/finadm/procedures/index.htm>.

### 114 **A. Affirmative Action / Equal Employment Opportunity**

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116 View the Affirmative Action/Equal Employment Opportunity Plan in the *Business Policies and*  
117 *Procedures Manual* online at <http://www.semo.edu/finadm/procedures/index.htm>.

### 118 **B. Sexual Harassment Policy**

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119 View the Title IX Compliance, Sexual Discrimination, Sexual Harassment, Sexual Misconduct/Sexual  
120 Violence Policy in the *Business Policies and Procedures Manual* online at  
121 <http://www.semo.edu/finadm/procedures/index.htm>.

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## 123 **C. Notice of Nondiscrimination**

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

128 A more complete statement of the University Nondiscrimination Policy may be viewed in the  
129 *Business Policy and Procedures Manual* online at  
130 <http://www.semo.edu/finadm/procedures/index.htm>.

131 Any person having inquiries concerning Southeast Missouri State University's compliance with the  
132 regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact the Coordinator  
133 of Institutional Equity and Diversity, Office of Institutional Equity and Diversity  
134 (<http://www.semo.edu/equityissues/>), One University Plaza, (573) 651-2524. Any person may also  
135 contact the Assistant Secretary for Civil Rights, U. S. Department of Education regarding the  
136 institution's compliance with the regulations implementing Title VI., Title IX., or Section 504 and the  
137 Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal  
138 Employment Opportunity Commission; or state human rights agency regarding issues related to the  
139 ADA.

### 140 **The Americans with Disabilities Act (ADA)**

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

148 All entities supported fully or partially by state funds, including educational institutions, must comply  
149 by assuring that their services, programs, policies, etc., do not discriminate against or exclude from  
150 full participation individuals with disabilities. The University must reasonably accommodate known  
151 disabilities of qualified applicants, employees and students. Reasonable accommodation is a  
152 modification or an adjustment to a job, work environment, learning environment or learning activity

153 that will enable a qualified individual with a disability to perform essential job or learning functions.  
154 The purpose of providing accommodations in learning environments and activities is to enable the  
155 individual to develop and demonstrate mastery of the subject to a degree that reflects his/her  
156 abilities and efforts and not the disability. Although alternative methods of delivery and evaluation  
157 may be required, academic standards should not be compromised. For further information regarding  
158 ADA, please visit: <http://www.ada.gov/> .

159 In postsecondary education, requests for accommodation and support services must originate with  
160 the student. Students who enter the University with a documented disability should fill out and submit  
161 the Request for Services form located on the Disability Services web page:  
162 [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  
163 contact Disability Services for information on obtaining diagnostic services and proper  
164 documentation. Information about a student's disability is confidential. Disability Services will, upon  
165 the student's request, notify appropriate faculty of the student's disability and suggest reasonable  
166 accommodations. Methods to implement these accommodations should be jointly decided by the  
167 faculty member and student involved in the learning activity. In cases where agreement cannot be  
168 reached, Disability Services will act as a consultant. Disability Services will provide faculty and  
169 students with information on the availability and use of auxiliary aids, such as special computers,  
170 calculators, Brailers, and communications devices, and the procedures for obtaining special  
171 materials, such as Brailled or "Talking" books. Disability Services will also assist students in finding  
172 individuals to serve as readers, scribes, note takers, sign language interpreters, etc. Disability  
173 Services also serves as a resource for faculty by offering information on different disabilities and  
174 strategies for accommodation.

### 175 Southeast Missouri State University's Accessibility Plan

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

185 Southeast Missouri State University may meet these standards through such means as  
186 reassignment of classes or other services to accessible locations, redesign of equipment,

187 assignment of aides, alterations of existing facilities, and construction of new accessible facilities.  
188 Southeast Missouri State University is not required to make structural changes in existing facilities  
189 where other methods are sufficient to comply with the accessibility standards described above.

190 Because scheduling classes and arranging housing in accessible facilities may require reasonable  
191 advance planning, students with disabilities accepted for admission who desire support services  
192 and/or accommodations should identify themselves within five (5) days of the start of the semester of  
193 enrollment and indicate the nature of the accommodation needed. Students should contact Disability  
194 Services: [http://www.semo.edu/ds/program\\_info.html](http://www.semo.edu/ds/program_info.html).

## 195 **D. Tobacco Use in the Workplace Policy**

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196 View the Tobacco Use in the Workplace Policy in the *Business Policies and Procedures Manual* online at  
197 <http://www.semo.edu/finadm/procedures/index.htm>.

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## 199 **E. University Communications & Marketing**

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200 Information about University Communications & Marketing can be found online at  
201 <http://www.semo.edu/communications-marketing/>.

## 202 **F. Guidelines for Users of the Copy Center**

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

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

210 The Copy Center accepts work from students, faculty, staff, and the general public.

### 211 **Authorization for Printing**

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

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

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

220 Printing and copying services by external organizations may be charged to departments or offices on  
221 campus if approved by the financial manager. An index number must be provided to the Copy Center.  
222 Reimbursement is the responsibility of the department or office charged.

## 223 **G. Guidelines for On-Campus Promotion of Events**

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224 Information about the Promotion of Events can be found online at <http://www.semo.edu/campuslife/>.

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## 226 **H. University Travel Policies and Procedures**

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227 Information about the University Travel Policies can be found online at  
228 <http://www.semo.edu/accountspayable/travel.html>.

## 229 **I. Policy and Procedures for Prevention of Alcohol/Drug Abuse**

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230 View the Policy and Procedures for Prevention of Alcohol/Drug Abuse in the Business Policies and  
231 Procedures Manual online at <http://www.semo.edu/finadm/procedures/index.html>.

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233 *Chapter retitled and reorganized by Faculty Senate Bill 15-A-xx approved by Senate January 27, 2016, approved by*  
234 *President – February xx, 2016*

<b>Action</b>	<b>Date</b>
Introduced to Senate	12/02/2015
Second Senate Meeting	1/27/2016
Faculty Senate Vote	1/27/2016
President's Review	
15-Day Review	
Posted to Faculty Handbook	

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