

# Faculty Senate Documents Committee

2023-2024 End-of-Year Report

April 17, 2024

## Members:

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- Joseph Murphy (chair) (STEM)
- Larry Bohannon (vice-chair) (EHHS)
- Eric Clements (HSS)
- Juefei Yuan (HCBC)
- Sophia Han (HCAM)
- Tyson Koenig (Kent)

## Meetings:

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The Documents Committee of the 58<sup>th</sup> session of the Southeast Missouri State University met 7 times during the course of the academic year.

- September 6, 2023 (Teams)
- October 3, 2023 (Teams)
- November 1, 2023 (Teams)
- November 15, 2023 (Teams)
- December 6, 2023 (Teams)
- February 7, 2024 (Teams)
- March 6, 2024 (Teams)
- April 10, 2024 (meeting conducted via email)

## Charges:

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From the SEMO Faculty Senate Constitution:

*7.553 Documents Committee – the Documents Committee is charged: to review proposals to amend the Faculty Senate Constitution and formulate them as recommendations to the Faculty Senate; to review periodically the contents of the Faculty Handbook to ensure that the contents reflect current university policy; to recommend changes to the Faculty Handbook to make it consistent with current university policy or practice; to prepare, distribute, and tabulate ballots for amendments to the Faculty Senate Constitution; and to make certain that Faculty Senate records are preserved according to the requirements of Section 6.60.*

*6.60 Records of the Faculty Senate. The records of the Faculty Senate are vital materials for documenting the history of the university. Therefore, the records of the Senate, including all bills, resolutions, committee reports, and minutes will be preserved in the collections of the university archives. The university archivist and the Faculty Senate Documents Committee are charged to create and maintain 237 procedures for transferring records to the archives regularly, at least at annual intervals.*

Specific charges assigned by the Faculty Senate Executives:

- Revise Faculty Handbook, Chapter 1: About the university (Chapter 1, 8-21)
- Revise Faculty Handbook, Chapter 7: Other Policies and Areas of Interest (Chapter 7, 217-223)
- Revise Faculty Handbook, Chapter 3: Scientific Misconduct (Chapter 3, 156-162)

## Activities:

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- Bill 24-A-XX – Revising Faculty Handbook Chapter 1
  - First Reading: 1/17/2024
  - No Second Reading
- Bill 24-A-13 – Revising Faculty Handbook Chapter 1: Part 1
  - First Reading: 1/31/2024
  - Second Reading: 2/14/2024
  - Approved: 2/28/2024
- Bill 24-A-13 – Revising Faculty Handbook Chapter 1: Part 2
  - First Reading: 1/31/2024
  - Second Reading: 2/14/2024
  - Approved: 2/28/2024
- Bill 24-A-21 – Revising “Other Policies and Areas of Interest to Faculty”
  - First Reading: 2/14/2024
  - Second Reading: 2/28/2024
  - Approved: 3/7/2024
- Bill 24-A-XX – Revising “Scientific Misconduct”
  - First Reading: 4/17/2024
  - Second Reading:
  - Approved:

## Future Directions:

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It is evident that the Faculty Handbook, which is the primary concern of the Documents Committee, is an important and continuously evolving document that requires appropriate maintenance and preservation. The initiative to integrate this document into a comprehensive university policy register is ambitious, and it will be essential to involve the leadership of the Documents Committee in all planning related to this effort.

The Documents Committee will serve as a crucial link between the university's plans for this transition and the Faculty Senate, ensuring careful attention is given to preserving any policies and procedures in the Faculty Handbook that are not currently documented elsewhere. These should be appropriately migrated to the new system, while ensuring that essential policies and procedures remain within the Faculty Handbook, as appropriate.