



**DRURY**  
UNIVERSITY

COLLEGE OF CONTINUING  
PROFESSIONAL STUDIES

**CCPS ADJUNCT  
INSTRUCTOR**

**HANDBOOK**

**2017-2018**

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# COLLEGE OF CONTINUING PROFESSIONAL STUDIES (CCPS) ADJUNCT INSTRUCTOR INFORMATION

This handbook refers to the Continuing Studies offices at all locations. Unless otherwise specified, “Continuing Studies office” means the office at the location where you are teaching. This handbook may be modified or amended from time to time, and is not intended to replace the obligations of the parties set forth in specific adjunct instructor contracts.

The information in this booklet is for seated and online instructors at the undergraduate level.

## ADJUNCT INSTRUCTOR APPOINTMENT AND PAY INFORMATION

### Employment

Drury University’s College of Continuing Professional Studies (CCPS) relies on strong, vibrant and well-credentialed instructors to build Drury’s reputation of knowledge and instructional excellence for the students we serve. The following procedures and processes are followed by both seated and online classes to build the foundation of excellence expected of adjunct instructors:

1. Candidates are required to hold an earned master’s degree, and preferably a doctorate degree in the area in which they wish to teach.
2. Candidates must complete and file with the Dean of CCPS an adjunct faculty application form, resume, official transcript of highest degree, and copies of transcripts for other degrees.
3. The chair of the department in which the individual seeks approval to teach must then approve the applicant and designate courses for which the applicant is approved.
4. The Dean of CCPS acts on the recommendation of the department chair and approves or rejects the application.
5. If approved, the request is then forwarded to the Vice President of Undergraduate Studies for final review.
6. Additional approval by the Director of eLearning Education is required for instructors to teach online courses.
7. Once an applicant is fully approved, the applicant becomes part of the pool of approved instructors and will be considered for future assignment to appropriate courses. Approval does not guarantee placement, and approval may be revoked by the academic departments or the college.

All appointments are subject to periodic review. Appointments to teach are made from the resulting approved pool of teaching staff. Instructors are assigned and contracted on a course-by-course basis, and said contracts do not guarantee teaching assignments in future semesters.

### Salary Determinations

Compensation for adjunct instructors is determined by level of education and modality of course being taught. Adjunct instructors assigned a special coursework class are paid per student per directed study and prorated compensation policy.

It is University policy to place a lower limit of ten students in each course. It is possible that some courses may not achieve the minimum enrollment of ten. The decision as to whether the course will be canceled or offered with fewer than ten students will be made as early as possible at the discretion of CCPS. If the course is canceled or reassigned, there will be no compensation. If the class is not canceled and has fewer than ten student students enrolled, compensation for the course will be prorated based on the number of students enrolled on the next business day after the deadline to add the course. A revised contract is not issued if compensation is prorated.

### **Pay Dates**

Pay dates for each semester are provided in the contract instructors receive for teaching a course. Payments for supervised directed studies, research, or internships are made on the first payroll after the end of the semester or summer term. Adjunct pay dates are the fifth of the month. Regular Drury University employees teaching adjunct for CCPS are paid on the last working day of the month.

Full semester classes: Adjunct instructors are paid in three installments during the fall and spring semesters and two installments during the summer.

Block classes: Adjunct instructors teaching Block A classes are paid in two installments during fall and spring semesters and one installment during the summer. Block B adjunct instructors are paid in one installment during fall, spring and summer.

Signed contracts must be submitted to CCPS by the due date indicated in the contract in order for paychecks to be issued in a timely manner.

It is the responsibility of the instructor to report to CCPS in a timely manner changes in address, phone, e-mail and other contact information.

### **Payroll Information Forms**

Drury University participates in the E-Verify program for employment verification.

Adjunct instructors must file the following documents with either CCPS or Human Resources office: Employee Information; Direct Deposit Request Form; Form W-4 Employee's Withholding Allowance Certificate; MO W-4 Employee's Withholding Allowance Certificate; Form I-9 Employment Eligibility Verification; and TB Screening Questionnaire.

Adjuncts are also required to complete web based training modules for Family Education Rights and Privacy Act (FERPA) and Non-Discrimination/Harassments and Title IX. Training modules are available at <http://www.drury.edu/hr/human-resources-training>.

Instructors requesting a change in claimed exemptions or direct deposit should complete new forms available online at through the forms section of Drury's Human Resources website at: <http://www.drury.edu/hr/Starting-Work-at-Drury-University>

Each adjunct instructor's current telephone number, mailing address and e-mail address, and emergency contact information should be on file with Human Resources at all times.

## **Drury E-mail Accounts**

Adjunct instructors receive Drury e-mail accounts, MyDrury accounts, and access the LMS (Learning Management System). Instructors are required to check those regularly for classroom purposes and to receive notices pertaining to University business. Use of Drury e-mail accounts should be appropriate and in full compliance with university policies. Drury University email is the official mode of communication.

## **Adjunct Instructor Workshop**

Training workshops are held annually to provide instructors with important procedural updates. Attendance is strongly encouraged.

## **Tuition Remission Benefits for Adjunct Instructors**

(Revised 10-1-16)

The university provides non-taxable tuition benefits (as defined in Section 117 of the Internal Revenue Service Code) as follows:

Tuition remission for adjunct instructors and their eligible dependents will be applied on the basis of one hour taught generates one hour of tuition remission, at the credit hour rate of the course being taught. Adjunct instructors are eligible for undergraduate and graduate tuition remission. Eligible dependents of adjunct instructors are eligible for undergraduate tuition remission benefits only. Tuition remission benefits must be used during the same semester in which they are earned.

## **Tuition Remission Forms**

A tuition grant application form must be completed for each semester or term in which benefits will be used. Fully completed and signed tuition remission forms must be submitted to the CCPS office no later than the fourteenth (14<sup>th</sup>) day of the appropriate semester or term in which the course(s) will be taken. A late fee of 10% of the tuition charges will be applied to the student's account if the tuition remission form for that term is not received by the Human Resources office by the due date.

Employees may apply for a one-time only waiver of late fees in the Human Resources office. For the waiver to be approved the employee must not have been approved for a previous late fee waiver, and must acknowledge on the waiver form their receipt of the tuition remission policy.

## **Academic Requirements**

Recipients of tuition remission must meet federal Satisfactory Academic Progress (SAP) requirements to receive the benefit. Students who do not meet SAP requirements will have the opportunity to appeal, and if approved, will be eligible to continue receiving the benefit for the subsequent term. The decision of the Financial Aid Appeal Committee is final.

## Restrictions and Administrative Requirements:

**NOTE: Campus Housing policies and campus residency requirements will apply to dependent children utilizing tuition remission as full-time day school students. Refer to Student Housing Policy for complete requirements at: <http://www.drury.edu/du/community-standards/Campus-Housing-Policy/>**

Tuition remission benefits terminate at the end of a semester during which employment terminates regardless of the cause of terminated employment, unless employment is terminated prior to the twenty-first day of the semester or session, in which case no tuition remission will be provided.

No fees or non-tuition charges of any kind, nor any other costs related to any course or to any educational pursuits, are remitted in any circumstance. This benefit may only be applied to tuition costs. Laboratory fees, music lessons, books, tuition for non-credit courses, student teaching fees, graduation fees, health center fees, student fees, orientation fees, other special fees, and room and board fees are excluded.

Dependents are limited to one undergraduate degree. A simultaneous double major is covered, however, a student may not return after graduating to pursue another degree or take additional undergraduate courses using tuition remission.

Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Service Code) are restricted to the use of eligible employees up to the maximum per calendar year.

Recipients of tuition remission who elect to enroll in independent/directed study, or dual credit or dual enrollment courses will receive remission benefits based on their individual eligibility, up to a maximum of 40% of the tuition charges.

Recipients of tuition remission who enroll in the MBA Boot Camp will receive remission benefits based on their individual eligibility, up to a maximum of 50% of the tuition charges.

Recipients of tuition remission benefits may repeat a course one time and receive tuition remission for that course. Students who elect to repeat a course more than once may retake the course at his or her own expense.

All tuition applicants who have not completed an undergraduate degree are required to complete and process a [Free Application for Federal Student Aid \(FAFSA\)](#) for each grant request. So that Drury can appropriately account for tuition remission in a timely fashion, the FAFSA must be filed no later than 60 days after the first day of classes in the semester for which tuition remission is requested. A FAFSA filed for a fall semester will suffice for a subsequent spring semester. The resulting Student Aid Report (SAR) must be filed with the Financial Aid Office within 30 days of its receipt.

The amount of tuition remission is applied to gross tuition less any externally-funded scholarships, and Federal or State grant aid such as Pell Grant and Access Missouri Grant, unless said scholarships are applied to room and board charges in Drury facilities. If Drury has no housing vacancies, said awards may be applied to off-campus room and board, and tuition remission is not diminished by the amount

of said scholarships. Tuition remission recipients are not eligible for scholarships funded by Drury University.

The tuition grant will be reduced by any non-Drury financial aid received.



## **ADJUNCT INSTRUCTOR WORKLOAD POLICY**

Quality instruction is essential to the learning experience of students in the College of Continuing Professional Studies (CCPS). The university employs a careful review of credentials in selecting instructors, and also provides a meaningful process of training and evaluation of its adjunct instructors. Once approved and trained, adjunct teaching assignments should be handled in a thoughtful manner. Staff members who make teaching assignments and adjunct instructors accepting those assignments should always use common sense and good judgment to avoid excessive teaching loads that would diminish the quality of the instruction. Additionally, CCPS has specific limitations on the number of class assignments as set forth herein. This policy should not be interpreted as a guarantee that any specific assignments will be made to an adjunct instructor.

### **Limit on Adjunct Course Load**

CCPS adjunct instructors should not be assigned more than nine (9) credit hours in a semester or summer term.

This includes all courses taught for Drury University regardless of location or delivery method (Day School, graduate, seated, blended, online, weekend, directed study, internship, or research). In rare circumstance, there may be a situation in which an adjunct instructor is asked to teach more than nine (9) credit hours in a semester or summer term.

If the adjunct instructor and staff working on the schedules and/or contracts believe that additional coursework can be taken on without adversely affecting the academic quality of each course taught, and that there is a compelling reason for an exception, they may petition the Dean of CCPS and the Vice President for Academic Affairs for an exception to the policy.

### **Teaching Assignment for Drury Staff Employees**

Qualified staff employees of Drury University may be interested in applying for CCPS adjunct teaching assignments which are not a part of their regular duties. Such qualified staff members must be approved through the same application process as any candidate for adjunct teaching assignments. Part-time staff employees working twenty (20) hours or less per week may not teach more than three (3) credit hours for Drury University in a semester or summer term. Staff employees working more than twenty (20) hours may not teach adjunct without written approval of the Dean of CCPS. Full-time staff employees may not teach without the written approval of the Dean of CCPS and may not teach more than six (6) credit hours for Drury in a semester or summer term. This includes all courses taught for Drury University regardless of location or delivery method (Day School, graduate, seated, blended, online, weekend, directed study, internship, or research). Additionally, to ensure that adjunct teaching assignments will not interfere with regular staff duties, no staff employee may teach any adjunct course without the knowledge and written consent of their supervisor.

# CLASS ENROLLMENT, REGISTRATION AND REQUIREMENTS INFORMATION

## Enrollment Verification

Continuing Studies adjunct instructors may obtain class rosters online via the Drury website at [www.drury.edu](http://www.drury.edu). Click the MyDrury icon and log in using your email username and password.

During the first week of 8-week classes and the second week of 16-week classes of the semester, instructors are required to obtain an updated class roster for the purpose of enrollment verification. Instructors are sent an e-mail to their Drury account with information to be completed for this purpose. **Enrollment verification is extremely important and instructors are required to comply with requests for information concerning class attendance and enrollment.** The instructor is asked to report the names of students who are attending class, but whose names do not appear on the rosters; also, the names of students who are registered but not attending. Instructors should supply as much information as possible on students who have stopped attending or who have never attended class (i.e. how many classes missed, last date of classes). Further, instructors should include student I.D. numbers and the name of the class. This information is essential for completing correct billing for tuition as well as making certain that academic credit is properly awarded. **It may affect salary determination, and is the only manner in which the instructor will be able to correctly report final grades.**

Each communication from the Registrar's Office will explain what information is needed in verifying enrollment and will advise the instructor as to how and when the information is to be reported. **It is expected that Continuing Studies adjunct instructors will fully comply with these requirements. It is the responsibility of CCPS adjunct instructors to take attendance and maintain an accurate attendance record for each class. Each instructor shall maintain this information for a minimum of five years.**

## Academic Standards

A Continuing Studies class often presents a stimulating challenge to the adjunct instructor since the range of students' ages, ability, experience, and knowledge is often wider than in a comparable residential day class. Studies show a larger percentage of strongly motivated, superior students in the evening, fewer that are average, and sometimes, in the beginning classes, a somewhat larger group of less able students. In advanced classes, less able students usually have eliminated themselves and performance potential is exceptionally high.

The quality of instruction and the standards of student performance are the direct responsibility of the academic department offering the course.

This is one reason all adjunct instructors teaching in Continuing Studies are approved by the academic department chair first before the Dean or Vice President for Academic Affairs. While some flexibility is often desirable, performance standards set by the instructors should be the same as they are for comparable day classes. Preparation and high performance are requisite for both students and instructors alike.

## **Enrollment Cancellation at Suggestion of Instructor**

If an instructor feels a student in his or her class is not qualified to take the course or has not met the prerequisites, the instructor has the authority to ask the student to drop the course. The instructor must notify the Continuing Studies office of the matter within two weeks of the start of the semester. This action will permit the student to transfer to another seated course without penalty or to cancel with a full refund.

## **Academic Progress**

Essentially, reporting academic progress involves two responsibilities:

1. There is a no class-cut system at Drury. Students are expected to attend all classes and laboratory periods for which they are enrolled. There is no university-wide policy defining conditions under which an instructor should or should not excuse an absence. The instructor is responsible for the maintenance of standards and quality of work in their class. An absence is an individual matter between student and instructor. Students are directly responsible to instructors for class attendance and for work missed during absence for any cause. For seated and blended courses, the instructor will report to the registrar or branch campus staff the name of any student who fails to attend classes for **two consecutive class sessions**. **The instructor must be able to determine the last date of course attendance** for any student who stops attending/participating in a course. For online courses, attendance is tracked on a weekly basis. The online week runs Monday through Sunday, each week. Students are considered absent if they do not login and show activity in the course during an online week. This information is essential and required for all students and especially for students receiving Veteran's benefits, and/or state and federal funding.
2. The instructor is required to report grades at the times they are requested. All Drury undergraduate students will receive midterm grades each semester. Day school freshmen, transfer students and students on probation receive mid-term grades and there is a possibility that students in these categories may be enrolled in Continuing Studies courses. All evening students will receive a letter grade based upon attendance, progress and participation. Therefore, instructors should plan course syllabi that will enable them to report mid-term progress when it is requested.

## **Final Grades Must be Reported Correctly and on Time**

Instructors report grades through **MyDrury** by using their email username and password. Instructors should understand the grading system and grading policies as outlined in the university catalog and should maintain careful records of their own grading procedures and student progress throughout the semester.

Grades must be reported for all students who are enrolled, and no grades can be reported for any student whose name does not appear on the official class roster (important reasons for making accurate enrollment verification as described above). Do not leave any blank grades. Incomplete grades "I" are reserved only for students with special circumstances who have made prior arrangements with their instructor.

## Student Dropping of Classes

1. If a **student misses two (2) consecutive seated or blended class meetings**, the instructor will notify the Continuing Studies office at their site.
2. The Continuing Studies office will then contact that person and request that he or she officially drop the course.
3. A course cannot be dropped during the last two weeks of the semester.
4. **An instructor cannot drop a course for a student.** Students should be aware that formally dropping a course is their responsibility. A student must either come in person to the Continuing Studies office at their site, use appropriate online drop processes, or mail in the request for the cancellation. The request must be made in writing.

# COURSE REQUIREMENTS

## Individual Course Syllabus

Course syllabi shall be kept on file for five years from the date of course offering. The adjunct instructor and the department chair shall both maintain a file of all courses (clearly dated) offered in the last five years. **CCPS adjunct instructors must provide a dated syllabus to the Continuing Studies office prior to teaching the course.** Students in graduate programs or students who have transferred from Drury to another college may need more than the catalog course description in order to fully define and utilize their Drury coursework in an extended study plan. The Higher Learning Commission expects departments to have copies of all syllabi on file. When new faculty or adjunct instructors are called upon to teach, it is helpful for the chair to be able to show them how the course has previously been taught (how it fits into the departmental program) through sharing a syllabus.

CCPS has adopted standard syllabus templates for undergraduate seated, blended and online courses, Breech School of Business Administration courses, and School of Education and Child Development courses. Templates for all classes are available at <http://www.drury.edu/ccps/ccps-resources-adjunct/ccps-adjunct-resources-syllabus>. Syllabi will include learning outcomes and required textbooks as identified by the department. Information on learning outcomes and required textbooks are available in LMS by clicking "Instructor Resources" then "CCPS Course Resources" and "CCPS Course Descriptions and Objectives".

Each semester CCPS instructors should use the appropriate template to prepare a syllabus for each course they will be teaching. Instructors should then email their **syllabus to [ccpsyllabi@drury.edu](mailto:ccpsyllabi@drury.edu) at least two weeks prior to the start of class. All syllabi should be posted in the LMS course shell (<https://druryonline.LMS.com>) one week prior to the first day of class.** The academic calendar is available at [www.drury.edu/academic-affairs/academic-calendar](http://www.drury.edu/academic-affairs/academic-calendar).

Instructors who teach for the School of Education and Child Development or the Breech School of Business Administration are also required to email their syllabi to the department representative specified on their contract. CCPS will store each syllabus electronically for the designated time period.

## Textbooks

Approximately three months prior to the beginning of each term, instructors are asked to submit textbook adoptions for each course they are teaching using the online textbook adoption form. The Drury website is: <http://falkor.drury.edu/forms/textbookadoption/adoptform.cfm>. If using a textbook, the instructor must identify the title, author, edition, ISBN, publisher, and whether the textbook is required or optional. CCPS will notify instructors as soon as possible if the bookstore orders a newer edition than identified by the instructor. Desk copies and instructor materials will be ordered by the adjunct instructor.

All instructors must submit textbook adoptions by the deadline indicated **EACH SEMESTER** to ensure that the bookstore has textbooks available for students to purchase prior to the beginning of class.

## **Directed Study, Research, Selected Topics, and Internships**

Adjunct instructors may be asked to supervise directed studies, research projects, selected topics, or internships. Students should be advised to formally register and complete the appropriate paperwork for the course in order to receive credit. Instructors agreeing to supervise an internship, research or directed study are asked to sign the special coursework form and return it to CCPS within the first two weeks of the semester. **Instructors should not solicit directed studies on behalf of students.** Students desiring a directed study must first contact their advisor.

Directed Study: A directed study is designed to allow flexibility in students' schedules. The usual syllabus of the course will be followed and should be attached to the special coursework form. The standards will be the same as when the course is being offered as a class. Directed studies will be listed on the student's transcript with the regular course title preceded by the designation "DS." Such a course constitutes a regular part of the student's academic load. Only one directed study course is allowed in a semester and may not be completed during a semester when a student is also registered for a course in research. **Directed study courses are intended to be used in rare circumstances and should not be used as a substitute for thoughtful student advising and planning student schedules so that the student will be taking courses when they are regularly offered.**

Research: Sophomores, juniors and seniors are eligible for research projects to provide educational experience beyond regular catalog offerings when necessary for graduation. Significant responsibility lies with the student to work independently to develop a proposal for study that must be approved by an instructor, the appropriate department chair and the academic dean. Research projects must include the student's research plan.

Selected Topics: Selected Topics are courses not included in the College of Continuing Professional Studies or Day College catalogs. Selected Topics offer both the department and the students the opportunity to explore areas of special interest in a structured classroom setting.

Internships: Internships are structured to provide students an opportunity to apply the learning secured in the classroom in some practical way. A faculty sponsor and an on-site supervisor help the student establish the objectives for the internship. The faculty sponsor, in consultation with the on-site supervisor, will perform evaluation. Grading will be on a satisfactory/unsatisfactory basis. Internships require a signature on the learning contract. The faculty sponsor will provide counsel and will evaluate the student's performance.

### **Instructor Evaluation**

CCPS expects instructors to provide their students with the opportunity to evaluate their classroom experience. CCPS seated classes are evaluated each fall and spring semester using the long version of the IDEA evaluation form. CCPS blended and online classes are evaluated each fall and spring semester using the short version of the IDEA evaluation form. The academic departments may require additional components of an evaluation as well. Evaluations should be administered according to instructions in a timely and confidential manner, and should not be opened or altered by the instructor or anyone on their behalf. CCPS will provide summary printouts for instructor review. During the first

semester a mid-term evaluation will be administered for new instructors. It is expected that the instructor will find student evaluations helpful in the evaluation of their performance and individual instructional objectives.

# MEETING REQUIREMENTS

## Instructor Responsibility in Meeting Classes as Scheduled

When an adjunct instructor assumes the responsibility of teaching a class, he or she accepts the obligation to hold class as scheduled. If for some reason the instructor is unable to do so, it is their responsibility to notify the Continuing Studies office, or the Director of eLearning for all online courses, and to secure an adequate substitute.

In addition to holding classes when scheduled, instructors are expected by CCPS, by the academic department, and by their students to hold classes for the full time indicated in the printed schedule or teaching contract. An instructor who, without good reason, cuts the class short (including the first class session) can expect complaints from students and follow up by CCPS. In most cases, missing one meeting of a CCPS class is equivalent to missing a full week of Day school classes.

Classes are generally scheduled with the ratio of **one full 50-minute session** per week for **each hour of credit; therefore, a three-credit hour class should meet no less than 2-1/2 hours per week**. Studio courses, activity courses, and courses with labs require additional time. The class periods are arranged to allow for a 10-minute break at midpoint in the class. Online instructors must be actively engaged in all facets of their courses to meet student learning outcomes and course requirements for the duration of the scheduled course term. Instructors who do not meet for the entirety of their scheduled class times may have their salary reduced accordingly.

## Cancellation of Classes by Continuing Studies

It is sometimes necessary to cancel a class due to insufficient enrollment. Cancellation of classes will be avoided whenever possible.

## Cancellation of Class Meetings Due to Severe Weather Conditions or Other Emergencies

In very rare instances the university may close due to extremely inclement weather. Should that happen, an announcement would be broadcast on local radio and television, and a text message would be sent to all students and adjunct instructors enrolled in the text alert program. The following guidelines will be used to implement weather-related closings at the branch site locations:

1. Each branch site coordinator monitors local weather as it develops and makes the decision whether to close.
2. The branch site director contacts Jana Neiss, Dean of CCPS; and Melody Sanders, Administrative Assistant, Marketing and Communications, Drury University, to advise them of the decision to close by 2:00 p.m., and should contact instructors for classes that would be affected by the closure.
3. Melody Sanders alerts the centralized school closing network and the local news media.
4. Melody Sanders facilitates posting of closure notice on the Drury home page and on the weather line at (417) 873-7669.
5. The branch site director posts closing on [www.cancellations.com](http://www.cancellations.com) (if they desire).
6. In the unlikely event that the President orders the entire university to close, the Dean of CCPS will inform all Drury branch sites. The closure is communicated as outlined in items 2, 3, and 4



above.

7. Make-up dates for weather-related cancellations will be determined by the Dean of CCPS and branch site directors.
8. Make-up sessions for cancellations due to instructor emergencies should be coordinated with branch site coordinators.
9. Online courses meet regardless of weather conditions.

### **Changing Room, Hour, or Day on Which Class is Scheduled, Classroom Configuration, and Housekeeping**

No instructor is authorized to change the room, hour, or day on which a class is scheduled without approval from the CCPS office at their site. Please contact the Continuing Studies office if there is a problem with the room. Instructors are responsible for returning furniture to the original configuration of the room. Instructors are encouraged to erase boards and have students place trash in receptacles at the end of the class period.

### **Holidays**

Ordinarily, CCPS classes will not meet on holidays observed by the university. These may not include all federal and state holidays. See the academic calendar: [www.drury.edu/academiccalendar](http://www.drury.edu/academiccalendar) for these dates. Instructors should remember that CCPS students are not always aware of holidays observed by the university. Please be certain to advise your students of any and all holidays that your classes will observe.

### **Make-up Examinations**

Students are expected to take scheduled examinations during regular class periods. If, for reason of illness or family emergency, the student is unable to attend class for the examination, CCPS offices at all sites may proctor make-up examinations. Each site will inform instructors of hours for make-up examinations. Instructors will provide a copy of the examination and instructions for proctors. Make-up examinations for online courses will be administered within the online course itself.

# FINAL EXAMINATIONS AND GRADE REPORTS

## Final Examination Schedule

The final examination is scheduled for the last meeting of each class. An examination should not be given prior to the scheduled final examination night without first making special arrangements with the Dean of the College of Continuing Professional Studies.

## Final Grade Reports

One week before the end of each semester all instructors will receive notice of a final official roster for the course(s) that they are teaching. These rosters can be accessed online via MyDrury for the purpose of reporting grades. **All final grade reports must be reported to the Registrar's Office via MyDrury within 24 hours after the final examination is given.**

The Registrar's office cannot report students' grades until **ALL** grades have been received. If an instructor's grades are not received, delivery of all CCPS students' grades are delayed, not only those grades of students involved in the individual class. Since the students have a right to expect grades promptly, an instructor who does not turn in grades on time does an injustice to the students. In many instances, students depend upon prompt grade reports to 1) plan subsequent educational experiences and 2) request reimbursement from employers who assume financial responsibility for their employees' college expenses. **The responsibility for prompt reporting of student grades should be recognized as a condition of employment.**

## Grade Books

If different than the class attendance book, the grade book showing grade progress throughout the semester and final grade computation shall be kept for a minimum of two years. If the grade book is the same as the class attendance record, it must be kept for a minimum of five years.

All online instructors must use the grade book function within the online class for archival purposes.

## Consultation with Students

Few CCPS students can visit an instructor during daytime hours. CCPS instructors are requested to provide other times for personal consultations with their students. Online instructors must use the online course site as the means to be available to their students for consultation purposes.

**It is expected that instructors will make themselves available for necessary and sufficient consultation with students.**

## Appeal of Final Course Grade

Students should be protected from prejudice and capriciousness in the awarding of grades. They are entitled to a reasonable explanation of their performance in relation to the standards of the course. They are also entitled to (1) a review of their grade by a responsible group of faculty in such cases where the student can establish a reasonable doubt that the grade was awarded fairly and (2) an

adjustment of the grade where prejudice or capriciousness is established. A student may appeal a final course grade by the following steps:

1. If a student has a question concerning the final grade, she or he should discuss the matter with the instructor within the first three weeks of the following semester. If the instructor who awarded the grade is not on campus during the regular term, the student should contact the Dean of CCPS or the department chair. When the instructor who awarded the grade is not available, the department chair or someone designated by the chair would, in normal circumstances, be responsible for re-affirming or adjusting the grade. The original instructor would be consulted whenever possible. If no agreement is reached between the student and the instructor, the student must file an appeal with the Dean of CCPS by the end of the fourth week.
2. The chair of the department then mediates negotiations between the instructor and the student (normally for 2 weeks, or the fifth and sixth weeks of the term). If the department chair is the instructor concerned, the Dean of CCPS will appoint a mediator.
3. If mediated negotiations are unsuccessful, the student may file a formal written petition with the Academic Affairs Committee (AAC) before the end of the eighth week of the semester stating the reasons why he or she feels the grade was awarded in a prejudicial or capricious manner and present evidence to support the case. As with other petitions, the student may request the presence or absence of the AAC student representatives. The petitioning student will be responsible for presenting any papers, tests, or exams, which were returned to him or her. The instructor will be responsible for making available any papers bearing on the case, which were not returned to the student.
4. The AAC receives the petition and based on their experience as educators and their evaluation of the fairness of the grade decides by simple majority vote whether to hear the case or not. If they choose not to hear the case, the committee has completed its review of the appeal. If the AAC decides to hear the case, the student and the instructor will present any evidence or other information that is required by the AAC. In those cases where a member of the committee is involved as the instructor who awarded the grade, that member shall resign from the case and the Faculty Affairs Committee, serving as a nominating committee, shall appoint another faculty member to serve on the AAC to hear the case. The committee may also call for whatever other information members deem significant to their decision including testimony from the mediating faculty member from step two above. The mediating faculty member will also be heard if he or she so desires.
5. The AAC will then decide if prejudice or caprice was involved in determining the final grade. A two-thirds majority vote is required to establish prejudice or caprice, in which case the grade will be changed. In the absence of a two-thirds majority vote, the case is closed.
6. The department chair in consultation with the AAC will determine the new grade. If the department chair is the instructor who awarded the grade, the same person who functioned as mediator will approve the new grade. All decisions of the committee on such petitions will be subject to automatic review by the Dean of CCPS and thereafter move into the normal channels of the university.

# ADJUNCT INSTRUCTOR AND STUDENT SERVICES

## COLLEGE OF CONTINUING PROFESSIONAL STUDIES OFFICE HOURS

### Springfield Campus:

**Dean's Office** (Burnham Hall, room 103) office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Continuing Studies Advising and Registrar's Office** (Bay Hall) office hours are Monday – Thursday, 8:00 a.m. – 7:00 p.m. and Friday, 8:00 a.m. – 5:00 p.m.

**eLearning** (Lay Hall, 3<sup>rd</sup> Floor) office hours, while classes are in session, are Monday through Friday, 8:00 a.m. – 5:00 p.m.; (417) 873-7823; [online@drury.edu](mailto:online@drury.edu)

### Branch Sites:

**Bentonville** office hours are Monday-Friday, 9:00 a.m. – 4:00 p.m. and by appointment only

**Ava** office hours during school are Monday-Thursday at the MOCH Wellness Center Office, 9:00 a.m. – 4:00 p.m. The Ava High School office hours are Monday through Wednesday, 5:00 PM – 10:00 PM. Summer: Monday-Thursday, 9:00 a.m. – 5:00 p.m., Friday by appointment

**Cabool** office hours are Monday-Thursday, 8:00 a.m. – 6:00 p.m.; and Friday by appointment

**Fort Leonard Wood** office hours are Monday-Thursday, 9:00 a.m. – 5:00 p.m.; and Friday, 11:30 a.m. – 5:00 p.m.

**Lebanon** office hours are Monday-Thursday, 10:00 a.m. – 5:00 p.m.; and Friday, 10:00 a.m. – 2:00 p.m. Summer: Monday-Thursday, 9:00 a.m. – 5:00 p.m.; Friday closed

**Licking** office hours are Tuesday, 3:30-7:00 p.m. or by appointment

**Monett** office hours are Monday-Thursday, 10:00 a.m. – 5:00 p.m.; and Friday, 10:00 a.m. – 3:00 p.m.

**Rolla** office hours are Monday-Thursday, 9:00 a.m. – 5:00 p.m.; and Friday, 10:30 a.m. – 5:00 p.m.

**St. Robert** office hours are, while classes are in session, Monday-Thursday, 9:00 a.m. – 5:00 p.m. (Student/adjunct instructor assistance available until 10:00 p.m.); Friday, 11:30 a.m. - 5:00 p.m.

**West Plains** office hours are Monday-Friday, 9:00 a.m. – 5:30 p.m.

Special hours during vacations and breaks, for the Springfield campus, will be announced on the Drury website. Office hours may otherwise be subject to change.

## Academic Advising Services

Academic advisors are available to CCPS students. They will assist students with course selection, registration, and degree programming. CCPS adjunct instructors are encouraged to communicate with the advising staff any concerns or potential problems as soon as possible (e.g., excessive absences by a student).

## Special Needs

At the beginning of each semester, instructors will be emailed memos regarding students with special needs (the students may elect to personally present and discuss his or her memo). These memos will indicate any reasonable and appropriate accommodations that need to be made to ensure full participation in the course. Communication with Ed Derr, Director, Counseling, Testing, and Disability Services, and presentation of approved documentation is required before services are extended. If you should have any questions or concerns regarding a student, please contact Ed Derr at (417) 873-7457 or [ederr@drury.edu](mailto:ederr@drury.edu).

## Communication

**Mail:** Mail for most seated, blended and online instructors in Springfield is mailed to instructors' homes. If an instructor is teaching at an off-campus location, he or she needs to check with the off-campus office regarding mail.

**E-mail:** E-mail is CCPS' primary mode of communication with both instructors and students. **CCPS instructors are expected to check their Drury e-mail frequently and encourage students to do the same.** Drury email is the official means of communicating information to instructors, staff, and students. Please contact Technology Services Help Desk at [help@drury.edu](mailto:help@drury.edu) or (417) 873-7300 or (888) 740-4638 to set up your e-mail account. Internet and e-mail policies can be reviewed at [www.drury.edu/DU/Policies/IT-Policies](http://www.drury.edu/DU/Policies/IT-Policies)

## Parking

Springfield Campus parking permits are issued free of charge at the Safety and Security office in the Findlay Student Center, room 101, between 8:00 a.m. and 5:00 p.m. Monday through Friday (except holidays). Parking lot locations and regulations can be reviewed at [www.drury.edu/parkingregulations](http://www.drury.edu/parkingregulations). Information regarding parking permits and lot restrictions at all off-campus locations can be reviewed at the branch site office.

## Audiovisual Aids

Computer projection is available in many classrooms. In Springfield, contact the Registration Services Coordinator II at (417) 873-7208 for specific technological classroom needs. Please allow at least 48 hours for CCPS staff to arrange for additional classroom equipment (i.e. TV/DVD or VCR players, LCD projectors, overhead projectors, etc.). Contact the Continuing Studies office at your site for audiovisual equipment or other technology needs.

## **Photocopying and Securing Materials for Classrooms**

At the Springfield Campus, photocopies can be completed by the instructor in classroom buildings or Olin Library. Please check with branch sites for information regarding photocopying at off-campus locations.

## **Reproduction of Copyrighted Material**

The copyright laws are very specific. Copyrighted material cannot be reproduced except in two instances:

1. Written permission is received from the publisher.
2. The publisher is paid for the right to reproduce the needed copies.

Since CCPS does not have funds to pay publishers, it is necessary for instructors to secure permission to reproduce copyrighted material. CCPS will not reproduce any articles, pictures, graphs, chapters, sections, or other types of copyrighted material (without permission) for student or classroom use. Please note: this applies only to copyrighted material.

## **Bookstore**

All sites and Online Education will order their books through the Bookstore on the Springfield campus. Students can order their books online and have them shipped directly to their home or can arrange to pick them up on campus.

## **Commencement**

All adjunct instructors are invited to march during commencement. Commencement takes place in May and December.

## **Library**

Drury University has a vast library for students to use both on campus and via the web. To find out more information about the offerings of our library, visit <http://library.drury.edu/>. Additionally, instructors may request library tours for their students. Arrangements are made by contacting the library, at 417-873-7283.

## **Response Option Available to Any Teacher in the Presence of Disruption**

It is unlikely that an individual or a group will disrupt any CCPS class. Instructors may nevertheless want to be prepared for such an event and should be aware of the official university procedure for dealing with such disruption. In Springfield, if for any reason a serious disruption of class is anticipated, call Campus Security at 417-873-7911. At the Fort Leonard Wood/St. Robert Annex, contact the Building Monitor.

At other Drury locations, contact that branch site office.

## **Saving on Energy – Human and Electrical**

While janitorial service is designed to ensure a pleasant, clean classroom environment, that aim could be facilitated if students are urged to help.

To conserve electricity, the university asks that instructors turn off the lights and close the windows when leaving classrooms for the evening. Fort Leonard Wood classrooms must be left in the same condition in which they were found, as they will be used for military purposes early the next morning. The instructor is responsible for his or her classroom.

## **Emergency and Tornado Procedures**

**A steady siren occurs only when a tornado is either imminent or has been sighted** so immediate action should be taken. In case of this emergency, instructors should follow the emergency procedure handbook.

Before an emergency arises, instructors should become familiar with the location of Tornado Shelter signs in their buildings.

The best available areas on the Springfield Campus are:

1. Lower level of Findlay Student Center
2. Lower level of Pearsons Hall
3. Basement of F.W. Olin Library
4. Basement of Lay Hall
5. Basement of Lydy Art Center
6. Basement of O'Bannon Music Center
7. Storm shelter of O'Reilly Family Event Center

If these places are unavailable, the next best places are:

1. Basement of Burnham Hall
2. Basement (restroom area) of Clara Thompson Hall
3. Auditorium of Lay Hall
4. First floor hallways of Breech

If another form of emergency should occur in Springfield, call Campus Security, 417-873-7911 or 417-873-7400. At the Fort Leonard Wood/St. Robert Annex, contact the Building Monitor. At other locations, please contact the branch site office.

Each Drury site has its own specific Emergency Response and Communication Plan available for instructors and staff to review.

## **Active Shooter Plan**

The Drury University Active Shooter Plan has been developed to ensure the safety of Drury University faculty, instructors, staff and students. It is the responsibility of all persons to read this plan and periodically review it in order to know what to do in case of an active shooter.

When an active shooter is in your vicinity:

1. If safe to do so, EVACUATE!
  - Have an escape route and plan in mind
  - Leave your belongings behind
  - Keep your hands visible
2. HIDE OUT
  - Hide in an area out of the shooter's view
  - Block entry to your hiding place and lock the doors.
  - Silence your cell phone and/or pager
3. TAKE ACTION
  - As a last resort, and only when your life is in imminent danger!
  - Attempt to incapacitate the shooter
  - Act with physical aggression and throw items at the active shooter.

CALL 911 AND, FOR SPRINGFIELD CAMPUS STUDENTS, DRURY SECURITY AT 4911 or 873-7911 WHEN IT IS SAFE TO DO SO. WHEN POLICE ARE SECURING THE BUILDING, KEEP YOUR HANDS IN THE AIR AND CLEARLY VISIBLE.

Please refer to Drury Security's webpage, at <http://www.drury.edu/security/> for additional information.



# CONDUCT OF ADJUNCT INSTRUCTORS

In keeping with the long established tradition of excellence in teaching, it is expected that instructors will practice and exhibit the highest standards of professionalism in seated and online classes, and at all times while representing Drury University. Additionally, instructors are expected to keep updated in their subject matter, incorporate that knowledge into course content, and use adult learning methods in their classes.

In addition to the obvious expectation that our adjunct instructors will obey all state, federal, and local laws, the following policies are outlined to make clear specific situations which may have legal implications for the instructor and for the university.

## **Sexual Misconduct/Title IX**

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its educational programs and activities, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. <http://www.drury.edu/hr/staff-handbook/711-non-discrimination-statement>

The following Title IX officers have been appointed from members of the senior staff to ensure that Drury University is in compliance with Title IX, and can be contacted regarding any Title IX issues. **Title IX Coordinator** Scotti Siebert, Director of Human Resources (417) 873-7854; **Deputy Coordinator** Barbara Cowherd, Associate Athletic Director (417) 873-7363; **Deputy Coordinator** Tijuana Julian, Dean of Students (417) 873-7215; **Deputy Coordinator** Bruce Callen, Associate VP for Academic Affairs-Operations (417) 873-7473; **Deputy Coordinator** Aaron Jones, Chief of Staff (417) 873-6829.

It is the responsibility of the Title IX Coordinator to: (1) receive complaints under this policy; (2) coordinate dissemination of information and education and training programs; (3) assist members of the University Community in understanding that sexual misconduct is prohibited by this policy; (4) answer questions about this policy; (5) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (6) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures. The Deputy Coordinators will assist the Title IX Coordinator in carrying out these responsibilities.

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or by calling 1-800-421-3481.

## **Non-Discrimination/Harassment Policy and Complaint Procedures**

### **1. General Statement**

Drury University is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity. Accordingly, the University

prohibits discrimination on the basis of gender, race, color, veteran status, national origin, disability, age, religion, sexual orientation or any other legally protected characteristic (collectively, “protected classes”) in matters of admissions, housing, services, any aspect of the employment relationship, and in the other educational programs and activities that the University operates (collectively, “programs and activities”). <http://www.drury.edu/hr/staff-handbook/711-non-discrimination-statement>; <http://www.drury.edu/hr/staff-handbook/712-non-discrimination-harassment-policy-and-complaint-procedures>;

Harassment is any unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion to a person on the basis of a protected class. Harassment that is based on a protected class constitutes a form of prohibited discrimination when it denies or limits a person’s ability to participate in or benefits from the University’s programs and activities.

Examples of behaviors that could be deemed harassment as defined above include, but are not limited to, the following:

- Written or verbal abuse or threats
- Crude comments, jokes, or innuendo
- Taunts or intimidation
- Shouting, bullying or ridiculing
- Undermining of performance
- Offensive phone calls, texts or photos
- Touching, hitting or other physical contact

## **2. Applicability**

These complaint procedures are applicable to complaints alleging discrimination and/or harassment on the basis of a protected class, except those complaints falling under the Title IX: Sexual Misconduct Policy, and include complaints made by University employees and students against faculty, staff, students, supervisors, co-workers, or non-employees (such as vendors). All individuals involved in processing complaints under these procedures will be trained in complaint investigation and are knowledgeable about the University’s obligation to comply with Federal laws prohibiting discrimination in the University’s programs.

## **3. Filing a Complaint**

The University has designated the following administrators to coordinate inquiries regarding its efforts to carry out this policy, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination and harassment.

### **Coordinator - Non-Discrimination / Harassment**

Director of Human Resources

Drury University

900 North Benton Avenue

Burnham Hall – Room 107

Springfield, MO 65802  
417-873-7854  
**ssiebert@drury.edu**

**Deputy Coordinator - Non-Discrimination / Harassment**

Associate VP For Academic Affairs-Operations  
Drury University  
900 North Benton Avenue  
Burnham Hall – Room 200  
Springfield, MO 65802  
417-873-7473  
**bcallen@drury.edu**

**Deputy Coordinator - Non-Discrimination/Harassment**

V.P. for Student Affairs / Dean of Students  
Drury University  
900 North Benton Avenue  
Findlay Student Center – Room 201  
Springfield, MO 65802  
417-873-7215  
**tjulian@drury.edu**

**Deputy Coordinator - Non-Discrimination/Harassment**

Chief of Staff  
Drury University  
900 North Benton Avenue  
Findlay Student Center – Room 103  
Springfield, MO 65802  
417-873-6829  
**ajones11@drury.edu**

Any employee or student who believes he or she has been subjected to discrimination or harassment on the basis of a protected class may initiate a complaint by filing a written complaint with the Coordinator - Non-Discrimination/Harassment detailing: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all persons involved in the alleged conduct, including possible witnesses; (3) pertinent facts of the incident; and contact information for the complainant so that the University may follow up appropriately. If the complaint is to be filed against the Coordinator, then the complaint should be filed with one of the Deputy Coordinators specified above.

Administrators, supervisors and faculty members who receive a report or complaint of discrimination or harassment, or witness what they perceive to be discrimination or harassment, must immediately report such information to the Coordinator - Non-Discrimination/Harassment.

Staff members and students who witness what they perceive to be discrimination or harassment, or receive other information regarding an incident of discrimination or harassment, are encouraged to report such information to the Coordinator - Non-Discrimination/Harassment.

Complaints of discrimination and/or harassment on the basis of disability, age, sex, race, color, or national origin may also be filed with the U.S. Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut, Suite 320, Kansas City, Missouri 64106, (816) 268-0550.

#### **4. Good Faith Complaints**

Good faith complaints of discrimination and harassment will be investigated under these procedures. However, knowingly making a false complaint or report is prohibited, and those who do so will be subject to disciplinary action.

#### **5. Non-Retaliation**

Employees and students can make good faith reports and complaints about discrimination and harassment without fear of reprisal. Retaliation by any person against a person filing a complaint, making a report, or participating in an investigation is absolutely prohibited and will result in disciplinary action.

#### **6. Confidentiality**

The University endeavors to maintain confidentiality with respect to the complaint and investigation to the degree that it can be maintained while conducting a thorough investigation, but the University may be hindered in its ability to investigate a complaint if the person bringing the complaint requests complete confidentiality.

To enable confidentiality, those processing the complaint and all parties to the investigation must maintain the confidentiality of information obtained during a complaint, including the name of the person who filed the complaint and other information received during the processing of the complaint.

#### **7. Investigation**

Drury University will thoroughly and promptly investigate all complaints of discrimination and harassment. The investigation will be governed by the forthcoming procedures.

##### **a. Commencement of the Investigation**

After receiving the complaint, the Coordinator - Non-Discrimination/Harassment will give a copy of the complaint to appropriate Deputy Coordinator (as appropriate depending on whether the respondent is a student, staff member or faculty member) ("Investigating Officer") who will review the complaint and commence an investigation as soon as practicable but not later than seven (7) days after the complaint is made. During the course of the investigation, the Investigating Officer may consult with appropriate University personnel and outside counsel.

##### **b. The Content of the Investigation**

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to

respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During these conversations with the complainant and respondent, informal resolution methods may be considered and discussed but the complainant is not required to accept any informal resolution. If an informal resolution is reached, it will be documented and signed by both parties and the matter will be deemed resolved.

If the complaint is not resolved informally and the Investigating Officer determines there are genuinely disputed material facts requiring resolution, an evidentiary hearing will be held before a panel of three hearing officers selected by the Investigating Officer. The hearing officers will be chosen from a pool of faculty members and staff designated by the President. When a faculty member is the respondent, the three hearing officers will all be faculty members as well. When a staff member is the respondent, at least two of the hearing officers must be staff members. When a student is the respondent, at least one of the hearing officers must be a faculty member. The panel shall select one of its members to preside over the hearing. The Investigating Officer will identify for the panel those genuinely disputed facts requiring resolution. The panel will review the statements and other evidence gathered by the Investigating Officer during the investigation. Both the complainant and respondent will be given an equal opportunity to address the panel. The panel may ask questions of the complainant and respondent, but the complainant and respondent will not be permitted to question each other. In its discretion, the panel may hear live testimony from witnesses, in which case any questioning will be conducted by the hearing panel itself.

The hearing panel shall resolve genuinely disputed material facts under a preponderance of the evidence standard. The hearing panel will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every effort will be made to obtain the most reliable evidence available. The hearing panel will provide a written statement of its findings of fact to the Investigating Officer. If such an evidentiary hearing is held, both the complainant and respondent will have similar and timely access to any information that will be used at the hearing.

### **c. Non-Attorney Support Person for Cases Involving Students**

During the investigation process, both a student complainant and a student respondent may ask a non-attorney support person from the University community to accompany him or her to meetings with the Investigating Officer and to any evidentiary hearing. The support person must be an administrator, faculty member, staff member, or fellow student. In cases involving multiple student complainants or student respondents, the non-attorney support person cannot be another complainant or respondent. The non-attorney support person does not serve as an advocate on behalf of the complainant or respondent, and he or she must agree to maintain the confidentiality of the process.

#### **d. Interim Measures**

At any time during the investigation, in consultation with the Coordinator - Non-Discrimination/Harassment, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include, but are not limited to, separating the parties, placing limitations on contact between the parties, suspending an employee with pay, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Non-Discrimination/Harassment Policy.

#### **e. Findings of the Investigation**

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation and whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written report will incorporate any findings of fact resulting from an evidentiary hearing.

The preliminary report will be submitted to the Coordinator - Non-Discrimination/Harassment. The Coordinator - Non-Discrimination/Harassment may accept the preliminary report, request to review additional information, including summaries of party/witness statements or other information, or return the preliminary report for further investigation. After the review of the written report is complete, the Coordinator - Non-Discrimination/Harassment will, for both the complainant and respondent, prepare and deliver a written determination of the complaint. The determination will be one of three outcomes:

1. Finding "No Violation"
2. If there is a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, both parties will be so informed.
3. Finding "Inappropriate Behavior Not Rising to the Level of a Violation"
4. There may be a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, but was inappropriate, unprofessional, or violated some other University policy. The Coordinator - Non-Discrimination/Harassment may determine that such inappropriate behavior merits discipline, ongoing monitoring, coaching, or other appropriate action. If so, the Coordinator - Non-Discrimination/Harassment may refer the matter to any appropriate administrator, dean or other manager for further proceedings or disciplinary measures consistent with University policy.
5. Finding "Violation"
6. If there is a determination that the behavior violated the Non-Discrimination/Harassment Policy, the Coordinator - Non-Discrimination/Harassment, in consultation with any appropriate administrator, dean, or other manager, will determine appropriate corrective and disciplinary action to be taken. In addition, the Coordinator - Non-Discrimination/Harassment will implement reasonable and appropriate measures to ensure that the complainant is not subject to further harassment and to remedy the effects of any discrimination or harassment that may have occurred. Remedial steps may include, but are not limited to, counseling or training, separation of the parties, and/or discipline of the respondent, including written reprimand, suspension, demotion, termination, or expulsion in accordance with University policy. Remedial steps that

do not directly affect the respondent shall be redacted from the respondent's copy of the written summary of findings.

### **Faculty Records Retention Policy**

Addresses issues of:

- What records should be maintained?
- Why these records should be kept?
- How long the records should be kept?
- Who is responsible for keeping the records?

### **Individual Course Syllabus**

Course syllabi shall be kept on file for five years from the date of course offering.

*Record custodian:* The faculty member and the department chair shall both maintain a file of all courses (clearly dated) offered in the last five years. (Continuing studies adjunct faculty must provide a dated syllabus to the CCPS office prior to teaching the course.)

*Justification:* Students in graduate programs or students who have transferred from Drury to another college may need more than the catalog course description in order to fully define and utilize their Drury coursework in an extended study plan. The Higher Learning Commission expects departments to have copies of all syllabi on file. When new faculty or adjuncts are called upon to teach, it is helpful for the chair to be able to show them how the course has previously been taught (how it fits into the departmental program) through sharing a syllabus.

### **Class Attendance Records**

While there is no class-cut policy at Drury and a class absence is an individual matter between the student and faculty member, the university is required by federal law to correctly report the last date of course attendance for any student who stops attending, whether or not they officially drop or withdraw. Each faculty member shall maintain information concerning the date that any enrolled student ceases to participate in any course. This record must be kept for a minimum of five years.

*Record custodian:* Faculty member, unless leaving the institution, in which case the required information shall be turned over to the department chair (or CCPS office if evening faculty).

*Justification:* The Financial Aid Administration, other lending agencies, the Veterans Administration, government offices, courts and insurance companies may require the university to provide accurate last dates of attendance for any student at any time. This request may be made, even subpoenaed, long after the student has graduated or withdrawn.

### **Grade Book**

The grade book showing grade progress throughout the semester and final grade computation shall be kept for a minimum of five years.

*Record custodian:* Faculty member, unless leaving the institution, in which case the dated grade book shall be provided to the department chair (or CCPS office if evening faculty).

## Social Media Best Practices Policy

Social media are influential communication vehicles that have a considerable impact on institutional and professional reputations. Drury University recognizes that the open nature of social media, which is often used for both professional and personal purposes, can blur the line between a personal voice and an organization's voice. To help employees and students navigate through this ambiguity, the University has crafted the following guidelines for professional and personal use of social media to help clarify how best to enhance and protect personal, professional, and institutional reputations. These guidelines apply to university faculty, staff, and students.

Social media are defined as communication tools designed to spread information through social interaction. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, YouTube, Wikipedia, FourSquare, blogs, MySpace and even those who comment online to stories in the news media. Social media participants should read, understand, and obey the terms of service of any social media platform employed.

Drury employees and students should follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and institutional policies and guidelines for interacting with students, parents, alumni, donors, media, prospective students, employees, and other University constituents apply in cyberspace the same way they would apply in the real world. These guidelines were meant to supplement – not replace – the University's other policies. Individuals are responsible and liable for anything they post to social media sites. Any conduct that would be grounds for disciplinary action if performed at work or in an academic setting will be grounds for disciplinary action if performed using social media.

Be mindful of and act in accordance with the copyright and intellectual property rights of others and of the university. All policies, procedures, and guidelines regarding Drury University trademarks, logos, names, and symbols apply to social networking sites. The University does not permit explicit or implied institutional endorsements of any product, cause, or political party or candidate through the use of its name, trademarks, logos, or images. **Do not use the Drury logo, athletic logo or any other Drury marks or images on your personal online site.**

### General Guidelines and Guidelines if You Post on Behalf of Drury

- If you have been authorized by your supervisor to create an official social media site for Drury, please contact the Drury Office of Marketing and Communication to register your social media site and to obtain approval to use an official Drury logo and to coordinate with the other Drury sites and content. Confidential or proprietary University information should not be shared publicly on social media channels.
- Drury University does not pre-screen posted content, but does have the right to remove, in its sole discretion any content that it considers to violate university policies. The University does not endorse or take responsibility for content posted by third parties.
- Think twice and exercise discretion when posting content. Post meaningful, respectful comments. Don't post spam, remarks that are off-topic or offensive, or content that could negatively impact Drury University's reputation or interfere with its core mission. Content that



is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, disparaging, embarrassing, or otherwise injurious or objectionable to any person or entity is unacceptable and will be removed. Your reputation and Drury's reputation are best served when you remain above reproach.

- Just as you have a duty to report harassment or other inappropriate workplace conduct, you also have a duty to report any conduct that violates the rules set forth in these guidelines.
- Please reply to posts in a timely manner.
- Be transparent and state that you work at Drury. If you are writing about Drury, use your real name, identify that you work for Drury, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
- Think before you post. Will your response stimulate positive discussion and provide useful information? If you have any questions about whether it's appropriate to post or write about certain kinds of material, ask your supervisor or contact the Office of Marketing and Communications.
- Uphold the university's mission and remember that you represent an educational institution, so please check spelling, grammar and style.

### **Personal Site Guidelines**

- In personal posts, you may identify yourself as a Drury faculty member, but please make it clear that you are sharing personal views, not representing Drury. It is a common practice to include a statement, usually in the "About me" section of a blog or Facebook page, that says, "The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of Drury University."
- Even with that disclaimer, if you identify yourself as an employee at Drury your comments will be associated with the University. Please use discretion when posting content and remember that you can be perceived as a spokesperson of the University.
- Be respectful of other people's opinions.
- Never pretend to be someone else when you post anything about Drury.
- Be mindful of the legal implications of what you post personally. You may be held personally liable, by any offended party, for what you post on your own site and the site of others. Drury University does not monitor personal websites but will, when made aware, address issues that violate established university policies. You are solely responsible for material you post on a personal site.

- Be smart about protecting yourself, your privacy, and Drury's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.
- Use of social media should not interfere with work commitments.

**NOTE:** Please refer media inquiries, via social or traditional media, to the Executive Director of Marketing and Communications.

### **Communicable Diseases Policy**

An employee of the university shall not be permitted to work if the employee is known to be afflicted with or liable to transmit any contagious or infectious disease unless the director of human resources has determined, based upon medical evidence, that: 1) the employee is no longer infected or liable to transmit the disease; or 2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Any employee with a chronic infectious disease who is permitted to work in a school setting must do so under specified conditions. Failure to adhere to the conditions will result in action to dismiss the employee.

Employees with a contagious or infectious disease have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such employees will be informed. Willful or negligent disclosure of confidential information about an employee's medical condition will be cause for disciplinary action.

### **Procedures**

1. The university's policy and procedures on communicable diseases among employees will be made available to all employees.
2. In the event an employee is infected with a contagious or infectious disease or if the Provost or Vice President for Administrative Services has a reasonable basis for believing an employee's physical condition may pose a health risk to others, the employee will be requested to undergo a medical examination by a physician mutually agreed upon by the employee and the university to determine the nature of the employee's medical condition and the extent of the health risk to others. The employee will be placed on sick leave in accordance with university policy until the case is disposed of under this policy. Refusal to submit to a medical examination will result in action to dismiss the employee.
3. If the examining physician determines that the employee is afflicted by an acute infectious disease of relatively short duration, the employee will continue on sick leave and/or leave without pay in accordance with university policy until a physician certifies that the employee is no longer liable to transmit the disease.

4. If the examining physician determines that the employee may be afflicted with a chronic infectious disease, the employee will continue on sick leave and/or leave without pay in accordance with university policy until the following procedures have been concluded. The director of human resources shall, within ten working days, request a team review and assessment of the employee. The team shall be comprised of the following:
  - a. The employee;
  - b. The employee's personal physician;
  - c. A public health physician designated or approved by the State Department of Health;
  - d. The Drury University director of human resources or appropriate supervisor; and
  - e. Others mutually agreed upon.

The team will assess the employee's medical condition and the risks of exposing others to the disease in the university work environment and determine whether the employee should continue in the current assignment with restrictions and conditions; be reassigned to another position for which qualified but which would involve less risk to self and others; be placed on sick leave, leave without pay, or disability leave in accordance with university policy because the employee is unable, at least temporarily, to perform his or her regular assignment or another for which the employee is qualified; or be terminated because the employee is physically incapacitated from performing duties for which qualified, or is unwilling to conform to restrictions and conditions of employment. The team will also establish dates and/or conditions under which the employee's status will be reviewed.

5. The determination of the team will be made within ten working days after the team is convened and communication in writing to the employee and to the Provost and to the Vice President for Administrative Services. The determination will be final unless reversed on appeal.
6. The employee may appeal the determination of the team to the President of the university in accordance with policies and procedures for employment-related grievances.
7. If an employee with a chronic infectious disease is permitted to continue working:
  - a) The director of human resources will identify and notify those staff and faculty members who need to know and inform them of the employee's identity and conditions under which the person is continuing to work. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
  - b) The director of human resources, in consultation with a designated health professional, will develop safety and precautionary procedures and incident-reporting procedures and ensure that the employee and all staff members who have contact with the infected employee are trained to implement them. Willful or negligent violation of safety and precautionary procedures and reporting procedures will be the cause of disciplinary action.

## **Tobacco Policy**

Through the University's respective commitments to wellness and sustainability, we are committed to presenting a healthy, safe and clean campus environment for students, visitors to campus, and the Drury community. Tobacco use, including but not limited to cigarettes, smokeless tobacco, e-cigarettes, snuff, hookah, or any other tobacco product is prohibited on campus and inside university owned vehicles. The policy is enforceable for all general use and academic buildings, residence halls and apartment style housing, athletic facilities, open airspaces and common areas.

## **Firearm Policy**

Possession of any type of weapon on university property, including parking lots and green space, is strictly prohibited unless the individual has university approval through association with a public law enforcement agency, or has registered the weapon with the director of security, and has written permission from a Vice President or the President. In the case of firearms, the policy applies whether or not the weapon is loaded and whether or not it is capable of being fired.

## **Interactions with Students**

Drury University prides itself on providing quality classroom instruction by instructors who care about the success of the student. While all instructors are expected to be friendly and accessible to their students, interactions between instructor and student must remain professional at all times. Instructors must use common sense and good judgment in all such interactions. In addition to refraining from any conduct that would violate any other university policies in terms of interactions with students, instructors should refrain from engaging in relationships or communicating with students in a manner that would create an appearance of favoritism or any other form of impropriety. Any relationship between instructor and student that could result in personal or financial gain for the instructor creates a conflict of interest, and should be avoided. If an instructor has any questions or concerns about the application or interpretation of this policy, such questions or concerns should *immediately* be sent to the Dean of CCPS in writing.

## **Conflict of Interest Policy**

An actual or potential conflict of interest occurs when a university employee is in a position to influence a decision that may result in a personal and/or financial gain for that university employee or for a relative as a result of Drury University's business dealings (including, but not limited to employment, retaining of independent contractors, service providers or suppliers). For the purposes of this policy, a relative is any person who is related by blood or current marriage, or whose relationship with the university employee is similar to that of persons who are related by blood or marriage.

## **Family Educational Rights and Privacy Act of 1974**

Drury University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. Annually, Drury University informs students of their rights relating to FERPA (20 U.S.C. Sections 1232g; and implementing, 34 C.F.R. Section 99.1 *et seq*). The act was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

**Avoid six primary FERPA violations:**

1. Do not use the entire social security number of a student in any public posting of grades.
2. Do not link the name of a student with that student's social security number.
3. Do not leave graded tests in a stack for students to sort through as they pick up their own.
4. Do not discuss a student's progress with anyone other than the student, including parents and other faculty, without the consent of the student.
5. Do not provide anyone with names of enrolled students for any commercial purpose.
6. Do not provide anyone with information regarding a student's schedule or assist anyone other than university employees in locating a student on campus.

Instructors can seek student directory information from the main office. Instructors should also be aware of what is or isn't included in this information, or what may or may not be permitted for release in terms of the Family Educational Rights and Privacy Act of 1974.

The university has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA). The following information regarding students is considered directory information: (1) name, (2) address, including e-mail address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) part-time/full-time enrollment status, (7) participation in officially recognized activities in sports, (8) weight and height of members of athletic teams, (9) dates of attendance (including matriculation and withdrawal dates), (10) academic classification by year, (11) degrees and awards received, (12) most recent previous educational agency or institution attended, and (13) student's photograph.

Indications of religious preference along with name, address and telephone number of student are provided to the University Chaplain.

This institution may disclose directory information for any purpose at its discretion, without the consent of a student. Students have a right, however, to refuse to permit the designation of any or all of the above information as directory information.

In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

For further details on FERPA, please consult the Undergraduate Catalog or guides that are available in the Registrar's Office.

**New and veteran CCPS instructors are now required to visit the FERPA training site, complete the training, and submit the signed questionnaire that indicates completion of the guided FERPA training module.**

The directions to the FERPA training site are as follows:

1. Go to <http://www.drury.edu/hr/human-resources-training>
2. Select "Adjunct Instructor/Part-Time Faculty training"

## DRURY UNIVERSITY STAFF

### Central Administration

President	J. Timothy Cloyd
Chief of Staff	Aaron D. Jones
Provost	Beth Harville
Executive Vice President, Chief Operating Officer, And Chief Information Officer	David Hinson
Executive Vice President for University Advancement	Wayne Chipman
Vice President for Stewardship and Principle Gifts	Judy Thompson
Executive Vice President for Student Affairs and Dean of Students	Tijuna Julian
Executive Vice President of Enrollment Management	Kevin Kropf
Vice President of Marketing and Communications	Wendy Flanagan
Vice President and Director of Athletics	Mark Fisher
Executive Vice President of Administrative Services & Chief Financial Officer	Rob Fridge
Associate Vice President for Academic Affairs	
Dean of the College of Continuing Professional Studies	Jana Neiss
Registrar	Cindy Jones
Director of the Bookstore	Valerie Rains
Director of Business Services	Jill Holmes
Director of Career Planning & Development	Emily Buckmaster
Director of Facilities Services	Brandon Gammill
Director of Financial Aid	Becky Ahrens
Director of Financial Aid, CCPS	Lori Miller
Associate Vice President Human Resources	Scotti Siebert
Director of Library and Information Services	William Garvin
Director of Safety and Security	Sarene Deeds

### Academic Deans

Hammons School of Architecture	Robert Weddle
Breech School of Business	Jin Wang
School of Education and Child Development	Shannon Cuff
College of Humanities and Social Sciences,	Jennifer Silva Brown
College of Communications, Fine and Performing Arts	Allin Sorenson
College of Natural and Mathematical Sciences, Interim Dean	Albert Korir
Graduate Studies	Regina Waters

### Department Chairs

Fine and Performing Arts	Stephen Bomgardner
Behavioral Sciences	Vickie Luttrell
Biology	Kevin Jansen
Chemistry and Physics	Scott Petrich
Communication	Jonathan Groves
Continuing Professional Studies	Leah Blakey
Languages and Literature	Kevin Henderson
History, Philosophy and Religion	Hue-ping Chin
Mathematics and Computer Science	Keith Coates
Political Science and International Affairs	Jeffrey VanDenBerg

## Schools

### School of Architecture

Hammons School of Architecture  
Hammons School of Architecture, Associate Dean

Robert Weddle  
Karen Spence

### School of Business

Breech School of Business

Jin Wang

### School of Education and Child Development

School of Education and Child Development

Shannon Cuff

### School of National and Mathematical Science

Dean  
Biology Chair  
Chemistry and Physics Chair  
Mathematics and Computer Science Chair

Albert Korir  
Kevin Jansen  
Scott Petrich  
Keith Coates

### School of Communication, Fine and Performing Arts

Dean  
Fine and Performing Arts Interim Chair  
Assistant Chair (Art)  
Behavioral Science Chair  
Communication Chair  
Languages and Literature Chair  
History Philosophy and Religion Chair  
Political Science Chair

Allin Sorenson  
Stephen Bomgardner  
Rebecca Miller  
Vickie Luttrell  
Jonathan Groves  
Kevin Henderson  
Hue-ping Chin  
Jeffrey VanDenBerg

### FW Olin Library

Library Director

William Garvin

## COLLEGE OF CONTINUING PROFESSIONAL STUDIES STAFF

### Springfield

Dean's Office (Burnham Hall, room 103)

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(417) 873-7016-Fax

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Springfield, MO 65802

### **Continuing Studies Student Services (Burnham Hall, room 206)**

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(888) 740-GO DU (4638)

(417) 873-7529 –Fax

ccps@drury.edu

Associate Vice President and Dean of CCPS

Administrative Assistant II

Coordinator of CCPS Operations

Director of Academic and Student Affairs for CCPS

Director of Recruitment for CCPS

Director of eLearning

Director, Law Enforcement Academy

Continuing Professional Studies Department Chair

Coordinator-Springfield

Academic Advisor-Education Programs

Academic Advisor

Academic Advisor

Dual Credit Coordinator

Online Faculty Training Specialist

Enrollment Assistant-Dual Credit

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Alexis Slyter

Jill Young

Marti Marlin

Colleen Andrews

Jane Lindsey

Steve Snelson

Carol Pope

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General Studies Degree Program Coordinator

Instructional Technology Degree Program Coordinator

Leadership Studies Degree Program Coordinator

Paralegal Studies Degree Program Coordinator

Public Administration Degree Program Coordinator

Ty Davisson, Ryan Nichols

Julie Coltharp

Julie Coltharp

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