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UNIVERSITY

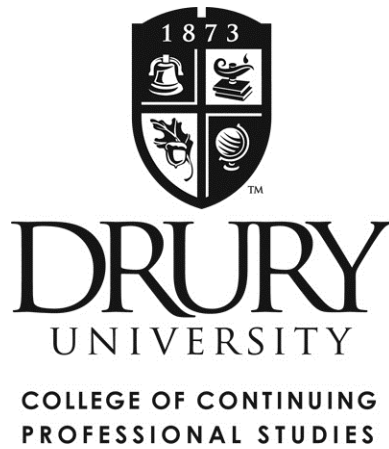
COLLEGE OF CONTINUING  
PROFESSIONAL STUDIES

**ADJUNCT INSTRUCTOR**

**HANDBOOK**

**2014-2015**

(Updated August 19, 2014)



Dear Colleagues,

On behalf of Drury University and the College of Continuing Professional Studies, thank you for your service as an adjunct instructor! Your hard work and dedication is invaluable to the students we serve. Whether it is through our Springfield evening classes, coursework at one of our branch campuses, dual credit or through our online programs, you are in a unique position to make a difference in the lives of our students.

In most cases our adjunct instructors are not employed on a full time basis in academia, but are engaged in professions that are related to the courses they teach. This real-world experience supplements rigorous coursework that is overseen by faculty liaisons from the academic departments to provide our students with a blend of both theoretical and practical aspects of the subjects you teach.

Drury's commitment to continuing education can be traced back to summer coursework offered to school teachers at the turn of the last century, and continues today in every aspect of our program. Whether you are a first-time instructor or a long-time member of our adjunct staff, we wish you the best in the coming academic year. Thanks again.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron D. Jones', written in a cursive style.

Aaron D. Jones J.D., LL.M.  
Dean, College of Continuing Professional Studies

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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, all original academic transcripts and a resume.
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 Academic Affairs for final review.
6. Additional approval by the Director of Online 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 one-half of the tuition that the student pays.

CCPS requires a minimum of ten students enrolled in an undergraduate course in order to pay the adjunct instructor full salary. If enrollment falls below ten registered students, the adjunct instructor, in consultation with CCPS administration, may be offered the option of teaching at reduced compensation based upon enrollment.

### **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 last pay date for 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.

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:

[www.drury.edu/hr](http://www.drury.edu/hr)

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 to Blackboard. 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**

Drury University offers the benefit of tuition remission grants (as defined in Section 117 of the Internal Revenue Code) for undergraduate degree programs for eligible adjunct instructors and their eligible dependents (as defined in Section 152 of the Internal Revenue Code).

Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Code) are only available to eligible adjunct instructors, not dependents, up to the maximum per calendar year.

Tuition remission for adjunct instructors (including those who teach for Drury's dual credit program) will be applied on the basis of one hour taught generates one hour of tuition remission. Tuition remission benefits are to be used during the same semester in which they are earned. Tuition remission may not be available for special programs, including but not limited to, MBA boot camp, certificates, cohorts and collaborations with other institutions.

An adjunct instructor tuition remission grant application should be submitted prior to the beginning of the term in which it is to be used. \* BE SURE to use the [Adjunct Faculty grant application](#) to prevent delay of the tuition remission grant. Application forms are available online through the forms section of Drury's Human Resources website at [www.drury.edu/hr](http://www.drury.edu/hr)

All eligible dependents who have not completed an undergraduate degree are required to complete a FAFSA to be submitted to the Financial Aid office.

A late fee of \$40 per month will be applied if tuition remission forms are submitted after the twenty-first day of the term, up to a maximum of \$80 per term.

**For specific information on certain restrictions and administrative requirements, please refer to the Tuition Remission Policy in Section 308 of the Staff Handbook through the policy handbooks section of Drury's Human Resources website at: [www.drury.edu/hr](http://www.drury.edu/hr)**

## **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** at 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. In either event, 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 are available at: [www.drury.edu/services](http://www.drury.edu/services)**

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 syllabi to CCPS at [bquas@drury.edu](mailto:bquas@drury.edu) at least seven days prior to the start of the class. 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. 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 CCPS.

Main campus instructors should 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. For your convenience, a textbook adoption form is available online at: [www.drury.edu/Textbooks/AdoptForm.cfm](http://www.drury.edu/Textbooks/AdoptForm.cfm) Instructors teaching at branch locations should follow textbook guidelines established for each site.

## 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 Director of Educational Services for the College of Continuing Professional Studies. 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. An instructor and an on-site supervisor help the student establish the objectives for the internship. The instructor 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 instructor 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 classes are evaluated each fall and spring semester using the long 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 meet that 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 Online Education for all online courses, and to secure an adequate substitute.

In addition to meeting 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 on the basis of **one full 50-minute session** per week for **each hour of credit hour**. 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 their scheduled class 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 director monitors local weather as it develops and makes the decision whether to close.
2. The branch site director contacts Aaron Jones, 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 directors.
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 Continuing Studies 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.**

## Final Grades for Prospective Graduates

Drury conducts commencement at the conclusion of the fall and spring semesters. **Students eligible to graduate will take final examinations or submit culminating requirements one week prior to finals week.** Rosters identifying these students may be obtained online via MyDrury. Final grades must be reported to the Continuing Studies office via MyDrury no later than 8 a.m. on the first Monday of finals week.

If an instructor's grades are not received, it delays the graduation audit and may prevent a qualifying student from receiving academic honors at commencement. **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** (Bay Hall) office hours, while fall and spring classes are in session, are Monday - Thursday, 8:00 a.m. – 7:00 p.m.; Friday, 8:00 a.m. – 5:00 p.m. Summer: Monday-Friday, 8:00 a.m. – 5:00 p.m.

**Online Education** (Shewmaker 106) office hours, while classes are in session, are Monday through Friday, 8:00 a.m. – 5:00 p.m.; (417) 873-7727; online@drury.edu

### **Branch Sites:**

**Ava** office hours are Monday-Friday, 9:00 a.m. – 6:00 p.m. Summer: Monday-Thursday, 9:00 a.m. – 5:00 p.m., Friday by appointment

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

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

**Lebanon** office hours are Monday-Thursday, 10:00 a.m. – 5:30 p.m.; and Friday, 10:00 a.m. – 2:30 p.m. Summer: Monday-Thursday, 9:00 a.m. – 5:30 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, 9:30 a.m. – 5:30 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.

**Thayer** office hours are Monday, Tuesday & Thursday, 10:00 a.m. – 7:00 p.m.; Wednesday, 9:00 a.m. – 5:00 p.m., and Friday by appointment

**West Plains** office hours are Monday-Friday, 8:00 a.m. – 5:00 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 presented with 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. Registration with Academic Advisor, Marti Marlin, and presentation of documentation is required before services are extended. If you should have any questions or concerns regarding a student, please contact Marti Marlin at (417) 873-6881 or [mmarlin@drury.edu](mailto:mmarlin@drury.edu).

### Communication

**Mailboxes:** Mail for most seated and blended instructors in Springfield is placed in your instructor mailbox, which is located in Bay Hall. Please check your mailbox before going to your class each evening you are on campus. Instructors often act as a liaison between the CCPS Office and the student. There may be important memos in your box that need to be read in class or information you need to know. 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)

### Online Instructors

U.S. mail received for those instructors teaching only online will be forwarded to them. Campus announcements will be communicated online for online instructors.

### Parking

Springfield Campus parking permits are issued free of charge at the 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 Assistant 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 duplication of typed class materials (including finals and mid-terms) can be completed at the CCPS Office in Bay Hall. To ensure that material is duplicated on time, please provide the typed material to the CCPS Office two days before it is needed.

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.

The CCPS Office will reproduce class syllabi, tests, and other instructor-created material. The CCPS Office guarantees completion if the material is received two days in advance.

### **Distribution of Information to Students**

**Please encourage your students to utilize their Drury e-mail for communication.** CCPS uses Drury e-mail as the primary communication to current students.

### **Bookstore**

At the beginning of each semester the bookstores at each site will post special store hours for the convenience of CCPS students.

Online students can order their textbooks online from the Springfield Campus bookstore via the online education website.

### **Commencement**

All adjunct instructors are invited to march during commencement. Commencement takes place in May and December. A diploma presentation ceremony may be held in August.

### **Drury Testing Laboratory**

The Drury Testing Laboratory is available to adult students by special arrangement with the CCPS Office. If an instructor is aware of a student who could profit from one or more tests, please refer the student to the CCPS Office on the Springfield campus, or to the Director of Testing at the St. Robert Annex.

## **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 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 [www.drury.edu/section/section.cfm?sid=87](http://www.drury.edu/section/section.cfm?sid=87) 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.

### **Non-Discrimination Statement** (Approved by Board of Trustees 5-16-14)

Drury University is an open and welcoming community from a rich variety of cultures, races and socio-economic backgrounds. The mission and goals of the university dedicate the institution to being a community which “affirms the quality and worth of all peoples” and appreciates the “diversity of human culture, language, history and experience.”

Drury University does not discriminate on the basis of disability, race, color, religion, gender, age, sexual orientation, national or ethnic origin, or veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding Drury’s non-discrimination policies:

#### **Coordinator - Non-Discrimination / Harassment & Title IX**

Director of Human Resources  
Drury University  
900 North Benton Avenue  
Burnham Hall – Room 107  
Springfield, MO 65802  
417-873-7854  
[ssiebert@drury.edu](mailto:ssiebert@drury.edu)

#### **Deputy Coordinator - Non-Discrimination / Harassment & Title IX**

V.P. for Academic Affairs / Dean of the College  
Drury University  
900 North Benton Avenue  
Burnham Hall – Room 200  
Springfield, MO 65802  
417-873-7391  
[ctaylor@drury.edu](mailto:ctaylor@drury.edu)

## **Deputy Coordinator - Non-Discrimination/Harassment & Title IX**

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](mailto:tjulian@drury.edu)

Deputy Coordinator – Title IX

Associate Athletic Director

Drury University

900 North Benton Avenue

O'Reilly Family Event Center – Room 111

417-873-7363

[bcowherd@drury.edu](mailto:bcowherd@drury.edu)

Drury's policies related to non-discrimination and their locations are as follows:

- Non-Discrimination/Harassment Policy and Complaint Procedures – located at [<http://www.drury.edu/multinl/story.cfm?ID=5530&NLID=215>].
- Title IX: Sexual Misconduct Policy – located at [<http://www.drury.edu/du/staff-policies/Title-IX-Sexual-Misconduct-Policy/>].
- Disability Support Services for Students – located at [<http://www.drury.edu/disabilityservices/>].
- Equal Employment Opportunity – located at [<http://www.drury.edu/multinl/story.cfm?ID=5043&NLID=215>].
- Disability Accommodation for Employees – located at [<http://www.drury.edu/multinl/story.cfm?ID=5045&NLID=215>]

### **Non-Discrimination/Harassment Policy & Complaint Procedures** (Approved by Board of Trustees 5-16-14)

#### **I. 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”).

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 benefit 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

## II. 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.

## III. 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](mailto:ssiebert@drury.edu)

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

V.P. for Academic Affairs / Dean of the College

Drury University

900 North Benton Avenue

Burnham Hall – Room 200

Springfield, MO 65802

417-873-7391

[ctaylor@drury.edu](mailto:ctaylor@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](mailto:tjulian@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, are mandated to 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.

**IV. 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.

**V. 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.

## **VI. 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.

## **VII. 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 the V.P. for Student Affairs or the V.P. for Academic Affairs (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”

If there is a determination that the behavior investigated did not violate the Non-Discrimination/Harassment Policy, both parties will be so informed.

2. Finding “Inappropriate Behavior Not Rising To The Level Of A Violation”

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.

3. Finding “Violation”

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.

**F. Special Procedure Concerning Complaints Against The President, The Coordinator - Non-Discrimination/Harassment, and Administrators Senior To Coordinator - Non-Discrimination/Harassment**

If a complaint involves alleged conduct on the part of the University President, the Executive Committee of the Board of Trustees will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation will be presented to the Executive Committee of the Board of Trustees, which will prepare and issue the written determination and implement any appropriate and reasonable measures.

The determination issued by the Executive Committee of the Board of Trustees is final, unless the President or the complainant provides a written letter of appeal to the full Board of Trustees within ten (10) days of his/her receipt of the Executive Committee's written determination and in accordance with Sections VIII.A. and VIII.B., below. The full Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The full Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, the President, and the Coordinator – Non-Discrimination/Harassment within three (3) days of the resolution.

If a complaint involves alleged conduct on the part of the Coordinator - Non-Discrimination/Harassment or any administrator senior to the Coordinator - Non-Discrimination/Harassment, the President will designate an appropriate person to conduct the investigation required by these procedures. The written report of the investigation shall be presented to the President, who will prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued by the President is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within ten (10) days of his/her receipt of the President's written determination and in accordance with Sections VIII.A. and VIII.B. below. The Executive Committee of the Board of Trustees will issue a resolution on the matter within twenty-one (21) days and the resolution will be final and not subject to further appeal. The Executive Committee of the Board of Trustees shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Coordinator - Non-Discrimination/Harassment within three (3) days of the resolution. If the Coordinator - Non-Discrimination/Harassment is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

#### **G. Timing Of The Investigation**

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or information, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed.

#### **I. Rights Of The Parties**

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence
- Similar and timely access to all information considered by the Investigating Officer and the Coordinator - Non-Discrimination/Harassment in resolving the complaint
- Equal opportunity to review any statements or evidence provided by the other party
- Equal access to review and comment upon any information independently developed by the Investigating Officer
- Equal opportunity to address any hearing panel

## VIII. Appeals

### A. Grounds For Appeal

The complainant or respondent may appeal the determination of a complaint only on the following grounds:

- The decision was contrary to the substantial weight of the evidence
- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Coordinator - Non-Discrimination/Harassment, would result in a different decision
- These published complaint procedures were not followed *and* this failure was a substantial factor in the determination against the appealing party
- Bias or prejudice on the part of the Investigating Officer or Coordinator - Non-Discrimination/Harassment, or
- The punishment or the corrective action imposed is disproportionate to the offense

### B. Method Of Appeal

Appeals must be filed with the President within ten (10) days of receipt of the written determination of the complaint. The appeal must be in writing and contain the following:

- Name of the complainant
- Name of the respondent
- A statement of the determination of the complaint, including corrective action if any
- A detailed statement of the basis for the appeal including the specific facts, circumstances, and argument in support of it, and
- Requested action, if any.

The appellant may request a meeting with the President, but the decision to grant a meeting is within the President's discretion. However, if a meeting is granted, then the other party will be granted a similar opportunity.

### C. Resolution Of The Appeal

The President will resolve the appeal within fifteen (15) days of receiving it and may take any and all actions that he or she determines to be in the interest of a fair and just decision. The decision of the President is final. The President shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant, respondent, and the Coordinator - Non-Discrimination/Harassment within three (3) days of the resolution.

## **IX. Documentation**

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Coordinator - Non-Discrimination/Harassment, and the President, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

## **X. Intersection With Other Procedures**

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the Non-Discrimination/Harassment Policy, except those complaints falling under the Title IX: Sexual Misconduct Policy. To the extent there are any inconsistencies between these complaint resolution procedures and other University grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging violations of the Non-Discrimination/Anti-Harassment Policy.

### **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.



## Title IX – Sexual Misconduct Policy

### **Policies & procedures regarding sexual harassment**

Drury University strives to be a safe, education-oriented and community minded campus that maintains an academic and social environment conducive to intellectual and personal development of students and promotes the safety and welfare of all members of the campus community.

Drury University's Sexual Misconduct Policy defines the various forms of sexual misconduct that violate the standards of our community, identifies resources, and outlines the University's student conduct process, including the outcomes imposed for violations of this policy. Drury University complies with Title IX, and does not discriminate on the basis of sex in its educational programs and activities. Sexual harassment, including sexual misconduct as defined in this policy, is prohibited under Title IX.

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                      873-7854

#### Deputy Coordinator

Barbara Cowherd, Associate Athletic Director                      873-7363

#### Deputy Coordinator

Tijuana Julian, Dean of Students                                      873-7215

#### Deputy Coordinator

Charles Taylor, Dean of the College                                      873-7225

#### Faculty and Staff Standards

Members of the faculty or staff at Drury University shall not engage in amorous or sexual relations with, or make amorous or sexual overtures to any student over whom he or she holds a position of authority with regard to academic or administrative judgments and decision.

#### Reporting Incidents of Sexual Misconduct

Individuals are encouraged to report alleged incidents of sexual misconduct immediately, whether they are a victim or observer of an incident in order to maximize the University's ability to respond promptly and effectively, and meet its Title IX obligation by taking steps to end the behavior, prevent its recurrence and address its effect. Incidents can be reported in the following manner:

- Inform an employee of Drury University. If information regarding an incident of sexual misconduct is shared with an employee (including student resident assistants or community assistants) of Drury University, then the employee must share this information with the appropriate designated staff members, including the Title IX Coordinator, who will initiate an investigation of the incident.
- Even if no report has been made to an employee, employees in supervisory roles have a duty to report any incident of sexual misconduct that he or she observes
- Confidential Reporting. Concerned Drury citizens may report possible incidents or information relating to an incident at: [www.drury.edu/communitystandards/forms/inforeport.cfm](http://www.drury.edu/communitystandards/forms/inforeport.cfm)

## Policy Definitions and Violations

Sexual Misconduct is defined as any conduct that constitutes sexual harassment by individuals or organizations that is prohibited by Title IX. Sexually harassing conduct that disrupts or undermines a person's ability to participate in or to receive the benefits, services, or opportunities of the university is prohibited, especially when it interferes with an individual's educational performance, or equal access to the university's resources and opportunities, or when such conduct creates an intimidating, hostile, or abusive educational environment. A member of the university community can be a victim or offender regardless of gender. This policy is utilized by Drury University to comply with Title IX and to respond promptly to reports of the following sexual misconduct violations.

### Sexual Misconduct Definitions:

- Sexual Assault:  
Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act or oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.
- Non-Consensual Sexual Contact:  
Having or attempting to have non-consensual, non-accidental contact of a sexual nature with another person. Sexual contact can include but is not limited to, touching or kissing another individual.
- Sexual Coercion:  
The use of, or attempt to use, pressure and/or oppressive behavior, such that the application of such pressure or behavior causes the person who is the object of the pressure or behavior to engage in unwelcomed sexual activity. Coercion can take the form of pressure, threats, intimidation, or the use of physical force, either expressed or implied, which places a person in fear of immediate harm or physical injury. Coercion can also take the form of pressure to consume alcohol or other drugs prior to engaging in a sexual act.
- Sexual Exploitation:  
An act or acts attempted or committed by a person for sexual gratification, financial gain, or advancement through the abuse or exploitation of another person's sexuality. Examples include observing individuals without consent, non-consensual audio or videotaping of sexual activity, unauthorized presentation of recordings of a sexual nature, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmittable infection or virus without his or her knowledge.
- Stalking:  
A course of repeated non-consensual conduct directed toward another person that could be reasonably regarded as likely to alarm, harass, or cause reasonable fear of harm or injury to that person.

Stalking may include, but is not limited to, unwelcomed and repeated visual or physical proximity to a person, repeatedly convey oral or written threats, extorting money or valuables, threatening physical conduct, or any combination of these behaviors directed at or toward a person.

- Cyber-stalking:

A type of stalking in which electronic media, such as internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcomed contact with another person in an unsolicited fashion. Examples of cyber-stalking include, but are not limited to, unwelcomed or unsolicited emails, instant messages, and messages posted on on-line bulletin boards. It also includes, but is not limited to, unsolicited communications about a person, their family, friends, or co-workers, or sending or posting unwelcomed and unsolicited messages with another username.

- Harassment:

Intentionally targeting an individual or group with conduct that is unrelated to any legitimate educational purpose, or could be reasonably be regarded as being severe, persistent, or pervasive and would interfere with one's ability to participate in or benefit from their university experience. Harassing behavior could also be related to targeting an individual or group's gender, sexual orientation, or ethnicity. This conduct may occur in a single instance, or may be the cumulative result of a series of incidents and may include, but is not limited to, acts of verbal, nonverbal, or physical aggressions, as well as intimidation or hostility based on gender, sexual orientation, or ethnicity.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment

Examples of Sexual Harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies

- E-mail and Internet use that violates this policy
- Sexual assault (as defined above)

Retaliation:

Acts or attempts to retaliate or seek retribution against anyone involved in or connected to an allegation and/or resolution of sexual misconduct.

- Consent:

Consent to engage in sexual activity must exist from the beginning to end of each instance of sexual activity. Consent consists of an outward demonstration indicating that someone has freely chosen to engage in sexual activity. In the absence of an outward demonstration, consent does not exist. Consent is informed, knowing, and voluntary. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in sexual activity. Consent is not effective if it results from the use of physical force, intimidation, coercion, or incapacitation. If a sexual act is occurring and physical force, intimidation, coercion, or incapacitation develops, there is no longer consent.

Consent to engage in sexual activity may be withdrawn by either party at any time.

Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.

- Incapacitation:

The inability, temporarily or permanently, to give consent, due to mental or physical incapability, unconsciousness, or vulnerability due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Examples of incapacitation may include, but are not limited to, vomiting, being unconscious, or being unable to communicate for any reason.

Privacy

All reports of sexual misconduct will be handled in confidence to the extent allowed by law. The information reported would only be shared with those university employees who will be assisting in the investigation and/or resolution of the complaint. The University's ability to make a meaningful investigation and take corrective action may be limited if an individual insists on complete confidentiality.

Further, if a report of misconduct discloses an immediate threat to the university campus community, where timely notice must be given to protect the health or safety of the community, the university may not be able to maintain the same level of confidentiality. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that included the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to students, faculty, staff, or visitors.

Incidents may be reported confidentially to the Counseling Center. University mental health counselors are bound to professional standards regarding confidentiality, and will not reveal the identity of victims, unless there is an imminent safety concern or as otherwise required by law.

## Resources and Support

Drury University offers non-judgmental support to any party involved in a sexual misconduct incident.

### Information Available and Rights for the Complainant:

- Notification of available on and off-campus resources, including medical assistance, mental health counseling services, law enforcement agencies, and campus conduct options.
- Information regarding notification of proper law enforcement authorities, including assistance from Springfield Police Department substation officers, if the victim desires to file formal civil charges.
- Opportunity to request that the university take steps to prevent further contact or proximity to the alleged offender. Such measures may include housing relocation of the complainant or alleged offender, adjustment to course schedules, and no contact by either party. Other academic accommodations may include transferring class sections, withdrawal from a class, taking an incomplete grade in a class, and pursuing alternative course completion options.
- Opportunity to immediately report incidents of retaliation.
- Right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university officials. Reports made in bad faith can subject the complainant to discipline.
- Right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct, usually within 24 hours of the conduct hearing.
- Right to appeal the outcome of the judicial board, in accordance with the standards cited in the *Procedures for Student Conduct Administration*.
- Right to ask the investigators to question and interview relevant witnesses.
- Right to have an advisor present through each level of the investigation process, as well as the conduct hearing. The advisor (not a lawyer) may not take part directly in the hearing itself, but may communicate with the complainant as necessary.
- The right to the preservation of privacy, to the extent possible and allowed by law.
- The right to request that any member of the conduct board be removed on the basis of demonstrated bias.
- The right to have university policies and procedures followed without deviation.

### Information Available and Rights for the Respondent:

- Notification of available on and off-campus resources, including medical assistance, mental health counseling services, law enforcement agencies, and campus conduct options.
- Opportunity to meet with a member of the Student Conduct staff to answer questions or concerns regarding a complaint.
- Opportunity to request that the university take steps to prevent further contact or proximity to the alleged victim. Such measures may include housing relocation of the alleged victim and offender, adjustment to course schedules and no contact by either party.
- Opportunity to immediately report incidents of retaliation.
- Right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to university officials.

- Right to be informed of the outcome and sanction of any disciplinary hearing involving sexual misconduct, usually within 24 hours of the conduct hearing.
- Right to appeal the outcome of the judicial board, in accordance with the standards cited in the *Procedures for Student Conduct Administration*.
- Right to ask the investigators to question and interview relevant witnesses.
- Right to have an advisor present through each level of the investigation process, as well as the conduct hearing. The advisor (not a lawyer) may not take part directly in the hearing itself, but may communicate with the complainant as necessary.
- The right to the preservation of privacy, to the extent possible and allowed by law.
- The right to request that any member of the conduct board be removed on the basis of demonstrated bias.
- The right to have university policies and procedures followed without deviation.

### Process for Investigating Reports of Sexual Misconduct

Drury University is committed to providing all members of the university community with a safe place to live and learn. Consistent with this philosophy, the university will investigate all allegations of sexual misconduct. Any individual may bring an allegation, as outlined in the Sexual Misconduct Policy, which will activate the investigation steps outlined below.

The university is obligated to investigate all allegations of sexual misconduct, regardless if the investigation culminates in a hearing. The university investigation is independent of any civil criminal investigation, which could lead to the criminal justice system. The university investigation process should be thorough, prompt, and impartial, and should follow the steps outlined below:

- The Title IX Coordinator, or Deputy Coordinator, meets with the complainant and outlines the options available to them (both internal and external).
- An assessment will be made regarding the implementation of initial remedial actions, which might include interim separation or duty to warn the university community.
- If the complainant wants to address the issue through the college conduct process, the student will be asked to describe the incident verbally. They will also be given the option to provide a written account of the incident, and asked to identify any witnesses. If it is concluded that the student has provided enough details to determine if there is reasonable cause to believe that a specific policy(ies) has/have been violated, then the policy violation(s) will be identified, and the investigation process will begin.
- The Title IX Coordinator, or Deputy Coordinator, will then assign the case for investigation to one or more trained investigators. This investigation may or may not lead to a conduct hearing.
- The investigators begin collecting information. This should include interviewing witnesses, friends, the complainant, and the respondent. Investigators may also include consideration of prior allegations of, or findings of responsibility for, sexual misconduct by the alleged offender.
- The Title IX Coordinator, or Deputy Coordinator, informs the respondent that a complaint has been made against the individual. The respondent is asked to provide his/her perspective of the incident.
- The Title IX Coordinator, or Deputy Coordinator, determines (based on the preponderance of evidence), if reasonable cause exists to believe the sexual misconduct policy has been violated, and that the process should therefore continue.

- The Title IX Coordinator, or Deputy Coordinator, receives the investigation report and shares the report with the complainant and the respondent. The university official will also notify both parties if it has been concluded, based on the preponderance of evidence, that there was a violation of the sexual misconduct policy.
- Based on the information received above, sanctions will be imposed, and an attempt will be made to resolve the incident through an administrative resolution.
- If there is no administrative resolution, or the accused would like to invoke their right to a hearing at the next level, then the guidelines for Student Judicial Conduct Hearings will be followed.
- The Hearing Board will consist of three faculty/staff members selected from a pool of trained members. Students will not serve on judicial conduct hearing boards that involve situations of sexual misconduct.
- The Chair of the Judicial Conduct Hearing Board will share the Board's decision, along with the appropriate sanctions with the Title IX Coordinator, or Deputy Coordinator.
- The Title IX Coordinator, or Deputy Coordinator, informs both the complainant and respondent of the outcome. The notification of each party should occur at nearly the same time.
- If one of the parties wishes to dispute the outcome of the Judicial Board Hearing, it may be appealed at the next level, which is to the President of the University. In such cases, the other party is given an opportunity to view the request and offer his/her own appeal so there is only one appeal process.
- The appeal process to dispute the decision of the Judicial Board is outlined in the Student Affairs Community Standards Handbook. The President's decision is final.

### Process for Resolution

Resolutions of Sexual Misconduct allegations are achieved in the following manners. These correlate to the type of process that is pursued.

- No resolution or imposed sanctions: The Title IX Coordinator, or Deputy Coordinator, determines (based on the preponderance of evidence), that there is no reasonable cause to believe that the sexual misconduct policy has been violated.
- Administrative Resolution: Based on the information received through the investigative process, sanctions will be imposed, and the issue will be resolved through an administrative resolution. Both the complainant and respondent agree to all aspects of the resolution, and there are no further appeals.
- Formal Resolution: If there is no Administrative Resolution, or if the complainant or respondent appeals the Administrative Resolution, either party may invoke their right to a hearing by the Judicial Conduct Board.

### Hearing

Guidelines for Judicial Conduct Board hearings are outlined in the Student Affairs Community Standards Handbook. The Hearing Board will consist of three faculty/staff members selected from a pool of trained board members. Unlike membership of the Judicial Board for other areas of Student Conduct, those for cases involving sexual misconduct will not include student membership.

### **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 the Drury homepage at [www.drury.edu](http://www.drury.edu) click on 'Faculty/Staff'
2. Select 'Human Resources' link
3. Choose 'Training'
4. Finally, click on 'Faculty Training' to reach the FERPA module.

## DRURY UNIVERSITY STAFF

### Central Administration

President  
Vice President, Academic Affairs & Dean of College  
Vice President for Administration  
Vice President for Alumni & Development  
Dean of Admissions  
Vice President for Student Affairs/Dean of Students  
Dean, College of Continuing Professional Studies  
Registrar  
Director of Athletics  
Director of the Bookstore  
Director of Business Services  
Director of Career Planning & Development  
Director of Facilities Services  
Director of Financial Aid  
Director of Financial Aid, CCPS  
Director of Human Resources  
Director of Library and Information Services  
Director of Safety and Security  
Executive Director of Marketing and Communications  
Chief Financial Officer

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Lori Miller  
Scotti Siebert  
Bill Garvin (Interim)  
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Rob Fridge

### Academic Departments

Architecture  
Art and Art History  
Behavioral Sciences  
Biology  
Business Administration & Economics  
Chemistry  
Communication  
Education  
English  
Environmental Program  
Exercise and Sport Science  
History  
Languages  
Library  
Mathematics and Computer Science  
Music  
Philosophy and Religion  
Physics  
Political Science & Geography  
Theatre

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Admission Module/Transfer Entry Specialist

Dual Credit Coordinator

Enrollment Specialist/Cohort Manager

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