# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRURY UNIVERSITY MISSION, VISION, AND CULTURE STATEMENTS</td>
<td>4</td>
</tr>
<tr>
<td>LISTING OF CCPS LOCATIONS</td>
<td>6</td>
</tr>
<tr>
<td>LISTING OF CCPS ACADEMIC PROGRAMS AND DEPARTMENTS</td>
<td>7</td>
</tr>
<tr>
<td>WELCOME AND NEW ADJUNCT INSTRUCTOR INFORMATION</td>
<td>8</td>
</tr>
<tr>
<td>Employment</td>
<td>8</td>
</tr>
<tr>
<td>Salary Determination</td>
<td>8</td>
</tr>
<tr>
<td>Pay Dates</td>
<td>9</td>
</tr>
<tr>
<td>Required HR Forms</td>
<td>9</td>
</tr>
<tr>
<td>Communication</td>
<td>10</td>
</tr>
<tr>
<td>Parking</td>
<td>10</td>
</tr>
<tr>
<td>Mandatory Training and Professional Development</td>
<td>10</td>
</tr>
<tr>
<td>Holidays</td>
<td>10</td>
</tr>
<tr>
<td>Tuition Remission Benefits for Adjunct Instructors</td>
<td>10</td>
</tr>
<tr>
<td>Commencement</td>
<td>12</td>
</tr>
<tr>
<td>Library</td>
<td>12</td>
</tr>
<tr>
<td>ADJUNCT INSTRUCTOR WORKLOAD POLICY</td>
<td>12</td>
</tr>
<tr>
<td>Limit on Course Load</td>
<td>13</td>
</tr>
<tr>
<td>Teaching Assignments for Drury Staff Employees</td>
<td>13</td>
</tr>
<tr>
<td>INSTRUCTOR REQUIREMENTS AND EXPECTATIONS</td>
<td>13</td>
</tr>
<tr>
<td>Enrollment Verification</td>
<td>13</td>
</tr>
<tr>
<td>Academic Progress/Early Warning</td>
<td>14</td>
</tr>
<tr>
<td>Final Grades</td>
<td>14</td>
</tr>
<tr>
<td>LMS Usage</td>
<td>15</td>
</tr>
<tr>
<td>Student Dropping of Classes</td>
<td>15</td>
</tr>
<tr>
<td>Final Examination Schedule</td>
<td>15</td>
</tr>
<tr>
<td>Class Attendance Records</td>
<td>15</td>
</tr>
<tr>
<td>Consultation with Students</td>
<td>15</td>
</tr>
<tr>
<td>Academic Advising Services</td>
<td>15</td>
</tr>
<tr>
<td>Appeal of Final Course Grade</td>
<td>16</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>16</td>
</tr>
<tr>
<td>Enrollment Cancellation at Suggestion of Instructor</td>
<td>16</td>
</tr>
<tr>
<td>Instructor Evaluation</td>
<td>16</td>
</tr>
<tr>
<td>Meeting as Scheduled</td>
<td>16</td>
</tr>
<tr>
<td>Cancellation of Class Meetings Due to Severe Weather or Other Emergencies</td>
<td>17</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>17</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>17</td>
</tr>
<tr>
<td>BUILDING A ROBUST COURSE</td>
<td>17</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------</td>
<td>----</td>
</tr>
<tr>
<td>Individual Course Syllabus</td>
<td>17</td>
</tr>
<tr>
<td>Course Grading Scale</td>
<td>17</td>
</tr>
<tr>
<td>Textbooks</td>
<td>18</td>
</tr>
<tr>
<td>Audiovisual Aids</td>
<td>19</td>
</tr>
<tr>
<td>Course Materials</td>
<td>19</td>
</tr>
<tr>
<td>Reproduction of Copyrighted Material</td>
<td>19</td>
</tr>
<tr>
<td>Scheduling of Class Around Holidays</td>
<td>19</td>
</tr>
<tr>
<td>Make-Up Examinations and Late Work</td>
<td>19</td>
</tr>
<tr>
<td>COURSE TYPES</td>
<td>20</td>
</tr>
<tr>
<td>Directed Study, Research, Selected Topics, and Internships</td>
<td>20</td>
</tr>
<tr>
<td>DRURY UNIVERSITY EMPLOYMENT POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>FERPA</td>
<td>20</td>
</tr>
<tr>
<td>Equal Employment Opportunity</td>
<td>22</td>
</tr>
<tr>
<td>Equal Employment</td>
<td>22</td>
</tr>
<tr>
<td>Title IX</td>
<td>22</td>
</tr>
<tr>
<td>Non-Discrimination/Harassment Policy</td>
<td>35</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>43</td>
</tr>
<tr>
<td>Disability Support Services</td>
<td>44</td>
</tr>
<tr>
<td>Social Media Best Practices Policy</td>
<td>45</td>
</tr>
<tr>
<td>Communicable Diseases Policy</td>
<td>47</td>
</tr>
<tr>
<td>Tobacco Policy</td>
<td>48</td>
</tr>
<tr>
<td>Firearms Policy</td>
<td>49</td>
</tr>
<tr>
<td>Interactions with Students</td>
<td>49</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>49</td>
</tr>
<tr>
<td>Saving on Energy – Human and Electrical</td>
<td>49</td>
</tr>
<tr>
<td>Emergency and Tornado Procedures</td>
<td>49</td>
</tr>
<tr>
<td>Active Shooter Plan</td>
<td>50</td>
</tr>
</tbody>
</table>
DRURY UNIVERSITY

GUIDING PURPOSE
Transform student lives through personalized education.

MISSION OF DRURY UNIVERSITY
Drury is an independent University, church-related, grounded in the liberal arts tradition, and committed to personalized education in a community of scholars who value the arts of teaching and learning. Education at Drury seeks:

● To cultivate spiritual sensibilities and imaginative faculties as well as ethical insight and critical thought;
● To foster the integration of theoretical and practical knowledge; and
● To liberate persons to participate responsibly in and contribute to life in a global community.

VISION
Residential
Ensure all students are extraordinarily well prepared for a productive career and a life well lived.

Evening and Online
Create a community of lifelong learners who gain the knowledge, skills and values needed to better themselves and their communities.

Graduate Studies
Develop responsible leaders who aspire to thrive within their professions and service activities by fostering the integration of theoretical and practical knowledge.

STRATEGIC PRIORITIES

• Be recognized as best-in-class for our academic excellence and innovative academic experience.
• Be a university of choice among our student populations, driving increased enrollment across all divisions.
• Enhance resources to compete with best-in-class universities in our peer set while remaining good financial stewards and fiduciaries for the present and future.
• Raise Drury University’s overall stature, visibility, and favorability among key constituency groups.
• Provide a superior student experience that contributes to the well-being and safety of all students.
• Create and sustain a strong culture that promotes a sense of unity and personal ownership and responsibility for the health and success of Drury University and its students.

OUR CULTURE
A spirit of community, passionate about success.

GUIDING BELIEFS

● Our students’ best interests come first.
● Our goal is to deliver a personalized education in a challenging, yet supportive environment.
● We are inclusive of all people and perspectives, treating each other with respect of civility.
● Student success is measured by the development of the whole person emphasizing academic achievement, critical thinking and ethical behavior.
● We are creative, innovative problem-solvers eager to embrace and drive positive change.
● We aspire to achieve excellence in all things.
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 at which 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.

LISTING OF CCPS LOCATIONS

For a complete listing of all Drury employees, see the Drury University Directory located at this link:
https://my.drury.edu/ICS/Campus_Directory.jnz

<table>
<thead>
<tr>
<th>Administrative Offices</th>
<th>Address and Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Provost for Adult, Online, and Graduate Programs, Regina Waters</td>
<td>900 N. Benton Ave. Burnham Hall 203 Springfield, MO 65802 (417) 873-7251 office</td>
</tr>
<tr>
<td>Executive Vice President - Enrollment Management and Operations for Adult and Online Education, Kimbrea Browning</td>
<td>900 N. Benton Ave. Burnham Hall 103 Springfield, MO 65802 (417) 873-7313 office (417) 873-7016 fax</td>
</tr>
</tbody>
</table>

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<tr>
<th>Springfield Offices</th>
<th>Location and Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>Lay Hall 304 (417) 873-7502 office</td>
</tr>
<tr>
<td>Faculty Support</td>
<td>Lay Hall 303 (417) 873-7266</td>
</tr>
<tr>
<td>Continuing Studies Department</td>
<td>Breech 100 (417) 873-6967 office</td>
</tr>
<tr>
<td>Dual Credit</td>
<td>Burnham 101 (417) 873-7331 office (417) 873-7016 fax</td>
</tr>
<tr>
<td>Instructional Design</td>
<td>Lay Hall Basement (417) 873-7823 <a href="mailto:helpdeskticket@drury.edu">helpdeskticket@drury.edu</a></td>
</tr>
<tr>
<td>Law Enforcement Academy</td>
<td>LEA Bldg (417) 873-7542 office (417) 873-7016 fax</td>
</tr>
<tr>
<td>Online Education</td>
<td>Lay Hall Basement (417) 873-6963 office or <a href="mailto:helpdeskticket@drury.edu">helpdeskticket@drury.edu</a></td>
</tr>
<tr>
<td>Recruiting</td>
<td>Burnham 103 (417) 873-6349 office (417) 873-7016 fax</td>
</tr>
<tr>
<td>Branch Campuses / Sites</td>
<td>Address and Phone</td>
</tr>
<tr>
<td>------------------------</td>
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<tr>
<td>Ava</td>
<td>PO Box 1347</td>
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<tr>
<td></td>
<td>603 NW 10th Ave.</td>
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<tr>
<td></td>
<td>Ava, MO 65608</td>
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<tr>
<td></td>
<td>(417) 873-6630 office</td>
</tr>
<tr>
<td></td>
<td>(417) 873-6635 fax</td>
</tr>
<tr>
<td>Ft. Leonard Wood</td>
<td>Truman Education Building</td>
</tr>
<tr>
<td></td>
<td>4904 Constitution Ave.</td>
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<tr>
<td></td>
<td>Bldg. 499, Room 4</td>
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<td></td>
<td>Ft. Leonard Wood, MO 65473</td>
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<tr>
<td></td>
<td>(417) 873-6640 office</td>
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<tr>
<td></td>
<td>(417) 873-6645 fax</td>
</tr>
<tr>
<td>Houston</td>
<td>PO Box 38</td>
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<tr>
<td></td>
<td>204 W. Spruce St.</td>
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<tr>
<td></td>
<td>Houston, MO 65483</td>
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<tr>
<td></td>
<td>(417) 873-6600 office</td>
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<tr>
<td></td>
<td>(417) 873-6615 fax</td>
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<tr>
<td>Lebanon</td>
<td>122 E. Commercial</td>
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<td></td>
<td>Lebanon, MO 65536</td>
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<tr>
<td></td>
<td>(417) 532-9828 office</td>
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<tr>
<td></td>
<td>(417) 532-9747 fax</td>
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<tr>
<td>Monett</td>
<td>400 4th St.</td>
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<tr>
<td></td>
<td>Monett, MO 65708</td>
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<tr>
<td></td>
<td>(417) 873-6620 office</td>
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<td></td>
<td>(417) 873-6627 fax</td>
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<tr>
<td>Rolla</td>
<td>1034 S. Bishop Ave.</td>
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<td></td>
<td>Rolla, MO 65401</td>
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<tr>
<td></td>
<td>(417) 873-6650 office</td>
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<tr>
<td></td>
<td>(417) 873-6656 fax</td>
</tr>
<tr>
<td>Springfield</td>
<td>900 N. Benton Ave.</td>
</tr>
<tr>
<td></td>
<td>Springfield, MO 65802</td>
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<tr>
<td></td>
<td>(417) 873-3620 office</td>
</tr>
<tr>
<td></td>
<td>(417) 873-7016 fax</td>
</tr>
<tr>
<td>St. Robert</td>
<td>194 Eastlawn Ave.</td>
</tr>
<tr>
<td></td>
<td>Suite C</td>
</tr>
<tr>
<td></td>
<td>St. Robert, MO 65584</td>
</tr>
<tr>
<td></td>
<td>(417) 873-6660 office</td>
</tr>
<tr>
<td></td>
<td>(417) 873-6671 fax</td>
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</tbody>
</table>

**LISTING OF CCPS ACADEMIC DEPARTMENTS AND PROGRAMS**

For a complete listing of the academic departments, programs, and courses offered by the CCPS program, please consult the CCPS Academic Catalog located at this link:

[https://www.drury.edu/academics/catalogs/evening-and-online-catalog](https://www.drury.edu/academics/catalogs/evening-and-online-catalog)
WELCOME TO DRURY!

Welcome to Drury! As an instructor here, you will be of creating the Drury experience for every student who passes through your classroom! As you may know, Drury is a special place. Drury is different in that we want our students to get that personal interaction and attention in the classroom (even online) that creates the Drury experience. If students need extra help, they should feel supported and encouraged to ask you for it. Prompt, individualized feedback should be given for all student work. At Drury, you’re not just facilitating a course – you’re leading it. Ultimately, we all have the same goal: to provide an excellent experience for our students. We believe that you have what it takes to deliver an excellent course, no matter if that’s in the classroom, online, or both. The College of Continuing Professional Students (hereinafter referred to as CCPS) team that is behind you all the way.

NEW ADJUNCT INSTRUCTOR EMPLOYEE INFORMATION

Employment

Drury University’s 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 all 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 Associate Provost an adjunct instructor application form, resume, official transcript of highest degree, and unofficial copies of transcripts for other degrees and/or coursework.
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 Associate Provost acts on the recommendation of the department chair and approves or rejects the application.
5. If approved, the request is then forwarded to the Provost for final review.
6. 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. Adjunct instructors are assigned and contracted on a course-by-course basis, and said contracts do not guarantee teaching assignments in future semesters.

Salary Determination

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

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

**Pay Dates**

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

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

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

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

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

**Required HR Forms**

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

Adjunct instructors must file the following documents with either CCPS or the 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
- TB Screening Questionnaire

Links for these forms can be found at this link:

https://www.drury.edu/hr/Starting-Work-at-Drury-University

Adjuncts are also required to complete the following web-based training modules:
- Family Education Rights and Privacy Act (FERPA)
- Non-Discrimination/Harassment and Title IX

Links for these forms can be found at this link:

http://www.drury.edu/hr/human-resources-training.

Instructors requesting a change in claimed exemptions or direct deposit should complete new forms available online at through the forms section of Drury’s Human Resources website at http://www.drury.edu/hr/Starting-Work-at-Drury-University.
Each adjunct instructor’s current telephone number, mailing address and e-mail address, and emergency contact information should be on file with Human Resources at all times.

**Communication**

New adjuncts receive a Drury email account, access to MyDrury, and the learning management system (LMS). Drury University email is the University’s official mode of communication. It is your responsibility to check your Drury email on a regular basis. You may forward your Drury email to your personal email account. Information about forwarding your email is available at www.drury.edu/ccps/pdf/forward-drury-email.pdf. Adjuncts and students communicating via email must use their Drury University email account for all correspondence. No communication with students should be done through anything other than your Drury email account.

**Parking**

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

**Mandatory Trainings and Professional Development**

Adjuncts teaching CCPS (seated/blended) or Online courses are required to complete an online asynchronous Initial Training based on their teaching format prior to the start of the term. This training is designed to provide instructors not only with the LMS training, but also provide the instructors with “best practice” teaching expectations.

In the second year and after Initial Training has been completed, adjuncts are expected to attend either an annual face-to-face training seminar provided at Drury or complete an online “Advanced LMS Training.”

Once an instructor has completed both the online ”Initial Training” and either an “Advanced LMS Training” or an annual face-to-face training seminar, he/she is eligible to meet the annual professional development training requirement by taking one of the offered online lessons offered through the LMS which are target focused.

**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 at this link www.drury.edu/academiccalendar for these dates.

**Tuition Remission Benefits for Adjunct Instructors**

The University provides non-taxable tuition benefits (as defined in Section 117 of the Internal Revenue Service Code) as follows: Tuition remission for adjunct instructors and their eligible dependents will be applied on the basis of one hour taught generates one hour of tuition remission, at the credit hour rate of the course being taught. Adjunct instructors are eligible for undergraduate and graduate tuition remission. Eligible dependents of adjunct instructors are
eligible for undergraduate tuition remission benefits only. Tuition remission benefits must be used during the same semester in which they are earned.

**Tuition Remission Forms**
A tuition grant application form must be completed for each semester or term in which benefits will be used. Online tuition remission forms must be fully completed no later than the fourteenth (14th) day of the appropriate semester or term in which the course(s) will be taken. A late fee of 10% of the tuition charges will be applied to the student's account if the tuition remission form for that term is not received by the CCPS office by the due date. Employees may apply for a one-time only waiver of late fees in the Human Resources office. For the waiver to be approved the employee must not have been approved for a previous late fee waiver, and must acknowledge on the waiver form their receipt of the tuition remission policy and tuition remission form due dates.

The online form can be found at: [https://www.drury.edu/hr/tuition-grant-application](https://www.drury.edu/hr/tuition-grant-application)

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

**Restrictions and Administrative Requirements**
NOTE: Campus Housing policies and campus residency requirements will apply to dependent children utilizing tuition remission as full-time day school students. Refer to the Student Housing Policy for complete requirements at the following link:

[https://www.drury.edu/academics/catalogs/community-standards-handbook](https://www.drury.edu/academics/catalogs/community-standards-handbook)

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

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

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

Tuition grants for the graduate degree programs (as defined in Section 127 of the Internal Revenue Service Code) are restricted to the use of eligible employees up to the maximum per calendar year.
Tuition remission may only be applied to Drury classes, as determined by the Registrar. The travel portion of the MBA tuition, and fees associated with any off campus programs are excluded from tuition remission. Effective June 1, 2017, the Cox Nursing program and other integrated health programs are excluded from tuition remission.

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

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

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

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

The amount of tuition remission is applied to gross tuition less any externally-funded scholarships, and Federal or State grant aid such as Pell Grant and Access Missouri Grant, unless said scholarships are applied to room and board charges in Drury facilities. If Drury has no housing vacancies, said awards may be applied to off-campus room and board, and tuition remission is not diminished by the amount 5 of said scholarships. Tuition remission recipients are not eligible for scholarships funded by Drury University.

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

Commencement

All adjunct instructors are invited to march during commencement. Commencement takes place in May and December. Regalia is the responsibility of the instructor. Rentals may be arranged by contacting Marline Faherty in the Office of Academic Affairs (417-873-7225).

Library

Drury University has a vast library for employees and 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.

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 plus three (3) dual credit hours.

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. This includes courses taught for Cox College). In rare circumstances, 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 Associate Provost of Adult, Online, and Graduate Education 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 Associate Provost. Full-time staff employees may not teach without the written approval of the Associate Provost 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. This also includes courses taught for Cox College). 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 his/her supervisor.

INSTRUCTOR REQUIREMENTS AND EXPECTATIONS

Enrollment Verification

Continuing Studies adjunct instructors may obtain current class rosters online via the Drury website at www.drury.edu. Click the MyDrury icon and log in using your email username and password.

Enrollment verification is extremely important and instructors are required to comply with requests for information about enrollment. This process is imperative for the identification of students who have NEVER ATTENDED or submitted work by the enrollment verification period. This information is an essential part of financial aid awards and correct billing for students, as well as making certain that academic credit is properly awarded.

In general, enrollment verification occurs during the third week of the full semester and A-Block, and the second week of B-Block. Instructors submit this information through MyDrury
in the grade reporting section, using the current class roster. The instructor is required to report on each student listed in all classes, including directed study and independent research registrations.

The Registrar’s Office will send a reminder email (to your Drury email) at the time of enrollment verification. Each communication from the Registrar’s Office will include instructions and the deadline for reporting. It is required that Continuing Studies adjunct instructors fully comply with these requirements.

Each instructor shall maintain this information for a minimum of five years.

**Academic Progress/Early Warning**

Instructors should supply as much information as possible on students who have stopped attending or who have poor attendance (i.e. how many classes missed, last date of classes). Further, instructors should include student I.D. numbers and the name of the class.

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. The instructor will use the CCPS Early Warning Form to report any student experiencing academic difficulty and/or attendance issues. **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. Midterm grades are **required** for all undergraduate classes. Therefore, instructors should plan course syllabi that enables them to report midterm progress at the time midterm grades are due.

**Final Grades**

Final grades must be reported on time. Instructors report grades through MyDrury by using their email username and password. Instructors should understand the grading system and grading policies as outlined in the University catalog and should maintain careful records of their own grading procedures and student progress throughout the semester.

**Grades must be reported for all students on the roster. Do not leave any blank grades.** If a student has not attended for some time, but failed to officially withdraw, you must post a grade for that student. Posting a grade of F will require a last date of attendance, so it is important to know when a student stopped participating.

Conversely, no grades can be reported for any student whose name does not appear on the official class roster (important reasons for submitting accurate enrollment verification as described above).
Incomplete grades “I” are reserved only for students with special circumstances who have made prior arrangements with their instructor. The instructor must complete the “Request to Assign an Incomplete” form prior to the end of the academic session and gain all necessary administrative approvals for the incomplete. The form is available on the MyDrury on the Faculty tab.

**LMS Usage**

Even if you are teaching a 100% seated course, your syllabus and grades must be recorded in the LMS.

All CCPS instructors must use the grade book function within the online class for archival purposes. This applies to all types of CCPS courses.

**Student Dropping of Classes**

The responsibility for initiating and completing a drop or withdrawal process rest entirely with the student. Students should consult the Academic Calendar (available online) for deadlines. Depending on the timeframe of the drop, the student will either drop the course online through MyDrury, or submit a drop form to the Registrar’s Office (or their campus location). **An instructor cannot drop a course for a student, nor can the student simply notify an instructor of their intent to drop.**

**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 period without first making special arrangements with the Director of Academic and Student Affairs for CCPS.

**Class Attendance Records**

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

**Consultation with Students**

Some CCPS students cannot visit an instructor during daytime hours. CCPS instructors are requested to provide other times for personal consultations with their students. Online instructors must use Drury email as the means to be available to their students for consultation purposes. Consultation may also take place before or after class.

**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, failing grade).
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 following the process outlined at https://www.drury.edu/registrar/appeal-of-final-course-grade.

Academic Standards

CCPS prides itself on quality instruction. The quality of instruction and the standards of performance have been determined by the appropriate University unit. Adjunct instructors are required to meet pre-determined learning outcomes, use approved textbooks, and provide assessment data on student performance on course learning outcomes.

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 during the enrollment verification period. The instructor should notify the student’s academic advisor and the Director for Academic and Student Affairs for CCPS so the student can be transferred to an appropriate course.

Instructor Evaluation

CCPS expects instructors to provide their students with the opportunity to evaluate their classroom experience. All CCPS classes are evaluated using the online IDEA evaluation form. In addition, the academic departments, the Associate Provost, or the Director of Online Education require course observation and evaluations on a rotating basis, with all instructors being evaluated at least once every three years. The evaluation forms can be found at https://www.drury.edu/evening-and-online/ccps-resources-adjunct/ccps-adjunct-resources-syllabus. Some unit leaders may require additional evaluation components. Evaluations should be administered according to instructions in a timely and confidential manner. Adjunct instructors will receive summaries of all evaluations (IDEA and course observations). 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 as Scheduled

When an adjunct instructor assumes the responsibility of teaching a class, he or she accepts the obligation to hold class as scheduled. If for some reason the instructor is unable to do so, it is his or her responsibility to notify the Continuing Studies office, the Site Director or the Director of Online Education for all online courses.

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

Cancellation of 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 posted on the University’s website and a text message sent to all students and adjunct instructors enrolled in the text alert program. Instructors should have assignments and/or activities in mind to post online such as videos, discussion questions, lecture notes, articles, or other learning tools that relate to the LO’s for that week.

You may visit the following link if you wish to sign up for emergency alerts for one or more of our campuses:

https://www.drury.edu/security/sign-up-for-emergency-alerts

Schedule Changes

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.

Housekeeping

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.

BUILDING A ROBUST COURSE

Individual Course Syllabus

Course syllabi shall be kept on file for five years from the date of course offering. The adjunct instructor and the CCPS office 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 one month 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 the University to have copies of all syllabi on file. When new adjunct instructors are called upon to teach, it is helpful for the chair to be able to show them how the course has previously been taught (how it fits into the departmental program) through sharing a syllabus.
CCPS has adopted standard syllabus templates for undergraduate seated, blended and online courses, Breech School of Business Administration courses, and School of Education and Child Development courses. Templates for all classes are available at: https://www.drury.edu/evening-and-online/ccps-resources-adjunct/ccps-adjunct-resources-syllabus

Syllabi will include learning outcomes and required textbooks as identified by the appropriate University unit. Information on learning outcomes and required textbooks are available in LMS by clicking “Moodle for Instructors” then “Link for CCPS and Online Course Descriptions, Learning Outcomes, and Textbook List or at this link: https://docs.google.com/document/d/1n8wFTkbCRZ_p1pccHKH8Df5QQdCLdEedYfuDDqqXQx4/

Each semester CCPS instructors should use the appropriate template to prepare a syllabus for each course they will be teaching. Instructors should then submit their syllabus for approval to the Course Syllabus Submission Form link at least one month to the start of class. All approved syllabi should be posted in the LMS course shell one week before the start of class. This applies to ALL types of classes in CCPS, not just online courses. The academic calendar is available at www.drury.edu/academic-affairs/academic-calendar.

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

Course Grading Scale

To ensure a consistent experience for all students, we recommend the following grading scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 100%</td>
<td>N/A</td>
</tr>
<tr>
<td>100 - 93%</td>
<td>A</td>
</tr>
<tr>
<td>92 - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89 - 87%</td>
<td>B+</td>
</tr>
<tr>
<td>86 - 83%</td>
<td>B</td>
</tr>
<tr>
<td>82 - 80%</td>
<td>B-</td>
</tr>
<tr>
<td>79 - 77%</td>
<td>C+</td>
</tr>
<tr>
<td>76 - 73%</td>
<td>C</td>
</tr>
<tr>
<td>72 - 70%</td>
<td>C-</td>
</tr>
<tr>
<td>69 - 67%</td>
<td>D+</td>
</tr>
<tr>
<td>66 - 63%</td>
<td>D</td>
</tr>
<tr>
<td>63 - 60%</td>
<td>D-</td>
</tr>
<tr>
<td>&lt; 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Issuance of an Incomplete: See Course Policies

Textbooks

When invited to teach a course, adjunct instructors will complete an Intent to Teach form that requires selection of a text from an approved textbook list. Adjunct instructors must use textbooks from the approved list. In some cases, only one textbook is approved so there is not an option. CCPS will notify instructors as soon as possible if the bookstore orders a newer edition than identified by the instructor. Whenever possible, adjunct instructors are strongly urged to utilize the Drury Direct digital option as a way to keep book costs down for students.

Per the preference of most book publishers, desk copies and instructor materials will be
ordered by the adjunct instructor.

All instructors must make timely selections of textbooks so that the bookstore has textbooks available for students to purchase prior to the beginning of class. The Drury Bookstore on the Springfield campus will be the primary source for hard copy textbooks. Students can order their books online and have them shipped directly to their home or can arrange to pick them up on campus. If Drury Direct is used, students will not need to purchase a book because the text will be embedded directly into the Moodle course and the student’s account will be billed. Students should be reminded that they must opt out within the first two weeks of class if they do not wish to be billed for the Drury Direct book.

**Audiovisual Aids**

Computer projection is available in most classrooms. If teaching at a branch campus, contact the site director for information about available technology. In Springfield, contact Technology Services (helpdesk@drury.edu). Additional information is available on the website: [https://www.drury.edu/tech-services/about-technology-services](https://www.drury.edu/tech-services/about-technology-services)

**Course Materials**

Whenever possible, readings and other course materials should be posted to the LMS. If paper copies are unavoidable, photocopies can be completed by the instructor in classroom buildings. Please check with site directors for information regarding photocopying at branch campus locations. Other requests for materials should be directed to the CCPS office staff.

**Reproduction of Copyrighted Material**

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.

**Scheduling of Class Around 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. No coursework should be required on University-observed holidays.

**Make-up Examinations and Late Work**

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, the instructor may make arrangements to issue the exam to the student. The
instructor is only the only individual who can proctor a make-up exam.

Likewise, if late work is accepted, the process for submitting late work should be clearly explained in the syllabus along with any grade implications.

COURSE TYPES

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: 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. 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.

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

Internships: Internships are structured to provide students an opportunity to apply the learning secured in the classroom in some practical way. A faculty sponsor and an on-site supervisor help the student establish the objectives for the internship. The faculty sponsor, in consultation with the on-site supervisor, will perform evaluation. Grading will be on a satisfactory/unsatisfactory basis. Internships require a signature on the learning contract. The faculty sponsor will provide counsel and will evaluate the student’s performance. Career services are available by visiting the on-campus career office. See this link https://www.drury.edu/compass-center/career/internshipinfo for details.

DRURY UNIVERSITY EMPLOYMENT POLICIES

Family Educational Rights and Privacy Act of 1974

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

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

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

The University has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

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

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

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

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

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

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

The directions to the FERPA training site are as follows:
1. Go to http://www.drury.edu/hr/human-resources-training
2. Select “Adjunct Instructor/Part-Time Faculty training”
Equal Employment Opportunity

A. Equal Employment

Drury University is committed to the concept of equal employment opportunity. Therefore, all necessary action shall be taken to ensure that applicants are employed and employees are treated during employment on the basis of their exhibited ability and competence, without discrimination on the basis of race, color, religion, age, sex or national origin.

In support of this policy, the University shall conduct an active affirmative action program in order to promote equal employment opportunities, and all members of the Drury community are instructed to support this commitment in both letter and spirit.

B. Title IX – Sexual Misconduct Policy
Effective 8-1-13, Rev 2-25-14, Rev 6-1-15, Rev. 9-1-16

I. POLICY STATEMENT

Drury University (the “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, promotes the safety and welfare of all members of the campus community, and is free of discrimination on the basis of sex. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination, and sexual violence is a particularly severe form of sexual harassment. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below. The 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.

II. SCOPE

This policy applies to all University employees, including staff, faculty, and administrators; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University’s educational programs and activities, including third-party visitors on campus (the “University Community”). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The University’s prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, housing, athletics, and student services.

The University has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official University program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The University will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.
III. TITLE IX STATEMENT

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its educational programs and activities, which prohibit discrimination based on sex in the University's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination.

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.

**Interim Title IX Coordinator**
Paul Hinkle 873-6894

**Deputy Coordinator**
Tijuana Julian, Dean of Students 873-7215

**Deputy Coordinator**
Bruce Callen, Professor of Physics 873-7546

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

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

IV. POLICY DEFINITIONS

**Sexual Misconduct** is an umbrella term covering sex discrimination, sexual harassment, and sexual violence and this term will be used throughout the remainder of this policy and the Complaint Resolution Procedures when collectively referring to these types of conduct.

**Sexual Harassment**

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
- Social media use that violates this policy
- Sending sexually explicit emails or text messages
- Sexual violence (as defined below)

**Sexual Violence**

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because he or she is below the minimum age of consent in the applicable jurisdiction, or because of his or her incapacitation due to the use of drugs and/or alcohol.

Some types of sexual violence are described as:

- **Rape or Sexual Assault:**
  Having or attempting to have non-consensual sexual intercourse with another person. Sexual intercourse includes an act of oral, vaginal, or anal penetration, however slight, with an object or body part by any individual upon another person.

- **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.

**Consent**

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- 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 one form of sexual activity does not imply consent to other forms of sexual activity.
- Being in a romantic relationship with someone does not imply consent to any form of sexual activity.
- 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** is 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.

**Domestic Violence, Dating Violence, and Stalking**
The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person’s sex. These crimes, no matter the motivation behind them, are a violation of this policy.

- **Domestic Violence:**
  Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction […], or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
    - Missouri’s definition of domestic violence can be found at Mo. Rev. Stat. § 455.010.
    - Under Missouri law, domestic violence also includes the crime of “domestic assault” which can be found at Mo. Rev. Stat. §§ 565.072-565.074.

- **Dating Violence:**
  Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.
    - Missouri law does not specifically define dating violence, but conduct of this nature is covered by Missouri’s definitions of domestic violence and domestic assault.

- **Stalking:**
  A course of repeated non-consensual conduct directed toward another specific 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 conveying oral or written threats, extorting money or
valuables, threatening physical conduct, or any combination of these behaviors
directed at or toward a person.

- Missouri’s definition of stalking can be found at Mo. Rev. Stat. § 455.010 and § 565.225.
- **Cyber-stalking** is 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.

V. REPORTING INCIDENTS OF SEXUAL MISCONDUCT

Employees’ Duty to Report
All University employees have a duty to report sexual misconduct to the Title IX Coordinator or a
Deputy Coordinator when they receive a report of such conduct, witness such conduct, or
otherwise obtain information about such conduct. This includes employees who may have a
professional license requiring confidentiality if they are not employed by the University in that
professional role. Reports should be made by employees as soon as is reasonably possible after
such information is obtained. An employee not reporting sexual misconduct, or not reporting in a
timely manner, as required by this policy may be disciplined accordingly, up to and including
termination.

Students and Other Persons
Students and any other persons who wish to report sexual misconduct should file a complaint
with the Title IX Coordinator or a Deputy Coordinator. Students should be aware that all
employees at the University have an obligation to report sexual misconduct that they become
aware of or witness, except those identified later in this section.
An anonymous report can also be made at:
http://falkor.drury.edu/forms/inforeport/inforeport.cfm. However, employees cannot fulfill their
reporting obligation by using this anonymous mechanism.

Confidential Discussions
If a student or employee victim desires to talk confidentially about his or her situation, there are
resources available. The following resource is available to assist you and will not further disclose
any identifying information about you, unless otherwise required to do so by law (e.g., if the victim
is a minor):

- The University’s Student Counseling Center is available to students. 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. Contact information
for the Student Counseling Center is as follows: Findlay Student Center,
Room 114, (417) 873-7357.
• The University’s Chaplain is available to talk with students and employees. Contact information is as follows: (417) 873-7231.

Content of the Complaint
So that the University has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the University may follow up appropriately.

Timing of Complaints
The University encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the University’s ability to investigate and respond to the conduct complained of.

Information Provided to Complainant and Respondent
A complainant who makes a claim of sexual misconduct to the University will be given a copy of the document titled “Complainant Rights and Options for Recipients of Sexual Misconduct.” This document provides information about this policy and the Complaint Resolution Procedures used to investigate and resolve complaints of sexual misconduct, options for filing complaints with the local police, resources that are available on campus and in the community, etc. A person against whom a complaint has been filed will also be given information about the process.

Conduct that Constitutes a Crime
Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking
If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim’s fault. When physical violence of a sexual nature has been perpetrated against you, the University recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. As necessary to preserve evidence, victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc., rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:
- Contacting parents or a relative
- Seeking legal advice
- Seeking personal counseling (always recommended)
- Pursuing legal action against the perpetrator
- Pursuing disciplinary action through the University
- Requesting that no further action be taken
- Requesting further information about the University’s policy and procedures for addressing sexual misconduct
- Requesting further information about available resources

**Vendors, Contractors, and Third-Parties**
This policy applies to the conduct of vendors, contractors, and third parties. Members of the University Community who believe they have been subject to sexual misconduct in violation of this policy by a vendor, contractor, or other third party can make a complaint in the manner set forth in this section.

**Retaliation**
It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

**Protecting the Complainant**
Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, living, transportation, or work situation, to the extent that the University has control over these environments, if options to do so are reasonably available and upon request of the complainant. Such changes may be available regardless of whether the victim chooses to report the crime to the University’s Department of Safety & Security or local law enforcement. Requests to change an academic, living, transportation, or work situation, or for any other protective measure, should be made to the Title IX Coordinator.

If a complainant has obtained an ex parte order of protection, full order of protection, or any other temporary restraining order or no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The University will take all reasonable and legal action to implement the order.

**Amnesty**
The University recognizes that an individual who has been drinking alcohol or using drugs may be hesitant to report sexual misconduct. To encourage reporting, the University will not take disciplinary action for drug or alcohol use against an individual reporting sexual misconduct, either as the complainant or as a witness, provided that these conduct violations did not and do not place the health or safety of any other person at risk. The University may, however, require the reporting individual to attend a course or pursue other educational interventions related to alcohol and drugs.

The University’s commitment to amnesty in these situations does not prevent action by police or other legal authorities against an individual who has illegally consumed alcohol or drugs.

**Bad Faith Complaints**
While the University encourages all good faith complaints of sexual misconduct, the University has the responsibility to balance the rights of all parties. Therefore, if the University’s investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who
filed the knowingly false complaint may be subject to discipline.

VI. INVESTIGATION AND PRIVACY

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint, and all reports of sexual misconduct will be handled in confidence to the extent allowed by law. However, because of laws related to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

Further, if a report of sexual 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.

The appropriate Deputy Coordinator, in collaboration with the Title IX Coordinator and Director of Safety and Security, is responsible for evaluating requests for confidentiality.

VII. RESOLUTION

If a complaint of sexual misconduct is found to be substantiated, the University will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, probation, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from University programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

VIII. FACULTY AND STAFF STANDARDS

Academic Freedom
While the University is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

Relationships with Students
Members of the faculty or staff at the 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 decisions.

**Employee Relationships**
The University prohibits supervisors and managers from dating or otherwise entering into a personal relationship with any subordinate or any employee reporting to that supervisor or manager. Such relationship can become disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and claims of indirect sexual harassment.

**IX. RESOURCES AND SUPPORT**
Drury University offers non-judgmental support and resources to any party involved in a sexual misconduct incident. Please contact the Title IX Coordinator or a Deputy Coordinator for more information about available resources and accessing those resources.

**X. EDUCATION**
Because the University recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Title IX Coordinator.

**Sexual Misconduct Complaint Resolution Procedures**

**I. GENERAL PRINCIPLES**

**Applicability**
These Complaint Resolution Procedures apply to the resolution of all reports under the Sexual Misconduct Policy. They apply to the resolution of complaints against students, faculty, administrators, staff, and third parties, and they are the exclusive means of resolving complaints of sexual misconduct.

**Administration**
For purposes of these Complaint Resolution Procedures, “Deputy Coordinator” means the appropriate Deputy Coordinator depending on the status of the respondent. “Investigators” refers to one or more individuals from a trained pool of employees who have been assigned to investigate a particular complaint. “Title IX Team” refers to the individuals serving as the Coordinator, Deputy Coordinators, or Investigators.

**Promptness, Fairness and Impartiality**
These procedures provide for prompt, fair, and impartial investigations and resolutions. The Title IX Coordinator, Deputy Coordinators, and Investigators shall discharge their obligations under these Complaint Resolution Procedures fairly and impartially. If any individual involved in the administration of these procedures determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, another appropriate individual shall be designated to administer these procedures.
Training
These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation that protects the safety of victims and promotes accountability.

II. PRELIMINARY MATTERS RELATED TO THE INVESTIGATION AND RESOLUTION OF A COMPLAINT

Timing of the Investigation
The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar 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 Investigators in writing explaining how much additional time is needed and why it is needed. The Investigators shall respond to any such request within three (3) days.

Informal Resolution
Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. The following standards apply to any informal resolution method that is utilized:

- Can only be used with the complainant’s voluntary cooperation and the involvement of the Title IX Coordinator
- The complainant will not be required to work out the problem directly with the respondent
- Either party may terminate the informal process at any time and elevate the complaint to the formal investigation procedures described below
- Informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence

Interim Measures
At any time during the investigation, the Deputy Coordinator, in consultation with the Title IX Coordinator, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, 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 Sexual Misconduct Policy.

Support Person/Advisor
During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and must agree to maintain the confidentiality of the process. A support person/advisor may be removed if he or she becomes disruptive or does not abide by the limitations discussed in the previous sentence.

Pending Criminal Investigation
Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the University will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the University of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the University will proceed with its own investigation and resolution of the complaint.
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 Investigators
- 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 Investigators
- Equal opportunity to appeal determinations pursuant to Section IV, below

III. PROCESS FOR INVESTIGATING REPORTS OF SEXUAL MISCONDUCT

Commencement of the Investigation
Once a complaint is made, the Title IX Coordinator will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The parties will be notified of any delays to the commencement of the process. The Title IX Coordinator will meet with the Deputy Coordinator, and they will analyze the complaint to ensure it involves conduct covered by this policy, notify the respondent that a complaint has been filed, and assign Investigators. If it is determined that the complaint does not involve conduct covered by this policy, the matter will be referred to another University official and addressed via the appropriate process.

The purpose of the investigation is to determine whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Title IX Coordinator, Deputy Coordinator, and Investigators may receive counsel from University administrators, the University’s attorneys, or other parties as needed.

In certain narrow circumstances, an investigation may be commenced even if the complainant requests that the matter not be pursued. In such a circumstance, the Title IX Coordinator, Deputy Coordinator, and Investigators will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant’s articulated concerns.

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 Investigators 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.

At the conclusion of each interview during the investigation, the Investigators will prepare a written summary of the interview. The interviewee, whether it be the complainant, respondent, or third-party witness, will have an opportunity to review the written summary, discuss any adjustments that he or she believes should be made, and provide a signature confirming the content of the written summary and allowing it to be shared with other appropriate individuals during the course of the investigation.
Resolution
At the conclusion of the investigation, the Investigators will prepare a written investigation report. The written investigation report will explain the scope of the investigation, including parties and witnesses involved and evidence reviewed, identify findings of fact, and make a recommendation as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The written investigation report and any evidence reviewed during the investigation will be given to the Title IX Coordinator and Deputy Coordinator for a determination on the matter. Upon review of the written investigation report and discussions with the Investigators, the Title IX Coordinator and Deputy Coordinator may conclude that additional investigatory measures are needed. In such cases, the written investigation report will be returned to the Investigators, the investigation will continue, and the written investigation report may be modified following the additional investigatory measures.

Following a sufficient investigation and written investigation report being provided, the Title IX Coordinator and Deputy Coordinator will make a determination as to whether sexual misconduct occurred, and issue a Notice of Findings Letter and, if necessary, include in the Notice of Findings Letter those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

In the Notice of Findings Letter, the complainant and respondent will be offered the opportunity to meet with the Coordinator and/or Deputy Coordinator individually within three days of the date of the Notice of Findings Letter to discuss the outcome of the investigation, any sanctions and remedial measures that will be imposed, and appeal rights. The three (3) day timeframe may be extended when there are unavoidable scheduling conflicts.

If necessary, the version of the Notice of Findings Letter provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf.

The Notice of Findings Letter drafted by the Title IX Coordinator and Deputy Coordinator shall be final subject only to the right of appeal set forth in Section IV, below.

Special Procedure Concerning Complaints Against the President, the Title IX Coordinator, or other Administrators Senior to the Title IX Coordinator
If a complaint involves alleged conduct on the part of the University’s President, the Executive Committee of the University’s 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 five (5) days of his/her receipt of the Executive Committee’s written determination and in accordance with Section IV, 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 Title IX Coordinator within three (3) days of the resolution.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator senior to the Title IX Coordinator, 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 appoint three (3) members of the Title IX Team, who have no conflict of interest, to review the investigation report, make a determination, and prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued by the Title IX Team is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the Title IX Team’s written determination and in accordance with Section IV, 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 written statement shall be provided to the complainant, respondent, and the Title IX Coordinator within three (3) days of the resolution. If the Title IX Coordinator is the respondent, a copy of the resolution should also be given to one of the Deputy Coordinators to ensure it is properly filed.

IV. **APPEALS**

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

- There is a substantial likelihood that newly discovered information, not available at the time evidence was presented to the Title IX Coordinator and Deputy Coordinator, would result in a different decision
- There was a procedural error significant enough to call the outcome into question
- There was a clear error in factual findings
- Bias or prejudice on the part of the Title IX Coordinator, Deputy Coordinator, or Investigators, or
- The punishment or the corrective action imposed is disproportionate to the offense

**Method of Appeal**
Appeals must be filed with the President within five (5) days of receipt of the written report determining the outcome 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

**Resolution of the Appeal**
The President will appoint an Appeal Panel, comprised of three (3) members of the Title IX Team,
who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal and inform the Title IX Coordinator of their decision within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Title IX Coordinator shall issue a short and plain, written statement of the resolution of the appeal, including any changes made to the previous Notice of Findings and any sanctions or remedial measures imposed. The Title IX Coordinator's written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

V. DOCUMENTATION

Throughout all stages of the investigation, resolution, and appeal, the Title IX Team members 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. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

VI. INTERSECTION WITH OTHER PROCEDURES

These complaint resolution procedures are the exclusive means of resolving complaints alleging violations of the 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 Sexual Misconduct Policy.

Non-Discrimination/Harassment Policy and Complaint Procedures

1. General Statement
Drury University is committed to providing an academic and employment environment in which students and employees are treated with courtesy, respect, and dignity. Accordingly, the University prohibits discrimination on the basis of gender, race, color, veteran status, national origin, disability, age, religion, sexual orientation or any other legally protected characteristic (collectively, “protected classes”) in matters of admissions, housing, services, any aspect of the employment relationship, and in the other educational programs and activities that the University operates (collectively, “programs and activities”).

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

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

- Written or verbal abuse or threats
- Crude comments, jokes, or innuendo
- Taunts or intimidation
- Shouting, bullying or ridiculing
- Undermining of performance

35
• Offensive phone calls, texts or photos
• Touching, hitting or other physical contact

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

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

   **Coordinator - Non-Discrimination / Harassment**
   Director of Human Resources
   Drury University
   900 North Benton Avenue
   Burnham Hall – Room 107
   Springfield, MO 65802
   417-873-7854
   mharris016@drury.edu

   **Deputy Coordinator - Non-Discrimination / Harassment**
   Professor of Physics
   Drury University
   417-873-7546
   bcallen@drury.edu

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

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

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

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

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

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

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

6. **Confidentiality**
   The University endeavors to maintain confidentiality with respect to the complaint and investigation to the degree that it can be maintained while conducting a thorough investigation, but the University may be hindered in its ability to investigate a complaint if the person bringing the complaint requests complete confidentiality. To enable confidentiality, those processing the complaint and all parties to the investigation must maintain the confidentiality of information obtained during a complaint, including the name of the person who filed the complaint and other information received during the processing of the complaint.

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

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

   b. **The Content of the Investigation**
      During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the
allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

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

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

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

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

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

e. Findings of the Investigation

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

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

1. Finding “No Violation”
   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 appoint three (3) individuals, chosen from the pool of Deputy Coordinators and Investigators, to make a determination and prepare and issue the written determination and implement appropriate and reasonable measures. The resolution issued is final, unless the complainant or respondent provides a written letter of appeal to the Executive Committee of the Board of Trustees within five (5) days of his/her receipt of the 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.

h. **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

8. **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 five (5) 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 appoint an appeal panel, comprised of three (3) individuals selected from the pool of Deputy Coordinators and Investigators, who have no conflict of interest, and have had no involvement in the investigation or adjudication of the relevant complaint. The Appeal Panel will resolve the appeal within ten (10) days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appeal Panel is final. The Coordinator – Non-Discrimination/Harassment shall issue a short and plain, written statement of the resolution of the appeal. The written statement shall be provided to the complainant and respondent within three (3) days of the resolution of the Appeal Panel.

9. **Documentation**
Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer, the Coordinator - Non-Discrimination/Harassment, and the Appeal Panel, 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. When an audio recording is used during an interview, a written summary of the interview is prepared by the Investigators and signed by the interviewee; at such time, the audio recording is destroyed.

10. **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.
Non-Discrimination Statement
Approved by Board of Trustees 5-16-14
Updated 10-1-15, Updated 9-1-16

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:

Interim Coordinator – Title IX
Director of Student Conduct
Drury University
900 North Benton Avenue
Findlay Student Center Room – 120
Springfield, MO 65802
417-873-6894
phinkle@drury.edu

Coordinator - Non-Discrimination / Harassment
Director of Human Resources
Drury University
900 North Benton Avenue
Burnham Hall – Room 107
Springfield, MO 65802
417-873-7854
mharris016@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

Deputy Coordinator – Non-Discrimination/Harassment & Title IX
Professor of Physics
Drury University
417-873-7546
bcallen@drury.edu
Drury’s policies related to non-discrimination and their locations are as follows:

- **Disability Support Services for Students** – located at [https://www.drury.edu/disability-support-services](https://www.drury.edu/disability-support-services)

**Disability Support Services**

If a student has a documented disability, he or she may be eligible to receive classroom accommodations to insure they have equal access to information that presented in class and opportunity to learn. Ed Derr (ederr@drury.edu), the Director of Disability Support Services, can assist you. A copy of documentation that details your disability is required to establish your file begin the accommodations process. Please forward the documentation to Ed Derr and feel free to contact him should you have questions. The Disability Support Services Office is located in the lower level of Findlay Student Center, suite 114 on the residential campus in Springfield. The phone number is 417-873-7457.

**Statement about Service Animals:**

For your information, the following outlines basic information and responsibilities for faculty and staff regarding service animals:

- According to the U.S. Department of Justice-published regulations for implementing the Americans with Disability Act (ADA), a service animal is a dog that is individually trained to do work or perform tasks for a person with a disability.

- Service animals may go anywhere accompanying their handler where their handler is also permitted to go. This means attending class if their handler is an enrolled student.

- According to the ADA, when it is not obvious what service an animal provides, only limited inquiries are allowed. Faculty and staff may ask two questions: **Is the dog a service animal required because of a disability? What work or task has the dog been trained to perform?** Faculty and staff cannot ask about the person’s disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or tasks.

- **Note:** If an animal has not been individually trained, it is not a service animal. The animal may be an “emotional support animal” eligible to reside in a campus housing residence with a student who has a disability. There is a process for a student to request securing an emotional support animal. A student can contact the Director of Disability Support Services for details. An emotional support animal is not permitted to attend class or be in campus buildings or facilities.
Social Media Best Practices Policy

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

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

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

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

General Guidelines and Guidelines if You Post on Behalf of Drury

● If you have been authorized by your supervisor to create an official social media site for Drury, please contact the Drury Office of Marketing and Communication to register your social media site and to obtain approval to use an official Drury logo and to coordinate with the other Drury sites and content. Confidential or proprietary University information should not be shared publicly on social media channels.

● Drury University does not pre-screen posted content, but does have the right to remove, in its sole discretion any content that it considers to violate University policies. The University does not endorse or take responsibility for content posted by
third parties.

- Think twice and exercise discretion when posting content. Post meaningful, respectful comments. Don’t post spam, remarks that are off-topic or offensive, or content that could negatively impact Drury University’s reputation or interfere with its core mission.

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

- Just as you have a duty to report harassment or other inappropriate workplace conduct, you also have a duty to report any conduct that violates the rules set forth in these guidelines.

- Please reply to posts in a timely manner.

- Be transparent and state that you work at Drury. If you are writing about Drury, use your real name, identify that you work for Drury, and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.

- Think before you post. Will your response stimulate positive discussion and provide useful information? If you have any questions about whether it’s appropriate to post or write about certain kinds of material, ask your supervisor or contact the Office of Marketing and Communications.

- Uphold the University’s mission and remember that you represent an educational institution, so please check spelling, grammar and style.

**Personal Site Guidelines**

- In personal posts, you may identify yourself as a Drury faculty member, but please make it clear that you are sharing personal views, not representing Drury. It is a common practice to include a statement, usually in the “About me” section of a blog or Facebook page, that says, “The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of Drury University.”

- Even with that disclaimer, if you identify yourself as an employee at Drury your comments will be associated with the University. Please use discretion when posting content and remember that you can be perceived as a spokesperson of the University.

- Be respectful of other people’s opinions.

- Never pretend to be someone else when you post anything about Drury.

- Be mindful of the legal implications of what you post personally. You may be held personally liable, by any offended party, for what you post on your own site and the site of others. Drury University does not monitor personal websites but will, when
made aware, address issues that violate established University policies. You are solely responsible for material you post on a personal site.

- Be smart about protecting yourself, your privacy, and Drury’s confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Google has a long memory.

- Use of social media should not interfere with work commitments.

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

**Communicable Diseases Policy**

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

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

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

**Procedures**

1. The University’s policy and procedures on communicable diseases among employees will be made available to all employees.

2. In the event an employee is infected with a contagious or infectious disease or if the Provost or Vice President for Administrative Services has a reasonable basis for believing an employee’s physical condition may pose a health risk to others, the employee will be requested to undergo a medical examination by a physician mutually agreed upon by the employee and the University to determine the nature of the employee’s medical condition and the extent of the health risk to others. The employee will be placed on sick leave in accordance with University policy until the case is disposed of under this policy. Refusal to submit to a medical examination will result in action to dismiss the employee.

3. If the examining physician determines that the employee is afflicted by an acute infectious disease of relatively short duration, the employee will continue on sick leave and/or leave without pay in accordance with University policy until a physician certifies that the employee is no longer liable to transmit the disease.

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

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

5. The determination of the team will be made within ten working days after the team is convened and communication in writing to the employee and to the Provost and to the Vice President for Administrative Services. The determination will be final unless reversed on appeal.

6. The employee may appeal the determination of the team to the President of the University in accordance with policies and procedures for employment-related grievances.

7. If an employee with a chronic infectious disease is permitted to continue working:
   a) The Director of Human Resources will identify and notify those staff and faculty members who need to know and inform them of the employee’s identity and conditions under which the person is continuing to work. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
   b) The Director of Human Resources, in consultation with a designated health professional, will develop safety and precautionary procedures and incident-reporting procedures and ensure that the employee and all staff members who have contact with the infected employee are trained to implement them. Willful or negligent violation of safety and precautionary procedures and reporting procedures will be the cause of disciplinary action.

Tobacco Policy

Through the University’s respective commitments to wellness and sustainability, we are committed to presenting a healthy, safe and clean campus environment for students, visitors to campus, and the Drury community. Tobacco use, including but not limited to cigarettes, smokeless tobacco, e-cigarettes, snuff, hookah, or any other tobacco product is prohibited on campus and inside University-owned vehicles. The policy is enforceable for all general use and academic buildings, residence halls and apartment style housing, athletic facilities, open airspaces and common areas.
Firearms 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. See section on Title IX.9

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.

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

Your safety and the safety of your students is of the utmost importance. 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.

At the first class meeting, instructors should review the emergency procedures of the site. Instructors should be aware of 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 Pearson’s 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 other Drury locations, contact the branch site building monitor.

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 mobile device

3. **TAKE ACTION**
   - As a last resort, and only when your life is in imminent danger
   - Attempt to incapacitate the shooter
   - Act with physical aggression and throw items at the active shooter

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