

**SAINT LOUIS UNIVERSITY
PARKS COLLEGE OF ENGINEERING, AVIATION AND TECHNOLOGY**

Policy Number PARKS-006
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COMMUNITY ACCEPTABLE CONDUCT POLICY

PURPOSE: The purpose of this policy is to support and maintain a positive work and learning environment for all students, faculty, and staff at Parks College by establishing community standards of acceptable conduct. This policy also establishes procedures and processes for promptly, fairly, and impartially addressing conduct that is alleged to violate the community standards of acceptable conduct. Whenever possible, all processes and procedures related to community conduct should be formative and focused on awareness, training, and remediation. Disciplinary action will be reserved for behaviors that cannot be successfully addressed through remediation.

Pursuant to the Faculty Manual of Saint Louis University (the "*Faculty Manual*"), the Dean is responsible for executing University policies and procedures in the College and for addressing any behavioral concerns or performance issues. The purpose of this policy is to establish a mechanism for delegation of these responsibilities, in a limited context, so that faculty may review certain concerns, intervene at a peer-to-peer level, and/or provide the Dean with a recommendation for resolution.

SCOPE: This policy applies to all faculty members within Parks College of Engineering, Aviation and Technology of Saint Louis University. This policy supplements and does not replace or supersede the *Faculty Manual*, or the rules, regulations, and policies of Saint Louis University.

Specifically, this policy does not apply to conduct prohibited by:

- Saint Louis University's Harassment Policy
- Saint Louis University's Sexual Misconduct Policy
- Saint Louis University's Equal Employment and Affirmative Action Policy

Faculty, students, and staff who believe they have been subject to conduct that violates any of the above-named university policies should contact Saint Louis University's Office of Institutional Equity and Diversity. Faculty, students, and staff who believe they have been subject to conduct that violates the Community Acceptable Conduct Policy are encouraged to submit an incident report as detailed in Section IV, below.

DEFINITIONS: Unacceptable Conduct – Behavior that creates an intimidating or uncomfortable environment and is likely to interfere with an individual's work or education. This conduct can be verbal, visual, physical, or communicated in writing or electronically. Such conduct is typically directed against a particular individual or individuals. It includes, but is not limited to, situations where one person has authority over another. In such situations, unacceptable conduct is particularly serious because it may unfairly exploit the power inherent in a faculty member's

position.

Retaliation – Conduct that adversely affects another individual’s terms or conditions of employment or education and has the effect of harming a person for filing a complaint or for participating in an investigation. Retaliation can take many forms, such as reassignment of work duties, loss of job benefits, loss of salary, threats, or termination.

POLICY

I. Statement of Values

Parks College is committed to maintaining a positive learning and working environment for all students, faculty, and staff. Every member of the Parks College community should enjoy the right to work and study in an environment that is supportive, nurturing, and free from harassment, threats, and intimidation. When unacceptable conduct occurs, the careers, educational experience, and well-being of all members of our community may be negatively impacted. Unacceptable conduct will, therefore, not be tolerated.

Parks College is committed to protecting the academic freedom and freedom of expression of all members of its community. Academic freedom can exist, however, only when every person is free to pursue ideas with dignity and in an atmosphere of mutual respect.

II. Community Standards of Professional Conduct

Saint Louis University established the CURA program to empower and support all members of the university community and to build and sustain a positive workplace culture. The program established four standards, which identify behavioral norms necessary to sustain the working and learning environment to which Parks College is committed. This policy adopts the four CURA standards as Parks College’s community standards of acceptable conduct, hereinafter referred to as the community standards. For faculty, the community standards provide descriptions of some of the qualities of collegiality for which faculty are responsible under the terms of the *Faculty Manual*.¹

The four CURA standards are:

- A. Treat each other with dignity, compassion, and respect.
- B. Treat all colleagues as equally important team members, regardless of job, role, or title.
- C. Appreciate and understand the culture, humanity, and differences of others.
- D. Build trust through open, honest communication, reliability, and integrity.

Faculty members shall maintain these standards in all interactions with other people, whether colleagues, staff, students, or campus visitors. In addition, to ensure all members of our community feel respected and supported, students, staff and faculty members are encouraged to identify and report community interactions that do not meet the standards, and where appropriate, intervene in such interactions.

¹ Section III.G.5 of the *Faculty Manual* specifies that faculty are responsible for meeting norms of “university citizenship,” including an expectation that faculty will “demonstrate the qualities of collegiality, such as the ability to work cooperatively and professionally with others, in all aspects of academic life.”

When interacting with students, faculty members must also establish a climate that promotes and encourages student learning by making course and program objectives clear, fairly and impartially evaluating students' work, and acknowledging student contributions to scholarly work.

III. Unacceptable Conduct

The standards of professional conduct provide general guidance concerning the behavioral obligations of all faculty members within the Parks College community. In some cases, the failure to abide by the standards is unacceptable and, in appropriate cases, subject to sanctions. Examples of conduct that violate the community standards and are unacceptable include, but are not limited to:

- demeaning, threatening, or intimidating behavior
- obscenities/profanities (verbal or gestures) directed at a person
- threatening or obscene gestures, jokes, or cartoons
- degrading a person or a group of persons based on a personal characteristic
- taunting, jeering, mocking, or humiliating another person through acts or words
- screaming and/or yelling at or around others
- insulting someone, especially in the presence of others
- endangering the safety of an individual or group of individuals.

Other, subtler types of behavior can also undermine a positive workplace and learning environment. These types of behavior may also violate the community standards and are unacceptable. Some examples include, but are not limited to:

- consistently showing favor to certain persons, while dismissing the input or questions of other persons
- spreading unsubstantiated rumors to harm a person's reputation
- making dismissive or negative gestures when someone is speaking
- talking over, cutting off, butting in, or discounting another person's thoughts and feelings
- refusing to speak to another person for work purposes.

Conduct may be unacceptable even if the person engaging in it did not intend the conduct to be inappropriate or abusive. The characteristics and reasonably foreseeable effects of conduct, not the intention of the actor, will determine whether the conduct was unacceptable.

Not all behavior that is unpleasant or disconcerting is unacceptable, especially if it is necessary to carry out instructional, advisory, or supervisory responsibilities. Particularly in the context of employee or student safety, clear, assertive, and direct communication may be necessary to ensure information is disseminated in an effective and timely manner.

IV. Reporting Unacceptable Conduct

Any member of the Parks College community who experiences or observes behavior on the part of a faculty member that does not meet the community standards is encouraged to follow the guidelines in the university [Reporting Concerns of Misconduct Policy](#) and report the incident to the appropriate university office or to the [SLU Integrity Hotline](#) (online or via phone at 1-877-525-5669). The Integrity Hotline allows reports to be filed anonymously or confidentially if desired. When investigation by the Office of University Compliance and Ethics reveals it is

appropriate, reports will be forwarded to the Chair of the Parks College Community Standards Committee for further action.

While confidentiality remains a priority throughout the process, it should be noted that at any step in the process, reports may be forwarded as necessary to the Vice President, Human Resources, or the Director of the Office of Institutional Equity and Diversity. If reports are forwarded to either of these offices, the reporting party will promptly be notified. If deemed appropriate, reports and remediation interventions may be shared with supervisors, chairs and program directors.

Incident reports can also be made directly to the Chair of the Parks College Community Standards Committee. An incident report must be in writing and should include the following information:

- A. the name(s) of the faculty member(s) alleged to have engaged in unacceptable conduct
- B. the name(s) of the person to, or at whom, the alleged conduct was directed
- C. a brief description of the behavior alleged to be unacceptable conduct, including the date and time at which the behavior occurred
- D. the name of the person making the report
- E. the names of any other witnesses to the incident.

An incident report must be submitted within twelve (12) months from the date the conduct is alleged to have occurred. This time frame allows for timely review and an opportunity to directly address the reported behavior. If the allegation involves an ongoing pattern of behavior, the incident report must be submitted within twelve (12) months from the date the last incident occurred, although all reported incidents may be considered if a pattern of behavior exists.

An incident report may be delivered to the Chair of the Community Standards Committee by submitting an electronic incident report, or by delivering the necessary information by hand, mail, or email.

Concerns related to the conduct of a staff member or student are outside the scope of this policy. Concerns about a student's behavior may be reported to the [Office of Student Responsibility and Community Standards](#) by using the incident report for available [here](#) or by calling (314) 977-7326. Concerns regarding a staff member's behavior may be reported Human Resources by calling (314) 977-2360. For all emergencies, contact the DPS dispatcher at 314-977-3000 or dial 911.

V. Parks College Community Standards Committee

A. Charge

The Parks College Community Standards Committee is a multimember committee charged with reviewing, investigating, and assisting in the resolution of incident reports. When necessary, they will provide formative feedback, mentoring, or remediation to help members of our community to consistently meet our community standards of acceptable conduct. In appropriate cases where previous interventions have been ineffective or when the violation is egregious, the Community Standards Committee may recommend that sanctions be applied to a faculty or staff member found to have engaged in unacceptable conduct that violates the community standards.

B. Composition

The Community Standards Committee shall consist of three faculty members from a list of five potential members nominated by the Parks College Faculty Assembly and appointed by the Dean of Parks College. One of these three members shall be selected by the Dean to serve as Chair of the committee. Members will serve staggered terms of three years. The chair will also serve a term of three years. The Dean may remove any member of the committee, including the chair, for good cause. The Dean's decision to remove a member, including the chair, is final. In the event a member is removed for good cause, the Dean shall request a nomination from the Parks College Faculty Assembly to replace the removed member. The terms of members and of the Chair may be renewed.

C. Training

Each member of the Community Standards Committee shall be trained to consider and provide assistance in resolving allegations of unacceptable conduct. Training may be provided by the Provost's Office, Human Resources, and/or the Office of the General Counsel, or such other persons or entities as identified by the Dean of Parks College.

VI. Procedures for Resolving Reports of Unacceptable Conduct

A. Investigations and Recommendations

Upon receiving an incident report directly or from the Office of Institutional Equity and Diversity, the Chair of the Parks College Community Standards Committee will initially determine whether the incident report warrants further action, i.e., when the incident report includes allegations of conduct that can reasonably be viewed as unacceptable and in violation of the community standards. If the Chair concludes that no further action is warranted, (s)he will forward to the Dean of Parks College a copy of the incident report and a brief statement of the Chair's conclusions. If the Dean concurs with the Chair's conclusion that no further action is warranted, the matter is deemed closed.

If the Chair or Dean finds that further action is warranted, the Chair will serve as a facilitator for the incident or will appoint another member of the Community Standards Committee to serve as a facilitator for the incident.

The facilitator will undertake efforts to address the incident and resolve it through informal interviews and discussion with the individuals involved. After such investigation and discussion, the facilitator will prepare a short recommendation that contains a statement of relevant facts and a proposed resolution, including appropriate remedial measures and/or sanctions. The facilitator will share the recommendation with the faculty member(s) alleged to have engaged in unacceptable conduct and the individuals(s) adversely affected by such conduct, referred to collectively as the parties. If the recommendation is deemed acceptable to the parties, they will sign the recommendation. If any party deems the recommendation unacceptable, they may prepare a short statement indicating those portions of the recommendation with which they disagree or otherwise find unacceptable and submit such objections to the facilitator. The facilitator will provide copies of the recommendation and any objections to the recommendation to the Chair of the Community Standards Committee and to the Dean of Parks College.

B. Remedial Measures and Sanctions

When a facilitator recommends a finding of unacceptable conduct, (s)he should ordinarily propose remedial measures and/or a sanction to be imposed on the person found to have engaged in unacceptable conduct. Remedial measures are to be preferred to sanctions, as the objective of such measures is to prevent future occurrences of unacceptable conduct and improve working or learning relationships.

Proposed remedial measures may include, but are not limited to:

- training and mentoring
- ongoing monitoring and review of the relevant person's workplace relations and behavior
- a formal apology by the person found to have engaged in unacceptable conduct to the individuals adversely affected by unacceptable conduct.

In appropriate circumstances, remedial measures may be implemented pending the completion or resolution of an incident report.

Sanctions should be recommended only for egregious and/or repeated instances of unacceptable behavior. Where appropriate, such sanctions may include, but are not limited to:

- written reprimand to the person found to have engaged in unacceptable conduct and notice that a finding of unacceptable conduct will be placed in the respondent's personnel file
- loss of faculty or staff privileges
- removal from a committee or administrative role
- denial of a salary increase
- reduction in salary
- suspension or termination of employment.

Any sanctions must be consistent with Section III.1.8 of the *Faculty Manual*. In situations where the behavior requires consideration of suspension or termination of employment, the process must comply with Section III.1.5 and 6 of the *Faculty Manual*. Sanctions imposed on a faculty member may be grieved pursuant to Section III.1.9 of the *Faculty Manual*.

C. Review of Recommendations

Upon receiving the facilitator's recommendations and any objections, the Dean will consult with the Community Standards Committee and with the appropriate supervisor or department chair. The Dean may accept the recommendation or may reject or modify it. If the facilitator's recommendation is rejected or modified, the Dean will provide a written explanation for the changes to the persons involved, the Community Standards Committee, and the appropriate supervisor or department chair. If the Dean concludes that a remedial measure and/or sanction is warranted, the Dean shall, in consultation with the appropriate supervisor or department chair, implement such remedial measures and/or sanctions.

A faculty member who is found responsible for violating this policy and is sanctioned by the Dean may file a grievance pursuant to the terms of the *Faculty Manual*.

VII. Confidentiality and Protection of Rights

The procedures set forth in Section VI, above, are to be conducted by the Community Standards Committee in a private and confidential manner. When an incident report is resolved or a recommendation submitted to the Dean for further action, all notes, materials, and information relied upon by the Community Standards Committee is to be provided to the Dean's office so that the Dean can make a final determination.

As described in the university [Non-Retaliation Policy](#), it is a violation for any person to:

- retaliate against or threaten to retaliate against another person who reports or makes a complaint of unacceptable conduct
- retaliate against or threaten to retaliate against any person who testifies, assists, or participates in any investigation of an allegation of unacceptable conduct
- encourage another to retaliate against a complainant or person who testifies, assists, or participates in any investigation of an allegation of unacceptable conduct

Any form of retaliation is a violation of this policy regardless of whether the allegation of unacceptable conduct is substantiated.

The filing of an incident report is not proof of prohibited conduct. An incident report against an individual shall not be considered during reappointment, tenure, promotion, or other performance evaluation or midpoint review until a final determination has been made that the policy has been violated.

Accusations of unacceptable conduct can have injurious and far-reaching effects on the careers and lives of accused individuals. Therefore, incident reports and allegations must be made in good faith and not out of malice.

VIII. Approvals

This Parks College policy was approved by the Parks College Faculty Assembly and the Dean of Parks College of Engineering, Aviation, and Technology.

Approved by Parks Faculty Assembly on May 5, 2020.

Signature: H. S. Mallikarjuna
Huliyar Mallikarjuna
Chair, Parks Faculty Assembly

Date: May 6, 2020

Signature: _____
Michelle Sabick
Dean, Parks College of Engineering, Aviation and Technology

Date: 5/6/2020