

DBS Code of Conduct

1. Purpose

In the Division of Biological Sciences (DBS), we aim to be a place where all students, staff, and faculty feel welcome and empowered to succeed (please see DBS Diversity Statement). In the interest of this goal, this code of conduct outlines our expectations for all members of the Division and outlines a procedure for addressing unacceptable behavior.

2. Scope

The University of Missouri has implemented guidelines and policies for conduct in several areas. We expect our members of DBS to be familiar with and adhere to those guidelines and policies. This document does not in any case supersede University-level policy. We do not outline specific consequences of unacceptable behaviors here because this document is not intended to outline disciplinary actions but instead to outline strategies for resolving problems when they arise. Consequences for unacceptable behaviors that occur repeatedly will be specific to the situation and will be handled by a supervisor or University disciplinary body as appropriate.

3. Expected Behavior

The following behaviors are expected and requested of all members of DBS:

- Be welcoming, considerate, and respectful in both your speech and actions towards all members of DBS. Make an effort to consider how your speech and actions will affect others.
- Be an active participant in the department. DBS works best when everyone is committed to contributing to our mission.
- Strive to communicate openly with others, always seeking collaboration over conflict.
- Be clear about your expectations of other members of DBS. For example, graduate students and mentors should be familiar with Mizzou's expectations and consider creating a lab document for more individual lab-specific expectations. See: <https://gradstudies.missouri.edu/current-students/scholarly-integrity-ethics/guidelines-for-good-practice-in-graduate-education/>
- Be honest and hold oneself to a high ethical standard.

4. Unacceptable Behavior

- DBS, like the University of Missouri as a whole, will not tolerate any form of discrimination, bias-motivated violence, sex-based violence, or retaliation under any circumstances. Also see: <http://civilrights.missouri.edu/policies/>. This behavior includes but is not limited to violence, threats, bullying, unwelcome

sexual attention, and/or sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.

- Yelling, name calling, and insults are not acceptable ways to communicate with other members of DBS.

5. Reporting Guidelines & Conflict Resolution Strategies

All DBS members are expected to adhere to this code of conduct. Anyone asked to stop unacceptable behavior is expected to comply immediately. When a member of DBS is not behaving according to these expectations or is engaging in unacceptable behaviors, the following conflict resolution strategy should be pursued.

Step 1:

The preferred first approach for all members of DBS is to resolve the issue by direct, open communication. Note that one of our expectations for DBS members is to strive to communicate openly with others, always seeking collaboration over conflict. We encourage DBS members to first attempt speaking directly to the parties involved to attempt a resolution, when possible. DBS members might also consider seeking informal mediation of the issue with the assistance of other DBS members as appropriate. For example, graduate students may reach out to the Director of Graduate Studies, members of the Graduate Education Committee, their other committee members, or the Chair of DBS.

Step 2:

If resolution is not possible via direct communication with the parties involved, we encourage DBS members to report the issue to either your representative on Divisional Council or the Chair of DBS. In either case, the report will result in a more formal conflict resolution process being initiated as appropriate, depending on the positions of those involved (i.e. faculty, staff, and/or graduate students).

- a) Conflicts involving faculty members or staff will be referred to the employee assistance program (<https://www.umsystem.edu/totalrewards/benefits/eap>) for mediation
- b) Conflicts involving graduate students and/or postdoctoral scholars will be referred to the Assistant Vice Provost for Graduate and Postdoctoral Affairs, Dr. Behm-Morawitz (behmmorawitze@missouri.edu). Graduate students can also contact Dr. Behm-Morawitz directly if they prefer not to issue a report to their representative on Divisional Council or the Chair of DBS.

- c) Conflicts involving undergraduate students will be referred to the Director of Undergraduate Studies, Dr. Gerald Summers (SummersG@missouri.edu).

Step 3:

If not all parties are satisfied with the resolution reached in steps 1 and 2, the complaint may be escalated to the University of Missouri grievance reporting mechanism: https://www.umsystem.edu/ums/rules/collected_rules/grievance

Privacy and confidentiality: Every attempt will be made to ensure privacy and confidentiality when handling reports. Members of DBS that receive reports are expected to keep all reports confidential. However, some violations, including those regarding discrimination, bias-motivated violence, sex-based violence, and retaliation, will be reported to The Office for Civil Rights & Title IX (<http://civilrights.missouri.edu/reporting/>). DBS will not be part of a culture of silence that might allow these kinds of violations to persist in our community. You should therefore know that further action may be taken at the University level. If you desire a resource that will allow you to talk about an incident but keep it completely confidential, see the following list of confidential resources: <http://civilrights.missouri.edu/reporting/confidentiality-privacy.php>

6. License and attribution

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Portions of text derived from the Citizen Code of Conduct (<http://citizencodeofconduct.org/>), the Django Code of Conduct (<https://www.djangoproject.com/conduct>) and the Geek Feminism Anti-Harassment Policy (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment/Policy).

Approved by the DBS faculty on December 6, 2018