



Dillard University

Timeline for Tobacco Free Campus Policy Implementation

Adoption: January 2014; Enforcement: August, 2014

January 2014 Adoption of the policy

January – July 2014 General Education and Awareness

- Publication of policy in Faculty Handbook, Employee Handbook, Employee Code of Conduct, Student Handbook and Student Code of Conduct
- Training of all supervisors on their governance responsibilities related to this policy prior to implementation of policy.
- Notification of policy to new staff/faculty hires through new employee orientation.
- A tobacco policy awareness statement will be signed by all current and new employees.
- Notification of policy to prospective and current students in both print and electronic formats.
- Notification of policy to all incoming students at all Orientation programs.
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- Notification of policy at Faculty/Staff Institute.
- Notification of policy in First Year Seminar courses.
- Design and posting of policy and/or link on appropriate web sites.
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- Promotion and advertising of ongoing campus smoking cessation programs.
- Promotion and awareness of local, state and national cessation resources.
- • Ensure that all university publications indicate Dillard University is a Tobacco Free Campus.

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- Development and mass distribution of Dillard University Tobacco-Free Campus brochure

February – April 2014

Permanent Visual Communication of Policy

- Signs bearing the message “Tobacco-Free Campus” will be posted at each of the vehicular and pedestrian entrances, as well as other key traffic areas throughout the campus, and
- Each building will display a decal that states “Tobacco Free Facility”.

February- July 2014 Tobacco Use Cessation Programs

- Convey the message the University is committed to supporting all students and employees who wish to stop using tobacco products. Assistance to students, faculty and staff is available through Office of Health and Wellness, Office of Student Success, Louisiana Public Health Institute, and the Louisiana Quit Line (1-800-QUIT-NOW).
- Smoking cessation classes will be conducted

January – July 2014 Compliance

- Members of campus community are empowered and expected to professionally and respectfully inform others about the policy through various ways including handing out cards about the policy, in an ongoing effort to enhance awareness and encourage compliance.
- Furthermore, employees and student leaders are expected to serve as role models for the entire campus community.

August 2014 Enforcement starts

Non- Compliance Reporting Procedure:

- As per University Policy and Procedure and Student Code of Conduct, violators of Dillard University policies are subject to appropriate disciplinary action up to and including applicable disciplinary procedures.
- Any member of the Dillard University community is expected to identify violators of the Dillard University Tobacco Free policy. Support will be provided by University Police, Recreation and Wellness, Office of Student Affairs, Human Resources, and any supervisor for those who are not comfortable addressing the violation him/herself.

- It is the responsibility of supervisors to facilitate compliance among all employees under their supervision. As with any University policy, supervisors will support and play an active role in the enforcement of this policy.

January – March 2015

Policy and Procedure Review

- The policy and procedure will be reviewed by a designated Committee, consisting at minimum of the a) the individual responsible for tobacco free funding (TFL grant), b) Office of Student Affairs , c) University Police, d) Human Resources, e) Recreation and Wellness, SGA, Faculty Senate, and staff council.