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# Academic Affairs Manual (ACD)

Effective: 1/27/1986

Revised: 7/1/2011



## ACD 204-01: Code of Ethics

### Purpose

To define the faculty and academic professional code of ethics

### Source

University Senate

### Applicability

- Faculty
- Academic professionals

### Policy

These ethical principles and types of unacceptable behavior are organized around the individual faculty member's and academic professional's relation to teaching and [students](#), scholarship, professional responsibilities, university, colleagues, and community. Since university discipline, as distinguished from other forms of reproof, should be reserved for misconduct that is either serious in itself, or is made serious through its repetition or its consequences, the following general principle is intended to govern all instances of its application: University discipline that may result from violation of this code may be imposed for conduct that is not justified by ethical principles and that impairs the university's central functions.

## Responsibilities to Teaching and Students

### Ethical Standards

1. To encourage the free pursuit of learning in students.
2. To hold before students the best scholarly standards of the disciplines.
3. To demonstrate respect for students as individuals, and to adhere to one's proper role as intellectual guide and counselor.
4. To make every reasonable effort to foster honest academic conduct and to assure that evaluation of students reflects their true merits.
5. To avoid any exploitation of students for private advantage and acknowledge significant assistance from them.
6. To protect student [academic freedom](#).

### Types of Unacceptable Conduct

Failure to meet the responsibilities of instruction, including:

1. arbitrary denial of access to instruction and/or instructional materials
2. significant intrusion of material unrelated to the course
3. significant evidence of a pattern of failing to adhere, without legitimate reason, to the [rules](#) of the faculty in the conduct of courses, to meet class, to keep office hours, or to hold examinations as scheduled
4. evaluation of student work by criteria not directly reflective of course performance
5. undue and unexcused delay in evaluating student work
6. discrimination against a student on political grounds, or for reasons of race, religion, sex, gender identity, sexual orientation, national origin, [disability](#), Vietnam era veteran status, recently separated veteran status, other protected veteran status, or for other arbitrary or personal reasons
7. use of the position of power to coerce the judgment or conscience of a student or to cause harm to a student for arbitrary or personal reasons
8. participating in or deliberately abetting disruption, interference, or intimidation in the classroom
9. harassment as explained in [ACD 402](#), "Amorous Relationships" and [ACD 401](#), "Nondiscrimination, Anti-Harassment, and Nonretaliation"
10. breach of the privacy rights of students per [SSM 107-01](#), "Release of Student Information" and
11. unauthorized or inappropriate use of self-authored instructional materials per [ACD 204-04](#), "Royalties from Instructional Materials."

## Responsibilities to Research, Scholarship, and/or Creative Activities

### Ethical Standards

1. To recognize the special responsibility for the advancement of knowledge.
2. To seek the truth and to state the truth as one sees it.

3. To improve scholarly competence.
4. To exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
5. To practice intellectual honesty.
6. To prevent intrusion of subsidiary interests in the freedom of inquiry.

#### **Types of Unacceptable Conduct**

1. Violation of canons of intellectual honesty, such as misappropriation of the writings, research, and findings of others.
2. Engaging in activities where “conflict of interest” may influence the evaluation of, funding for, or general promotion of research proposals or research results.
3. Harassment as explained in [ACD 402](#), “Amorous Relationships” and [ACD 401](#), “Nondiscrimination, Anti-Harassment, and Nonretaliation.”

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## Responsibilities to the University

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#### **Ethical Standards**

1. To be effective in teaching, research, scholarship and/or creative activities, and service.
2. To adhere to university policies and regulations.
3. To monitor the amount and character of any work outside the university, with due regard to responsibilities within it.
4. To give due notice to the university of pending interruption or termination of service.
5. To alert appropriate university offices about alarming or threatening behavior of colleagues and students per [ACD 204-09](#), “Violence in the Workplace” and [SSM 104-02](#), “Handling Disruptive, Threatening, or Violent Individuals on Campus.”

#### **Types of Unacceptable Conduct**

1. Intentional disruption of university-sponsored or -authorized functions or activities.
2. Incitement of others to disobey university rules.
3. Unauthorized use of university resources or facilities.
4. Forcible detention, physical abuse or threat thereof, harassment, or intimidation of any other member of the university community.
5. Harassment as explained in [ACD 402](#), “Amorous Relationships” and [ACD 401](#), “Nondiscrimination, Anti-Harassment, and Nonretaliation.”

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## Responsibilities to Colleagues

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#### **Ethical Standards**

1. To respect and defend free inquiry by associates, where in compliance with university regulations.
2. To show professional courtesy and respect for others in exchange of criticism.
3. To strive to be objective during the professional judgment of colleagues.
4. To accept a fair share of the responsibilities for the governance of the university.
5. To actively assist in the professional development of colleagues.

#### **Types of Unacceptable Conduct**

1. Evaluating the professional competence of faculty members by criteria not reflective of professional performance.
2. Discriminating against faculty on political grounds, or for reasons of race, religion, sex, gender identity, sexual orientation, national origin, disability, Vietnam era status, recently separated veteran status, other protected veteran status, or for other arbitrary or personal reasons.
3. Breaching established rules governing confidentiality in personnel procedures.
4. Interfering with the academic freedom of faculty members operating within academic unit, college, or university policy.
5. Knowingly violating any academic unit, college, or university policy.
6. Using the creative achievements of colleagues without appropriate consultation and credit.
7. Harassment as explained in [ACD 402](#), “Amorous Relationships” and [ACD 401](#), “Nondiscrimination, Anti-Harassment, and Nonretaliation.”

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## Responsibilities to the Community

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#### **Ethical Standards**

1. To strive to conduct oneself as a responsible, productive member of the community, aware of and sensitive to the responsibilities and obligations placed on all citizens by a free society.
2. To make it clear in public statements that one’s personal opinions are one’s own and not those of the university.
3. To conduct one’s public and private lives so as to avoid bringing dishonor to oneself and the university.

#### **Types of Unacceptable Conduct**

1. Deliberately misrepresenting personal views as an official position of the university or its agencies.
2. Using the university’s name or logo to create the impression of university sanction for private activity.
3. Committing a felony or other serious act that demonstrates unfitness to continue as a member of the faculty.

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## Cross-References

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1. [ACD 204-04](#), “Royalties from Instructional Materials”
2. [ACD 204-08](#), “Conflict of Interest”
3. [ACD 401](#), “Nondiscrimination, Anti-Harassment, and Nonretaliation”
4. [ACD 402](#), “Amorous Relationships”
5. [ACD 204-09](#), “Violence in the Workplace”  
and
6. *Student Services Manual*—
  - o [SSM 104-01](#), “*Student Code of Conduct* and Student Disciplinary Procedures”
  - o [SSM 104-02](#), “Handling Disruptive, Threatening, or Violent Individuals on Campus”  
and
  - o [SSM 107-01](#), “Release of Student Information.”

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