



Code of Conduct for Faculty and Staff

November 2020

Purpose

Maintaining a respectful workplace in which all members of the College community can thrive is of the utmost importance. All faculty and staff are expected to abide by the [University Code of Ethics](#) and the Faculty Handbook, in particular [Section 4.2.2 Professional Ethics Statement](#), [Section 4.2.4 Disruptive Behavior](#), and [Section 4.2.5 Sexual and other Unlawful Harassment](#). We recognize that conflicts may arise among faculty and staff that do not rise to the level of a legal violation or represent harassment based on protected class, but nevertheless are inconsistent with the [University's values](#). This document clarifies the College expectations for professional behavior and a process to handle situations in which those expectations are not met. Note that this document pertains to faculty and staff relations only; the [Student Code of Conduct](#) guides student conduct.

Expectations

We should all pledge to:

Be inclusive. We welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, sex, age, size, immigration status, family status, political belief, religion, and mental and physical ability. Find strength in diversity. Know that different people have different perspectives on issues, and that can be valuable for solving problems and generating new ideas. Being unable to understand why someone holds a viewpoint does not mean they are wrong.

Be respectful. We will not all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks or angry emails. An environment where people feel uncomfortable or threatened is not a productive or creative one. Regardless of role within the College, everyone is expected to exhibit respectful treatment of others and everyone should expect to be treated with respect.

Be considerate, patient, and courteous. We all depend on each other. Your decisions affect students and colleagues, and you should take those consequences into account when making decisions.

Choose your words carefully. Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior are not acceptable. This includes, but is not limited to threats of violence, discriminatory jokes and language, sharing sexually explicit or violent material via electronic devices or other means, personal insults, and unwelcome sexual attention. In general, if you are making someone uncomfortable or they ask you to stop what you are doing, you should stop.

Support each other. If you witness inappropriate behavior inconsistent with expectations defined here, intervene. The following are suggested interventions. Ask if everything is alright. Distract the people involved to allow time to cool off. Get support from a colleague or supervisor if needed, or notify the COE HR Manager (see below). Learn more about bystander intervention to know how to intervene safely and effectively.

When expectations are not met

In situations in which concern about a faculty or staff member's behavior arise, the [COE HR Manager](#) should be notified. The COE HR Manager will then share the concerns with the immediate supervisor of the person whose behavior is in question. For a faculty member, that is the Department Chair; for a staff person, it is the person the staff member reports to. That supervisor then meets with the individuals involved (together or individually) to discuss and try to resolve the situation. The concerns and subsequent conversation will be kept confidential to the extent possible.

To confirm that the situation is adequately resolved and have any necessary additional conversations, the supervisor is encouraged to follow up with all individuals involved (together or individually) approximately one month later.

If the situation has not been adequately resolved, the supervisor can engage a senior administrator in the conversation. If the issue concerns a faculty member, this is the Associate Dean for Academic Affairs (ADAA); if it concerns a staff person, it is the Chief Financial and Administrative Officer (CFAO). The senior administrator, immediate supervisor, the individual involved, and if appropriate, the individual who initially raised the concerns, meet to discuss and try to resolve the situation.

If the situation is still not resolved, the Dean may be notified. The Dean will discuss and work to resolve the situation. If necessary, the COE HR Manager will inform the Provost's HR Manager.

If one of the people intended to help resolve the situation (e.g., supervisor) is involved, the process should move to the next level (e.g., the supervisor's supervisor). In general, the aim is to resolve the situation at the most local level possible.