



# Idaho State University

## POLICIES AND PROCEDURES

### Faculty Code of Conduct

#### ISUPP 4120

#### *POLICY INFORMATION*

**Policy Section:** *Academic Affairs*

**Policy Title:** *Faculty Code of Conduct*

**Responsible Executive (RE):** *Vice President for Academic Affairs and Provost*

**Sponsoring Organization (SO):** *Faculty Senate*

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## I. INTRODUCTION

Idaho State University is committed to fostering a culture of academic rigor and professional excellence while operating ethically, effectively, and in compliance with legal requirements. These commitments require Faculty to uphold high standards of professionalism. Accordingly, this Policy sets out various Faculty responsibilities that Faculty incur by virtue of their unique positions within the University. Faithful execution of these responsibilities is in turn enabled by a foundation of appropriate treatment, support, and opportunities afforded by the University to Faculty. These prerequisite expectations in support of Faculty are set forth as Faculty Rights in this Policy.

## II. DEFINITIONS

- A. Faculty. The term "Faculty" as used in this policy refers to "Faculty Employees" as defined by ISUPP 3050 *Categories of Employees (section II.B.2)*.
- B. Right. Legal and institutional entitlements afforded to individuals to ensure fair treatment, protection from discrimination, and participation in the academic community consistent with University policy and applicable law.
- C. Responsibility. Obligations and standards of conduct expected of individuals as members of the University community. Responsibilities include adhering to University policies, upholding academic and professional integrity, respecting the rights of others, and contributing to a safe, ethical, and inclusive environment.

- D. Retaliation. Intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege, or because the individual has reported information, made a complaint, testified, assisted, participated, or otherwise exercised Rights.
- E. Students. All persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether degree or non-degree seeking, and / or continuing education classes or special programs.

### **III. AUTHORITY AND RESPONSIBILITIES**

- A. Deans. Responsible for promoting compliance with the Faculty Code of Conduct within their respective colleges. Deans are also responsible for fostering a climate of professionalism and accountability consistent with the University's mission and values.
- B. Department Chairs. Responsible for communicating expectations of professional behavior, Chairs are responsible for ensuring that Faculty are informed of their Rights and Responsibilities under this Policy and that departmental practices reflect institutional standards of integrity and fairness.
- C. Faculty Members. Responsible for adhering to the Faculty Code of Conduct and all related University policies. They are expected to model ethical and professional behavior in teaching, research, service, and collegial interactions; respect the rights and dignity of others; and maintain the highest standards of academic integrity. Faculty share collective responsibility for sustaining an environment of honesty, fairness, and respect within the University community.
- D. Provost. Oversee and enforce the Faculty Code of Conduct. The Provost ensures consistent application of this policy across academic units and safeguards due process in conduct proceedings.

### **IV. POLICY STATEMENT**

The Faculty Rights listed herein are regarded as being especially important and foundational to the University's mission, vision, and values. The list is not intended to be exhaustive of all Faculty rights. This Policy recognizes those Faculty Rights reasonably understood to follow from the Rights articulated below.

Faculty Responsibilities set forth in this Policy are presented alongside the general ethical principles from which they are derived. These ethical principles uphold those principles articulated by the American Association of University Professors' "Statement on Professional Ethics" and encompass major concerns traditionally and currently important to the profession. They apply to Faculty in their roles as teachers, scholars, colleagues, members of the University, and members of the community.

This Policy recognizes Faculty responsibilities not explicitly listed below but reasonably understood to follow from the articulated principles.

## **V. FACULTY RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS**

### **A. Faculty Rights**

1. Faculty have the right to free inquiry and the dissemination of ideas in teaching, research, publication, and the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or reprisal. This right extends to other facets of campus life to include the right of Faculty to speak on general educational questions and about the administration and operation of the University in accordance with applicable law.
2. Faculty have the right to expect reasonable University support in the execution of the instructional and scholarly activities assigned to them by the University.
3. Faculty have the right to a workplace free from bullying, intimidation, retaliation, and unlawful discrimination and harassment. Faculty have the right to make good faith reports of violations and/or suspected wrongdoing without fear of retaliation.
4. Faculty have the right to participate in shared University governance. This is accomplished in a variety of ways that include, but are not limited to, offering informal or formal advice, counsel, or feedback; taking part in votes; and serving on elected committees. Faculty have the right to share in University governance matters that include, but are not limited to:
  - a. The approval of curriculum, instruction methods, and course content;
  - b. The establishment of requirements for matriculation and for degrees;
  - c. The appointment and promotion of Faculty;
  - d. The selection of Faculty representatives, department chairs, and certain academic administrators;
  - e. The formulation of rules and procedures overseeing academic integrity for Students;
  - f. The formulation of rules and procedures for grievance and appeals of disciplinary action for Faculty at the University level;
  - g. The assignment of teaching responsibilities;
  - h. The establishment of norms for the evaluation of student achievement;
  - i. The establishment of norms for Faculty performance;
  - j. Departmental decision-making; and,
  - k. Budget discussions.

5. Faculty have the right to equitable evaluation via due process in accordance with established institutional standards, policies, and procedures in matters of annual evaluation, periodic performance evaluation, promotion, and tenure.
6. Faculty shall be presumed to be innocent and afforded due process in the investigation and resolution of any complaints brought against them, in accordance with established policies and procedures.
  - a. Faculty work responsibilities may be suspended during the investigation process.
  - b. Policies shall be applied fairly, transparently, and uniformly.
7. Faculty have the right of individual privacy and protection from unreasonable searches of the space, equipment, or information associated with their duties at the University. This right may be limited by law and by SBOE and University policies.
8. Faculty have the right to receive no-cost informal workplace problem-solving and conflict management assistance through the University's Ombuds Program.

## B. Faculty Responsibilities

### 1. Faculty Responsibilities to Teaching

#### a. Ethical Principles

- i. As teachers, ISU Faculty encourage the free pursuit of learning for their Students. Faculty hold before Students the best scholarly and ethical standards of their discipline.
- ii. Faculty demonstrate respect for Students as individuals and adhere to their proper roles as intellectual guides and counselors.
- iii. Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of Students are fair and accurate.
- iv. Faculty respect the confidential nature of the relationship between teacher and Student.
- v. Faculty avoid any exploitation, harassment, or discriminatory treatment of students.
  1. The integrity of the Faculty-student relationship is the foundation of the University's educational mission.
  2. This relationship vests considerable trust in Faculty members, who, in turn, bear authority and accountability as teachers, advisors, and supervisors.
  3. The unequal institutional power inherent in this relationship heightens the vulnerability of the Student and the potential for coercion. The pedagogical relationship between Faculty and Students must be protected from

influences or activities that can jeopardize the integrity of the educational process and interfere with Student learning and personal development.

vi. Faculty acknowledge significant academic or scholarly assistance from Students.

vii. Faculty protect the academic freedom of Students.

b. Responsibilities

i. Faculty have a responsibility to design and teach courses satisfying their discipline's best scholarly and ethical standards, as well as fulfilling stated course objectives and descriptions.

ii. Faculty foster positive, respectful, and open learning environments for their students, and do not infringe upon their students' academic freedom as defined by University and SBOE policies.

iii. Faculty have a responsibility to ensure, to the best of their ability, that Students have a learning environment free from discrimination, harassment, retaliation, and violence. Faculty must report known or suspected incidents of discrimination, harassment, retaliation, and/or violence to the Office of Equity and Inclusion as required by and outlined in ISUPP 3100 *Policy on Equal Opportunity, Harassment and Non-Discrimination*.

iv. Faculty have a responsibility to adhere to their proper roles as teachers, advisors, and supervisors. Faculty properly acknowledge original Student contributions in scholarly work.

v. Faculty refrain from using their powers to unfairly exploit others for professional or personal reasons.

vi. Faculty decline gifts, favors, or services reasonably interpreted as bids for academic advantage.

vii. Faculty respect the confidential nature of the Faculty-Student relationship.

viii. Faculty have a responsibility to avoid Conflicts of Interest between themselves and their Students, including but not limited to those arising from sexual, romantic, financial, contractual and/or familial relationships. If and when such conflicts arise, Faculty have a responsibility to eliminate and/or manage said conflicts through established processes.

2. Faculty Responsibilities to Scholarship

a. Ethical Principles

As scholars, ISU Faculty are guided by a deep conviction of the worth and dignity of the advancement of knowledge, and recognize the special responsibilities placed upon

them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, Faculty devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. In addition, Faculty practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

b. Responsibilities

- i. Faculty have a responsibility to be honest in their research and creative endeavors, and to conduct themselves in accordance with the academic and ethical standards of professional behavior established by the University and by their respective disciplines.
- ii. Faculty do not knowingly make false statements nor fabricate data or results in their research and creative endeavors, they acknowledge contributions of others to their work, and they do not take credit for work to which their intellectual contributions are insubstantial.
- iii. Faculty have a responsibility to keep current and updated in their fields of study, maintaining their scholarly/creative competence and striving for improvement as needed.
- iv. Faculty are encouraged to be active participants in the organizations and meetings of their respective disciplines.
- v. Faculty have a responsibility to guard freedoms of intellectual inquiry and free speech, both for themselves, their colleagues, and their Students.
- vi. Faculty defend the University's place as a forum where a variety of views are allowed to be publicly heard and debated without fear of retribution.
- vii. Faculty do not allow personal and/or external obligations or interests to hamper or compromise their freedom of inquiry.

3. Faculty Responsibilities to Colleagues

a. Ethical Principles

As colleagues, ISU Faculty have obligations that derive from common membership in the community of scholars. Faculty must treat their colleagues with respect and civility. They must respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Faculty must acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty accept their share of Faculty responsibilities for the governance of their institution.

b. Responsibilities

- i. Faculty have a responsibility to fairly evaluate colleagues when called upon to do so. Faculty strive for objectivity and use criteria directly reflective of professional performance when evaluating colleagues.
- ii. Faculty have a responsibility to maintain confidentiality in personnel procedures.
- iii. Faculty have a responsibility to demonstrate civility in their interactions with colleagues. While robust substantive disagreement amongst colleagues is both reasonable and to be expected.
- iv. Faculty address workplace conflicts openly, professionally, and respectfully, and they refrain from personally attacking, bullying, threatening, intimidating, or retaliating against colleagues.
- v. Faculty are entitled and encouraged to use the University's Ombuds Program if and when resolution of a conflict cannot be reached.
- vi. Unlawful discrimination, harassment, or violence by Faculty against colleagues or any other member of the University community is prohibited.
- vii. Faculty have a responsibility to respect and defend the academic freedom of their colleagues and students. Faculty do not act to silence those with whom they disagree.
- viii. Faculty engaged in joint service, research, and/or teaching have a responsibility to be cooperative in meeting their obligations to their colleagues and in performing the tasks they have agreed to perform.

4. Faculty Responsibilities to the University

a. Ethical Principles

As members of the University, ISU Faculty seek above all to be effective teachers and scholars. Although Faculty observe the stated regulations of the institution, they maintain their right and responsibility to criticize and seek revision by any appropriate and professional means when they believe such regulations are unfair and/or not properly enforced. Faculty give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, Faculty recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

b. Responsibilities

- i. Faculty have a responsibility to contribute constructively to the governance of the University, and are expected to be diligent in fulfilling any applicable committee obligations.
- ii. Faculty have a responsibility to give due regard to their responsibilities within the University, and to not allow outside work to interfere with the execution of their duties as Faculty.
- iii. Faculty have a responsibility to comply with all University rules, regulations, and policies specifying their obligations as Faculty members and as members of the University community in general.
- iv. Faculty have a responsibility and right to object to, and seek revision of, by any appropriate and professional means, University rules, regulations, and policies they believe are unfair and/or not properly enforced.
- v. Faculty have a responsibility to indicate, in public appearances or statements, whether they are officially representing the University with authorization to do so, or whether they are speaking as private citizens.
- vi. Faculty have a responsibility to properly and lawfully use any and all University property and facilities trusted to their care. Faculty do not, without University approval, use University property or facilities for personal gain beyond the scope of their assigned duties.
- vii. Faculty, when considering the interruption or termination of their service to the University, have a responsibility to inform and give due notice to their supervisors when appropriate.

## 5. Faculty Responsibilities to the Community

### c. Ethical Principles

As members of their community, ISU Faculty have the rights and obligations of other citizens. When Faculty speak or write as citizens, they should be unrestrained from institutional censorship or discipline, but their unique position as Faculty also requires care and thoughtfulness. Faculty must measure the urgency of these rights in the context of their responsibilities to their scholarship, to their students, to their profession, and to their institution. When Faculty speak or act as private persons, they should remember that the public may judge their profession and the institution by these actions. Faculty thus must make every reasonable effort to avoid creating the impression of speaking or acting for ISU in these circumstances. As citizens engaged in a profession that depends upon freedom for its health and integrity, Faculty have a particular obligation to be accurate and promote conditions of free inquiry, as well as to further public understanding of these academic ideals.

d. Responsibilities

- i. Faculty have a responsibility to promote conditions of free inquiry. Faculty, recognizing the importance of freedom of expression and free inquiry to the profession, are expected to do their part to promote the nature and value of academic freedom to the public.
- ii. Faculty have a responsibility to balance their commitments as Faculty with their rights and duties as citizens. Faculty are mindful when negotiating among these roles.
- iii. Faculty have a responsibility to obey local, state, and federal laws.

C. Remedies

1. Ethical concerns may be addressed by formal or informal remedies.
2. Reporting expectations, resolution efforts, and disciplinary actions are expected to vary depending on the character, context, frequency, and severity of the allegation, and in some cases are specified by relevant University Policy.
3. The affected parties are expected to seek informal resolution to concerns not addressed by other University policies; the goal is to reach prompt, mutually-agreed-upon solutions that are handled at the lowest level possible within the relevant unit, requiring neither formal investigation nor formal sanction.
4. When informal resolution fails, allegations may be addressed in consultation with Human Resources and/or according to general University policies/procedures including ISUPP 4041 *Grievance Procedures for Institutional Faculty*.

**VI. RELATED LAWS AND POLICIES**

- A. SBOE Section III.B. *Academic Freedom and Academic Responsibility*
- B. ISUPP 1110 *Equal Opportunity, Anti-Discrimination, and Non-Harassment*
- C. ISUPP 1120 *Sexual Harassment Under Title IX*
- D. ISUPP 1130 *Conflicts of Interest and Commitment*
- E. ISUPP 12030 *ITS Acceptable Use*
- F. ISUPP 12100 *ITS Electronic Messaging*
- G. ISUPP 3000 *Professional Workplace Free from Abusive Conduct*
- H. ISUPP 3000 *Professional Workplace Free from Abusive Conduct*
- I. ISUPP 3050 *Categories of Employees*

- J. ISUPP 3140 *Personnel Files*
- K. ISUPP 4020 *Promotion and Tenure*
- L. ISUPP 4039 *Faculty Suspension or Dismissal for Adequate Cause*
- M. ISUPP 4040 *Academic Freedom*
- N. ISUPP 4041 *Grievance Procedures for Institutional Faculty*
- O. ISUPP 4080 *Faculty Student Relationships*
- P. ISUPP 5030 *Accommodations for Students with Disabilities*
- Q. ISUPP 7060 *Misconduct in Research and Scholarship*
- R. ISUPP 9020 *University Vehicle Use*
- S. ISUPP 11000 *Space Allocation*
- T. Idaho State University Faculty Constitution