

CODE OF ETHICS

FACULTY

1. Relation of Teachers to Their Profession

- a. It is the duty of the teacher to secure the best training possible in the mastery of his/her field of study, in knowledge and understanding of the behavior of his/her students, and in teaching techniques.
- b. All teachers should expect to be governed in accordance with a clear formulation of the conditions for appointment and promotion by the authorities of his/her institution and, in the absence of such formulation, he/she should press for it.
- c. The first duty of a teacher in all circumstances is discovery and exposition of the truth in his/her own field of study to the best of his/her ability. This necessarily involves a clear orientation within the general field of knowledge. Discovery, as here used, means thorough, critical, and independent canvass, as far as possible, of available sources of knowledge, and the carrying on of original investigation in so far as time, circumstances, and ability permit. Exposition means the conscientious and thought-provoking presentation, first of his/her students, and secondly to others with whom he/she has occasion to deal.
- d. Every teacher should be ready to assist to a reasonable extent in the administrative work of his/her department and in the more general administrative work of the institution, when called upon to do so.
- e. Reasonable participation in professional societies, including not only those having to do with subject matter, but also those concerned with the interests and normal affiliations of classroom teachers is a duty resting upon all teachers.

2. Relation of Teachers to their Students

- a. The ethical obligation to give due time and attention to effective teaching requires of the teacher the prompt and regular meeting of his/her classes, faithfulness to student consultations, and constant refreshment in the daily work of his/her classroom programs.
- b. The teacher should strive for a timely, just, and unprejudiced appraisal of all student work in terms of whatever grading system may be commonly accepted throughout his/her institution. He/she owes students the right of review of their work and grades given, and, in cases of serious grievances or dispute, the right to appeal to a faculty committee, or similar agency, regularly provided for this purpose. The individual teacher, staffs, and whole faculties should, from time to time, make comparative studies of grades given, and of the effectiveness of their appraisal systems in general.

- c. The teacher should be actively concerned for the general welfare of his/her students so far as this has a clearly discernible bearing upon the success of the educational progress.
- d. The teacher should secure permission and give credit for the use of original student contributions in his/her lectures or publications in the same manner and degree as for borrowed materials from other sources. He/she should not, in any case, use students to their detriment in fostering his/her own research, publications, or other ventures.
- e. The teacher, who rightfully asks academic freedom for himself/herself, should be extremely careful to accord his/her students alike freedom.
- f. The teacher should not tutor for pay students from his/her own classes, or those from classes of colleagues in the same department or elsewhere, except under conditions known and approved by responsible authorities.
- g. The teacher should be alert and cooperative in detecting and reporting to the appropriate disciplinary agencies all cases of dishonesty and gross misconduct. He/she should inform and correct students regarding less serious matters of conduct that would also be harmful to the objectives and ideals of the department or institution in which he/she serves. It is his/her duty, however, to take care that students charged with offenses have an opportunity for a hearing, to ensure the submission of all relevant facts, and the just disposition of their cases.
- h. The teacher should treat the ideas, needs, weaknesses, and failures of students in confidence, whether he/she has gathered his/her knowledge in the course of routine activities or from personal consultation, and, he/she should not reveal such facts to others except in the line of duty.

3. Relation of Teachers to Their Colleagues

- a. All teachers should give their colleagues active cooperation and encouragement in their individual development as teachers and in measures in behalf of the objectives of his/her department and institution.
- b. The teacher should in no case indulge in unfair competition with his/her colleagues for position, rank, salary, students, or other advantages of any sort.
- c. The teacher should avoid disparagement of his/her colleagues. He/she owes it to his/her institution and to the profession to be tactful both as to content and place in his/her utterance of criticism. Tact should not restrain him/her, however, from an honest and timely appraisal of a colleague that is for the betterment of educational service, or from his/her duty to submit to appropriate authorities any substantial evidence in his/her possession concerning the unfitness of a colleague.
- d. A teacher should always secure permission and give credit for the use of materials

borrowed from colleagues or elsewhere in his/her own lectures, publications, or other public presentations.

- e. A teacher should not sponsor or promote the rendering of services to students for pay by individuals who would not meet the approval of the department most closely concerned with such services.
- f. A teacher should not fail to recommend a colleague for a better position through desire to retain him/her in his/her present position..., or for any cause other than that of unfitness for the position.

4. Relation of Teachers to The Institution and Its Administrators

- a. As an employee and representative of his/her institution, the teacher should support its purposes and objectives, and interpret them faithfully to the students and the public. If, in his/her best judgment, however, the purposes and objectives should be altered, he/she should feel free to urge such changes. Expression of such views should be confined to his/her colleagues and the administration of the College.
- b. The teacher should at all times insist upon and exercise his/her rights of untrammelled investigation and exposition of any matter within his/her own field or specifically germane to it, but he/she is also morally bound not to take advantage of his/her position for introducing into his/her classroom the discussion of subjects not pertinent to his/her special field.
- c. The teacher should maintain his/her right as a citizen to speak outside his/her institution on matters of public interest, so far as this does not interfere with proper attention to his/her educational duties; but he/she should make clear always that the institution is in no way responsible for his/her extramural utterances except where he is specifically acting as its agent.
- d. It is the duty of the teacher loyally to support the principles of tenure, promotion, demotion, and dismissal adopted by the profession and to press for the formulation and use of such principles where none have been adopted.
- e. The teacher should not intrigue with administrative officials to enhance his/her own position or to injure that of a colleague.

5. Relations of Teachers to the Non-academic World

- a. The teacher should maintain and exercise his/her right as a citizen to take part in community and public affairs, except for such restrictions as are necessary to prevent the neglect of his/her professional duties.
- b. The teacher should make his/her abilities and influences available for the service of the public relations of his/her institution. He/she should not, however, attempt on his/her

own account to initiate or promote any policy relating to his/her institution, or seek advancement in rank or salary for himself/herself or a colleague through connivance with, or influence upon, governing boards of public officials. If such officials initiate discussions with him/her concerning matters of this sort, he/she should report the substance of the discussions to the President or appropriate officers of the institution.

c. The teacher should not, during the academic year, undertake extensive outside activities that would interfere with his/her professional responsibilities, except with the approval of the proper institutional authorities. He/she should not, in any case, exploit his/her teaching position to secure outside income or favors in competition with non-academic colleagues.

d. The teacher should avoid occasioning sensational publicity by unbecoming speech or conduct.

e. A teacher should not accept pay, directly or indirectly, from outside individuals, groups, or agencies of any sort, for the teaching of partisan views or the promotion of partisan projects, either within or outside his/her institution.

f. The teacher should maintain a non-committal policy in public on all controversial issues arising within the school. He/she should maintain in strict confidence all departmental or school matters not intended for dissemination. If any issue or matter is of such public concern that he/she must, for his/her own integrity, speak out, he/she should make this clear to all concerned.

g. A teacher should defend any member of the profession who is unjustly attacked.

ADMINISTRATORS

1. Relation of Administrative Professionals to Their Profession

a. It is the duty of the administrative professional to secure the best education and training possible in the mastery of his/her field of administrative responsibility in both the knowledge and understanding of this responsibility.

b. The administrative professional should expect to be governed in accordance with a clear formulation of the conditions for appointment and promotion by the authorities of his/her institution and, in absence of such formulation, he should press for it.

c. It is the duty of the administrative professional to expose the truth of his/her own area to the best of his/her ability. This necessarily involves a clear orientation within the general field of knowledge. Knowing, as here used, means thorough, critical, and independent canvass, as far as possible, of available sources of knowledge and the carrying on of original investigation insofar as time, circumstances, and ability permit. Exposition means the conscientious and thought-provoking presentation to others with whom he/she has occasion to deal.

- d. Every administrative professional should coordinate and direct the administrative activities of his/her area and should be ready to contribute to the more general administrative work of the institution.
- e. Reasonable participation in professional societies, including not only those having to do with the administrative professional's direct realm of responsibility, but also those concerned with related areas of responsibility, rests upon all administrative professionals.

2. Relation of Administrative Professionals to their Administrative Colleagues

- a. The administrative professional should give his/her administrative colleagues active cooperation and encouragement in their individual development as administrators in measures on behalf of the objectives of his/her administrative area and the institution.
- b. The administrative professional should in no case indulge in unfair competition with his/her administrative colleagues for position, administrative rank, salary, area of administrative responsibility, or other advantages of any sort.
- c. The administrative professional should strive to give an honest and timely appraisal of a colleague that is for the betterment of educational service.
- d. The administrative professional should avoid disparagement of his/her administrative colleagues. He/she owes it to his/her institution and to the profession to be tactful both as to content and place in his/her utterance of criticism. Tact should not restrain him/her from his/her duty to submit to appropriate authorities any substantial evidence in his/her possession concerning the unfitness of a colleague.
- e. An administrative professional should always secure permission and give credit for materials borrowed from administrative colleagues whose use is related to his/her administrative area of responsibility.
- f. The administrative professional should not sponsor or promote the rendering of services to any other member of the institutional staff for pay when this service lies directly in the line of responsibility that the administrative professional oversees.
- g. An administrative professional should not fail to recommend a colleague for a better position through desire to retain him in his/her present position...or for any cause other than that of unfitness for the position.

3. Relation of the Administrative Professionals to their Institution, its Faculty, and its Students

- a. The administrative professional should maintain his/her right as a citizen to speak outside his/her institution on matters of public interest, so far as this does not interfere with proper attention to his/her educational and administrative duties; but he/she should always make clear that the institution is in no way responsible for his/her extramural utterances

except where he/she is specifically acting as its agent.

b. The administrative professional is an employee and representative of his/her institution and thereby should support its purposes, objectives, and policies and interpret them faithfully to the faculty, the students, and the public. If in his/her best judgement, however, the purposes, objectives, and policies should be altered, he/she should urge such changes. Expression of such views should be confined to his/her administrative colleagues and the faculty of the College.

c. The administrative professional should at all times insist upon and exercise his/her rights of untrammelled investigation and exposition of any matter within his/her own area of administrative responsibility or specifically germane to it, but he/she is also morally bound not to take advantage of his/her position for introducing to the institution the discussion of subjects not pertinent to his/her areas.

d. The administrative professional should loyally support the principles and practices that are adopted by the institution in regard to administrative, faculty, and student policies and procedures and to press for the formulation and use of such principles where none have been adopted.

e. The administrative professional should not intrigue with faculty members to enhance his/her own position or to injure that of an administrative colleague.

4. Relation of Administrative Professionals to the Non-Academic World

a. The administrative professional should maintain and exercise his/her right as a citizen to take part in community and public affairs, except for such restrictions as are necessary to prevent the neglect of his/her professional duties.

b. The administrative professional should make his/her abilities and influences available for the service of the public relations of his/her institution. He/she should not, however, attempt on his/her own account to initiate or promote any policy relating to his/her institution, or seek advancement in rank or salary for himself/herself or a colleague through connivance with, or influence upon, governing boards or public officials. If such officials initiate discussions with him/her concerning matters of this type, he/she should report the substance of the discussions to the President or appropriate officers of his/her institution.

c. The administrative professional should not, during the academic year, undertake extensive outside activities that would interfere with his/her professional responsibilities, except with the approval of the proper institutional authorities. He/she should not, in any case, exploit his/her administrative position to secure outside income or favors in competition with non-academic colleagues.

d. The administrative professional should avoid occasioning sensational publicity by unbecoming speech or conduct.

e. An administrative professional should not accept remuneration directly or indirectly, from outside individuals, groups, or agencies of any sort for the giving of partisan views or the promotion of partisan projects, either within or outside his/her institution.

f. The administrative professional should maintain a non-committal policy in public on all controversial issues arising within the school. He/she should maintain in strict confidence all administrative or institutional matters not intended for dissemination. If any issue or matter is of such public concern that he/she must, for his/her own integrity, speak out, he/she should make this clear to all concerned.

g. An administrative professional has the right to defend any member of the profession who, in his/her opinion, is unjustly attacked.