

Code of Ethics
Faculty/Professional Staff
Rowan University

Preamble

This code derives from two principles:

- (1) Faculty/professional staff status* at Rowan University implies a commitment to certain standards of professional conduct;
- (2) The faculty/professional staff alone is responsible for the definition and maintenance of the standards.

The code is a set of standards for professional ethics which the faculty/professional staff is determined to maintain. In order to guarantee all faculty/professional staff the right to confidentiality and due process, application of the code will be in accordance with procedures approved by the University Senate.

Matters of law or contract shall take precedence over the code. Furthermore, the university administration also has recognized responsibilities in matters of ethics.

CODE OF ETHICS

(Order of listings does not imply degree of seriousness. Violations of all parts are equally serious.)

- I. Commitment to the Student** – The faculty/professional staff member:
 - a. encourages the free pursuit of learning;
 - b. encourages students to study varying points of view and respects the students' rights to form their own views;
 - c. demonstrates respect for the student as an individual and adheres to the proper role as intellectual guide and counselor;
 - d. deals justly and considerately with each student;
 - e. respects the confidential nature of the relationship between professor/staff member and student;
 - f. avoids exploitation of students for private advantage;
 - g. does not engage in harassment based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation or disability;
 - h. when necessary, shares with appropriate individuals information about students' educational needs;
 - i. seeks constantly to improve learning facilities and opportunities;
 - j. gives recognition and acknowledgement of significant contributions by students to one's work and research;
 - k. respects students' rights to pursue individual life styles.

II. Commitment to the Institution – The faculty/professional staff member:

- a. observes the stated regulations of the institution with the opportunity of dissent;

*For the purpose of implementing the code, faculty/professional staff is defined in the same terms as the constituency of the University Senate in its Constitution, which is: All professional employees of Rowan except, “anyone not in the faculty/professional staff bargaining unit.” (See Article VIII, Section I.A. of the Rowan Senate Constitution, revised and adopted April, 1986.)

- b. brings serious violations of professional conduct to the attention of the appropriate authorities;
- c. uses educational facilities for intended purposes consistent with applicable policies and regulations.

III. Commitment to Colleagues and the Profession – The faculty/professional staff member:

- a. respects and defends the right of free inquiry of one’s associates;
- b. shows respect for the opinions of others;
- c. carries out one’s academic obligations;
- d. strives to be objective in the professional judgment of colleagues and to render such;
- e. accepts one’s share of faculty/professional staff responsibility for the governance of the institution;
- f. keeps trust under which confidential information is exchanged;
- g. acts responsibly in the development and implementation of policies affecting the institution;
- h. develops and improves one’s scholarly competence;
- i. accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting information;
- j. does not engage in harassment based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation or disability;
- k. respects colleagues rights in the pursuit of individual life styles.

IV. Commitment to Professional Employment Practices

The faculty/professional staff member:

- a. conducts professional matters through recognized appropriate channels;
- b. accepts no gratuities or gifts that might influence one’s judgment in the exercise of one’s professional duties;
- c. engages in no activity that impairs the effectiveness of one’s professional service;
- d. adheres to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.

Approved by Senate 1/22/93

Amended by Senate 5/15/02

Procedures of the Senate Ethics Committee

The University Senate Ethics Committee has been assigned the task of reviewing allegations of unethical conduct made against members of the faculty/professional staff. Due to the delicate nature of the issues brought before the Committee, it is imperative that the procedures adopted by the Committee safeguard the confidentiality of all materials presented to it and guarantee the individual's right to due process.

1. An individual or group who believes that evidence of unethical conduct exists and feels that the Ethics Committee should review the matter must formally request the Committee to do so. This formal request must be a signed statement briefly outlining the allegation(s) and, if appropriate, indicating the specific section of the Code violated. If requests are received late in the academic year, there is a possibility that the case may not be resolved by the current committee within that academic year.
2. After a formal request is submitted, the Committee will meet to discuss the complaint, after which the Committee will meet with the complainant to discuss the allegation(s). The purpose of this meeting will be to thoroughly discuss the allegation(s) and to examine any supportive data the individual(s) may wish to submit.
3. The Committee will then meet without the complainant present to discuss the allegation(s) and make one of the following determinations:
 - a. The complaint deals more with working conditions and will be referred to both the bargaining agent and the university administration.
 - b. The complaint deals more with procedural matters and will be referred to the bargaining agent or administrative office.
 - c. The complaint, if of ethical concern, but may be resolved with the individual(s) concerned with the Committee acting as a mediator.
 - d. The complaint is of ethical concern and a formal review of the matter will be made.
 - e. The complaint is found to be without substance and the Committee finds no grounds for continuation.
4. If the committee determines that a formal review of the matter will be made, the committee will notify the individual(s) involved, send a copy of the allegation, and request an interview.
5. The Committee will interview others who might have information to contribute concerning the allegation(s).
6. Upon request, the secretary of the Senate will send a copy of the individual's testimony as reflected in the minutes and a copy of any report which concerns that individual by certified mail.
7. After the Committee has reviewed all the available information, and if the individuals found in violation of the Code of Ethics, the Committee will develop a list of

recommendations, including whether or not the case is serious enough to report to the President of the University or his/her designee.

8. A copy of the Ethics Committee's preliminary confidential report will be given to the President of the Senate prior to being given to the individual found in violation of the Code of Ethics for his/her possible input. A copy of the Ethics Committee's final report will also be given to the Senate President.

9. If the Ethics Committee so recommends, the President of the Senate and the Chair of the Ethics Committee will meet with the President of the University or his/her designee to review the Ethics Committee's recommendations.

10. In extreme cases, the Senate Ethics Committee may recommend University Senate Censure. Censure is an official or public reprimand whereby the academic community wishes to disassociate itself from the unethical behavior of an individual or from a reprehensible act committed by the individual. The Senate Censure could be the result of a single act or repeated violation(s) of the Code of Ethics. In such cases, a censure report or recommendation would be forwarded to the Senate President and the Senate Executive Committee.

#9 and #10 approved 9/96

Addition to #1 and revision of #4 & #6 approved 5/14/03