

Subject: Faculty Code of Conduct	Guidelines
Approval	Formulated: 3/24/2017 Last Reviewed: 2/11/2019 Next Review:

Faculty Code of Conduct

Rationale:

California University of Science & Medicine is committed to fostering an environment that promotes academic and professional success in learners and teachers at all levels. Success is dependent on an environment free of behaviors which can undermine the important missions of our institution. An atmosphere of mutual respect, collegiality, fairness, and trust is essential. Faculty members bear significant responsibility in creating and maintaining this atmosphere.

Scope and Applicability:

All faculty members with appointments in California University of Science & Medicine.

Standard Practice Guideline:

The teacher-learner relationship confers rights and responsibilities on all parties within the California University of Science & Medicine community to behave in ways that represent the ideal teacher-learner relationship, which fosters respectful behavior, minimizes the likelihood of student or faculty mistreatment or abuse, and optimizes the educational experience for students.

Aim:

It is the intent of the Faculty Code of Conduct to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the University as an institution of higher learning

Procedures:

Responsibilities of teachers include without limitation:

- Be prepared and on time
- Provide learners with most current materials
- Treat students fairly, respectfully, and without bias
- Give students timely, constructive and accurate feedback
- Avoid the embarrassment or humiliation of others.
- Exhibit professional conduct at all times and to all constituents
- Demonstrate respect for diverse voices and experiences

Faculty behaviors which fall outside of these standards without limitation include abusive conduct, poor judgment, unprofessional behavior or mistreatment.

The following are some examples of behaviors that fall outside of these standards:

- Behavior that may disrupt the student's educational experience, including without limitation:
 - Repeated questioning of a student with the primary intent to humiliate or embarrass
 - Grading based on factors other than performance or merit
 - Coercing students to do something they find morally objectionable
 - Public humiliation
 - Requiring menial, non-educational chores unrelated to the student's educational program
 - arbitrary denial of access to instruction
 - significant intrusion of material unrelated to the course
 - significant failure to adhere to the rules of the faculty in the conduct of courses, to meet class, to keep office hours, or to hold examinations as scheduled
 - undue and unexcused delay in evaluating student work.
 - Requiring students to perform personal chores (e.g., running errands, babysitting, etc.)

Types of unacceptable faculty conduct:

- Unwanted physical contact or threats of the same
- Sexual or other forms of harassment
- Discrimination
- Disrespectful or unprofessional behavior
- Creating a hostile environment
- Unethical behavior
- Violation of the University policy
- Violation of canons of intellectual honesty, such as research misconduct and/or intentional misappropriation of the writings, research, and findings of others
- Intentional disruption of University functions or activities
- Incitement of others to disobey University rules
- Breach of established rules governing confidentiality in personnel procedures
- Intentional misrepresentation of personal views as a statement of position of the University or any of its agencies
- Commission of a criminal act which has led to conviction in a court of law and which clearly demonstrates unfitness to continue as a member of the faculty

Often concerns can be resolved through consultation or an informal resolution process. If the matter is not satisfactorily resolved through consultation or the informal resolution process, the person with an allegation of inappropriate behavior may initiate a formal complaint

Reporting Incidents of Inappropriate Behavior, harassment or acts of discrimination:

California University of Science & Medicine takes allegations of mistreatment by faculty, staff or students very seriously and strongly encourages its faculty, staff, and students who are witness to such conduct to report the incident immediately. The procedures for reporting incidents are outlined in the "**Faculty Handbook, complaint process section**".