

Section 604 of the Administrative Manual:  
**Professional Responsibility**  
(Approved June 6, 2018)

**604 Professional Responsibility**

This statement should serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from four major perspectives: 1) as a member of an academic profession; 2) as a teacher; 3) as a colleague; 4) as a part of an academic institution.

604.1 As a member of an academic profession, the faculty member:

1. Devotes energies to developing and improving scholarly competence.
2. Accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
3. Practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction, and free expression.
4. Respects the ethical and legal principles and guidelines of the faculty member's discipline(s).
5. Does not engage in exclusionary, exploitative, harassing, discriminatory, or retaliatory behavior towards faculty, staff, or students.
6. Treats faculty, staff, and students with civility, understanding, and respect.

Nothing in Section 604.1 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.2 As a teacher, the faculty member:

1. Encourages the free pursuit of students' learning and promotes the free and open exchange of ideas as related to the subject matter.
2. Exhibits and upholds the highest scholarly and ethical standards of the faculty member's relevant discipline(s); fosters honest academic conduct; and does not instruct, advise, or supervise students with whom the faculty member has personal or professional conflicts of interest.
3. Serves as an intellectual guide and mentor.
4. Does not participate in the formal evaluation of any student or in any institutional decisions involving direct benefit to a student who is a member of the faculty member's immediate family, a blood relative, or with whom there is an economic, sexual, and/or romantic involvement that could reasonably be perceived as impairing objectivity.

5. Makes reasonable efforts to assure that evaluations of students are based on stated academic criteria.
6. Makes reasonable efforts to assure that students treat each other with civility, understanding, and respect.
7. Respects the confidential nature of the relationship between faculty member and student except when obligated to disclose information based upon University policy or law.
8. Does not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course.
9. Does not require students, by the authority inherent in the instructional role, to engage in particular political activities.
10. Does not persistently introduce material that has no relation to a subject into the presentation of that subject.
11. Adheres to published descriptions of course content and grading practices, such as those contained in syllabi, course outlines, and University catalogs.
12. Allows students the freedom to take reasoned exception to the data or views offered in a course of study.
13. Acknowledges significant academic or scholarly collaboration with, or assistance from, students.
14. Does not engage in exclusionary, exploitative, harassing, discriminatory, or retaliatory behavior towards students.
15. Treats students with civility, understanding, and respect.

Nothing in Section 604.2 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.3 As a colleague, the faculty member:

1. Respects and defends the free inquiry of colleagues.
2. Shows due respect for the opinions of others in exchanges of criticism and ideas.
3. Acknowledges the contributions of others to the faculty member's academic work.
4. Strives to be objective when engaged in the professional judgment of colleagues.
5. Does not participate in personnel evaluations, such as appointment, retention, tenure, or promotion, of a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty members has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.
6. Does not participate in decisions, such as awarding of grants, sabbaticals, or other awards that involve a direct personal economic benefit or benefit to a member of the faculty member's immediate family, a blood relative, or a person with whom the faculty members has an economic, sexual

and/or romantic involvement that could reasonably be perceived as impairing objectivity.

7. Does not engage in exclusionary, exploitative, harassing, discriminatory, or retaliatory behavior towards colleagues.
8. Treats colleagues with civility, understanding, and respect.

Nothing in Section 604.3 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.

604.4 As a member of an academic institution, the faculty member:

1. Seeks above all to be an effective teacher and scholar.
2. Observes the stated regulations of the institution provided they do not contravene academic freedom.
3. Maintains the right to criticize regulations and seek their revision.
4. Does not engage in outside employment that conflicts with normal work assignments or satisfactory performance of duties.
5. When considering the interruption or termination of services, recognizes the effect of such a decision upon the program of the institution and gives due notice of intentions.
6. Accepts a share of faculty responsibilities for the governance of the institution.
7. Helps ensure that the University meets its commitment to maintain an environment that promotes diversity and that is free from discrimination and harassment.
8. Does not engage in exclusionary, exploitative, harassing, discriminatory, or retaliatory behavior towards members of the university community (students, faculty, staff, or administrators).
9. Treats members of the university community (students, faculty, staff, and administrators) with civility, understanding, and respect.

Nothing in Section 604.4 should be interpreted as compromising or narrowing the boundaries of academic freedom and permissible speech by faculty.