

## Attachment 4

Proposed addition to the University Handbook, Section D3, Professional Conduct

Approved by Faculty Senate Faculty Affairs Committee

October 18, 2011

**D3.1** Kansas State University values the positive culture in the work and learning environments created by students, staff, faculty and administrators, and recognizes its importance in furthering the mission of the university as well as the goals of individuals, departments, units, and colleges. Respect for others is essential to the pursuit of the common missions of higher education. Kansas State University employees are expected to conduct themselves in a professional and respectful manner toward other members of the university community, including faculty, staff, students and visitors. Kansas State University has endorsed the Principles of Community, which can be found at <http://www.k-state.edu/welcome/community.html>. Every member of the university community is expected to acknowledge and practice these principles, and they are displayed in all of our classrooms and administrative offices.

**D3.2** Citizenship. All faculty and other unclassified employees are expected to conduct themselves in ways that foster goodwill, harmony, and collegiality within the department. They are expected to contribute to the pursuit of departmental/unit goals, mentor colleagues, and generally contribute to creating a civil environment for the department/unit and its faculty and other employees. Examples consistent with positive citizenship include:

- Supporting an atmosphere of academic freedom, professional discourse, inquiry, and respect for the academic rights and professional expertise of others.
- Expressing respect for and support of colleagues, even when disagreements arise.
- Honoring the confidence of departmental/unit discussions involving personnel and other confidential matters.
- Maintaining professional rapport with colleagues, staff, and students and members of the public.
- Willingness to accept one's share of responsibility for assignments, including committee assignments.
- Accepting the mutual responsibility to ensure an environment free of bullying, threatening, or intimidating behavior, or similar unprofessional conduct.
- Regular attendance at departmental/unit faculty and/or staff meetings, except when professional obligations interfere.

**D3.3** Performance reviews of faculty and other unclassified employees will include consideration of overall contribution or detriment to the department/unit, which includes citizenship and other personal conduct affecting the workplace. Faculty and other unclassified employees are expected to have cooperative interactions with colleagues, show civility and respect to others with whom they work and interact, show respect for the opinions of others in the exchange of ideas, and demonstrate a willingness to follow appropriate directives from superiors.

**D3.4** Grounds for disciplinary action may include misconduct such as: refusing to accept reasonable and proper assignments from a supervisor; failing to maintain satisfactory and harmonious relationships with fellow employees; demonstrating a habitual pattern of failure to report for duty at the assigned time and place or to remain on duty; and other misconduct in violation of University rules or that is disruptive or detrimental to University service.

**D3.5** Faculty members and other unclassified employees may be dismissed or otherwise disciplined for professional incompetence, misconduct or unethical behavior, or persistent violation of University rules and/or policy.