COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 6029

Code of Ethics

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Reference: Policy 005, 13 May 2013 Personnel Policy and Procedure Manual

1. Code of Ethics

Employees must maintain College of Micronesia-FSM's Code of Ethics when engaging in any college- related activities. When employees act as representatives of the college, they must conduct themselves according to this policy. Employees must not condone and/or participate in breaches of COM-FSM's Code of Ethics.

2. Application

This policy applies to all non-student members of the college community including full-time, part-time, contractual and volunteer personnel.

3. Guidelines for Addressing Ethical Concerns

If a person has reason to believe that an employee of COM-FSM is not acting in accordance with the COM-FSM Code of Ethics, the following steps should be taken:

a. The person reports the alleged violation to one of the following: employee's supervisor, employee's department head, or President. It is recommended that the initial report be directed to the employee's supervisor, if appropriate and that that report be in writing.
b. The person receiving the report reviews the situation and recommends whether action is necessary.
c. If there is a breach of the code of ethics policy, the person receiving the report will follow policy on employee discipline and protection.
d. Record of the accusation, review and action taken may be filed in the employee's personnel folder if disciplined.
e. If the director of human resources is the subject of a possible code of ethics violation, the president is consulted.
f. If the president or acting president is the subject of a possible code of ethics violation, the board of regents will take action after whatever review they may request.

4. Faculty Statement of Professional Ethics

a. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their disciplines is to seek and to state the truth as they see it. To this end, they devote their energies to developing and improving their scholarly and teaching competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although

they may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

b. As educators, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects their true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.
c. As colleagues, faculty members have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.
d. As members of their institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated regulations of the institution, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. They determine the amount and character of the work they do outside their institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the programs of the institution and give due notice of their intentions.
e. As members of their community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their disciplines, to their students, to their profession and to their institution. When they speak or act as private persons, they avoid creating the impression that they speak or act for the college. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to public understanding of academic freedom.
f. As members of a diverse, multicultural community, faculty members have a responsibility to cultural, gender and ability sensitivity that goes beyond tolerance and deference. They model these sensitivities in the classroom, on campus, and in the wider community.
g. As mentors, faculty members acknowledge the dual mission of a community college to prepare students for success in both careers and participatory citizenship. They maintain sound and fair standards while helping students to understand those standards provide a realistic view of what can be expected in other educational institutions and in the larger society beyond the college campus. Lowering standards to pass students along undermines their abilities to meet future challenges.

5. Faculty Code of Ethics

a. Recognizing that, at times, students will offer us gifts or favors, we must be aware of potential implications. Acceptance of such offerings should be avoided.
b. Recognizing that student sensitivities must be respected, we must appreciate that derogatory remarks based on gender, race, religious or ethnic group, physical handicap, or sexual orientation are inappropriate in the classroom environment.

c. Recognizing that instructors are concerned with the welfare of students and that students will, at times, wish to share information of a personal nature, it is appropriate for faculty to listen sympathetically to students but not to elicit, reveal or exploit confidential information.
d. Recognizing that while amorous relationships are appropriate in other circumstances, we accept that such relationships are always inappropriate when they occur between any faculty member and his or her student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends.
e. Recognizing that in their relationships with students there is always an element of power, it is incumbent upon those with authority not to abuse, nor appear to abuse, the power with which they are entrusted.
f. Recognizing that under certain circumstances touching students may be appropriate, we acknowledge that sexual touching of a student by an instructor is never appropriate.
g. Professional interaction between students and instructors should take place in an academic setting.
h. Instructors should never engage in nor condone sexual harassment. In the academic context, the term "sexual harassment" may be used to describe a wide range of behavior. The fundamental element is the unwelcome personal attention by an instructor who is in a position to determine a student's grade or student employment or otherwise affect the student's academic performance or professional future.
i. Recognizing individual's rights to privacy, disclosure and discussion of confidential information obtained from official records, either during or after employment with the College (unless an employee is authorized to do so), is prohibited. Such information includes:

    i. Personal and official information about students, such as academic and judicial records.
    ii. Financial information about students.
    iii. Information regarding the college's business transactions.
    iv. The personnel records of college employees, except as may be required by law.
    v. The opinions, advice, recommendations and decisions as found on faculty evaluations.

6. Staff Code of Ethics

a. Recognizing that faculty and students will give us gifts or offer us favors, we must be aware of potential implications. We should always demonstrate both the substance and the appearance of propriety at all times.
b. Acknowledging that faculty and student sensitivities should be respected, we must appreciate that derogatory remarks regarding gender, race, religion, ethnicity, physical or learning disability, or sexual orientation are inappropriate.
c. Recognizing that college staff are concerned with the welfare of faculty and students, and since either will at times, wish to share information of a personal nature, classified staff must, for additional help and/or information, refer students to the college's counseling center or vice president for enrollment management and student services; and, refer faculty to the vice president for instructional affairs.
d. College staff should never engage in or condone sexual harassment. In the professional context, the term "sexual harassment" may be used to describe a wide range of behavior. However, the fundamental element is the unwelcome personal attention by a classified member to any person, staff, faculty or student.

e. College staff interaction with students and faculty should take place in an appropriate setting.
f. Recognizing individuals' rights to privacy, disclosure and discussion of confidential information obtained from official records, either during or after employment with the college (unless an employee is authorized to do so), is prohibited. Such information includes:

   i. Personal and official information about students, such as academic and judicial records.
   ii. Financial information about students.
   iii. Information regarding the college's business transactions.
   iv. The personnel records of college employees, except as may be required by law.
   v. The opinions, advice, recommendations and decisions as found on employee evaluations.

7. Academic integrity and honesty are fundamental to the education process and the College of Micronesia-FSM. The college upholds and enforces high standards of academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty. The intent is to ensure adherence to COM-FSM's standards of honesty and scholarly integrity in all activities relating to teaching, supervision, research, administrative and consultative work of staff and to protect the academic integrity of the institution. Refer to Board Policy No. 6019 for employee discipline and protection.

See Administrative Procedure 6029.