

**GRANT MacEWAN UNIVERSITY
FACULTY ASSOCIATION**

**Code of Professional Conduct
(Approved April 27, 2011)**

Preamble:

We, the faculty of Grant MacEwan University, regard our Code of Professional Conduct as a statement of professional values that are to be observed by all faculty members. As such, the Code of Professional Conduct has two intended uses:

1. as a declaration of our professional values to the community at large;
2. as a guideline for appropriate professional behavior by members of the association, to be used whenever appropriate ethical behavior is in question.

The Code of Professional Conduct is not in any way intended as an interpretation of the Collective Agreement; it pertains not to contractual matters determined jointly by faculty and administration, but to professional ethical behavior as defined by faculty members for their own mutual guidance and clarification.

A) Member/Grant MacEwan University Relations

- i) The members of the Faculty Association respect and comply with all the rights and responsibilities set out in the Collective Agreement between Grant MacEwan University Board of Governors and Grant MacEwan University Faculty Association.
- ii) As faculty members, we conduct ourselves in a manner that upholds the values of our professions and fosters the development and improvement of those values and professions.

Members recognize the importance of professional growth and their responsibility to maintain and improve their knowledge, competence and expertise in their fields of study and, where applicable, in the art of teaching.

Members attempt to foster within the University an environment that promotes intellectual growth, scholarship and enthusiasm for learning.

Members are conscientious to maintain currency in the preparation, organization and revision of subject matter and methods of presentation.

In lectures, publications or other public presentations, members avoid plagiarism and represent their academic credentials, designations, and professional qualifications correctly.

- iii) Members perform the duties of their positions with impartiality, courtesy, fairness and integrity.

Members recognize their responsibilities to abide by policies and procedures established by the University.

- iv) As members representing the University in an official capacity, we recognize our obligation to do so accurately and with no deliberate distortion. We retain the right as citizens to express personal views outside the University on matters of public interest.

- v) Members avoid situations from which conflict of interest charges may arise.

Members ensure that employment outside of regular University contracts and appointments does not deleteriously affect their obligations to the University.

Members do not use instructional privileges for private gain or for personal political influence.

Members do not knowingly accept a sessional or continuing faculty position that has not been made available in an open competition to other qualified and interested members.

- vi) Members recognize a responsibility to participate in the governance of and service to the University.
- vii) Through the use of established channels of communication, members seek reforms which would improve the University.

B) Member/Faculty Association Relations

- i) To the best of their abilities, members uphold the policies of the Faculty Association and do not knowingly contravene those policies.

Members use appropriate channels of communication to seek policy reform and conduct Association business.

Members do not knowingly violate confidentiality, privilege or trust between themselves and the Association.

Members respect where information pertaining to the affairs of the Association is confidential.

Members represent the Association only with the expressed consent of the Association.

- ii) Whenever possible, members encourage and facilitate the participation of colleagues in the affairs of the Association.

C) Member/Member Relations

- i) Members honor all verbal and written agreements among themselves respecting their professional obligations, and do not violate confidentiality, privilege or trust with other faculty members. Except where required by law, members respect the confidentiality of information about colleagues gained in the course of their professional duties.

Members do not make or condone the making of defamatory statements about colleagues. They do not denigrate or derogate, or encourage the denigration or derogation of a colleague.

Members do not intentionally undermine the confidence of students in a colleague.

Members do not criticize other members to students, but confine such criticisms to proper grievance procedures.

- ii) In lectures, publications or other public presentations, members avoid plagiarism, represent their academic credentials, designations, and professional qualifications correctly, and acknowledge the contributions of colleagues, students and scholarly sources.
- iii) In all professional relations with colleagues or potential colleagues, members do not discriminate on the grounds of age, sex, race, color, religion or creed, politics, national or ethnic origin, sexual orientation, or physical disability, and strive to protect colleagues from such discrimination.
- iv) With regard to criticism of or differences with a colleague, members should present their concerns directly to the colleague within a reasonable period of time. If a member wishes to complain formally about a colleague's conduct, that complaint should be made in writing to the colleague and may then be forwarded to the colleague's immediate supervisor, to the Faculty Association Grievance Committee, or the Professional Ethics and Conduct Committee, as is appropriate.

D) Member/Student Relations

- i) Members are responsible for engaging and guiding students in the pursuit of knowledge, and scholarship where applicable.
- ii) Members encourage and welcome the free exchange of ideas between themselves and their students, and among students.

- iii) Members conduct themselves toward students in a manner that is fair, objective and respectful. Members do not make or condone the making of defamatory statements about students. They do not denigrate students, or encourage the denigration of students.

Members do not use their privileged relationships with students to exploit them for private advantage.

Members do not discriminate against students or privilege students on the grounds of age, sex, race, color, religion or creed, politics, national or ethnic origin, sexual orientation or physical disability.

Except when it is required by law or University policy, members maintain the confidentiality of all information gained about a student -- whether it concerns academic progress, personal life, political or religious views.

Members evaluate students according to University policies and as communicated on the course outline. Academic penalties are limited to those sanctioned by University Policy.

E) Principles Relating to the Collective Agreement

- i) Members contribute ideas and suggestions for incorporation in the Collective Agreement.

Members have a right to determine scholarly pursuits that are within the University Policy and the Post-Secondary Learning Act.

- ii) Members inform themselves of the scope and content of the Collective Agreement.

F) Principles Applying To Academic Freedom

- i) Members have a right to determine course content, class materials, teaching methodologies and evaluation systems that are within the framework of the course description, program requirements, budget allocation and University Policy.
- ii) Members have an obligation to defend the right to academic freedom for their colleagues and themselves, and to oppose any infringement on this right.
- iii) Members have a right to engage in off-campus activities, without penalty, unless these activities directly affect the member's responsibilities towards the institution, colleagues, students or professional associations.

G) Committee Structure

The Code of Professional Conduct is to be reviewed and implemented by a two-tier Committee structure. The Professional Ethics and Conduct Committee is responsible for reviewing and revising the Code, as the need arises. This committee is to be maintained at seven members as specified in the Association's constitution.

The Professional Ethics and Conduct Committee is also in charge of creating Ad Hoc Mediation Committees to deal with particular cases brought in for mediation. The Ad Hoc Committees are to be composed of five (5) members, composed in the following manner:

- a) Three members are to be chosen for the Ad Hoc Committee from the membership of the Professional Ethics and Conduct Committee.
- b) Two members are to be chosen for the Ad Hoc Committee by the disputants, one by each disputant.
- c) A Chairperson for the Committee will be chosen by the Professional Ethics and Conduct Committee, selected from the three members in #a above.
- d) The term of an appointment will be at the discretion of the Professional Ethics and Conduct Committee.
- e) The Ad Hoc Committee will determine whether an alleged violation of the Code of Professional Conduct has occurred and should be investigated, and, when necessary, conduct the investigation.
- f) The Ad Hoc Committee will report to the Professional Ethics and Conduct Committee, which will then report to the Faculty Association.
- g) All information relating to an alleged violation or investigation shall be kept in confidence by the Ad Hoc and Professional Ethics and Conduct Committees. Records of the matter are to be kept in the secured files of the Faculty Association and consulted only with the approval of the Executive.

H. Sanctions

Where a member believes that a contravention of the Code of Professional Conduct has occurred, information and/or documentation shall be forwarded in writing to the GMUFA Professional Ethics and Conduct Committee or to the Faculty Association Grievance Committee, as is appropriate.

The Ad Hoc Mediation Committee may recommend the following actions be taken to the Faculty Association Executive Committee for their consideration or action.

Among other actions, the Committee may recommend the following:

- a) verbal reprimand from the Association;
- b) a written reprimand without prejudice from the Association;
- c) the withholding of Faculty Association privileges such as:
 - loss of vote;
 - loss of ability to represent the Faculty Association in association activities;
 - loss of privilege of serving on/in offices or committees of the association;
 - loss of right to participate in developmental activities;
 - loss of Faculty Association funding for activities.
- d) a written letter to the member's Dean, Associate Dean or Director informing them of the actions taken by the Committee.