

ADMINISTRATOR CODE OF ETHICS

I. Policy Section

6.0 Human Resources

II. Policy Subsection

6.21 Administrator Code of Ethics

III. Policy Statement

- A. In partnership with the faculty and staff, administrators are executors for and guardians of the College's academic mission. As such administrators' responsibilities include (but are not limited to):
1. Making every reasonable effort to foster honest academic conduct and protect academic freedom
 2. Encouraging the free pursuit of learning, independence of thought, and freedom of discussion
 3. Communicating and promoting high standards of academic conduct, e.g., teaching, College and community service, and professional development
 4. Promoting an intellectually stimulating atmosphere
 5. Providing an atmosphere of encouragement in which academic excellence can flourish
 6. Promoting shared governance of the institution
 7. Promotion of compliance with relevant state and federal laws, regulations and other obligations (e.g., EEO, FERPA, ADA, Title IX, etc).
- B. As leaders in the institution, administrators have an obligation to be good stewards of the College's resources. Examples of good stewardship include (but are not limited to):
1. Observing all policies and procedures for the administration of College resources
 2. Seeking to support, through funding, facilities, time, and other resources, work that advances the College's commitment to student learning and strategic objectives.
 3. Balancing individual requests for resources against the overall needs of the College
 4. Refraining from using College resources in a manner that creates personal gain
 5. Avoiding committing, or promising to commit, College resources for work that might impair one's professional judgment or discredit the

College or from using one's influence to give improper advantage to others.

C. Key Relationships

1. Relationship to the College

- i. Administrators must meet their obligations within parameters that are clear yet flexible to allow for a diversity of situations. Administrators should observe the stated regulations, general philosophy, and objectives of the College, always maintaining the right to critique and seek revision. Furthermore, when considering community or other outside activities, administrators should recognize that one's overriding responsibilities reside within the institution.

2. Relationship with the Community

- i. Administrators are members of their community who also share leadership positions in a high-profile public institution. Administrators should distinguish clearly between personal views, professional opinions, and those of the College. They should refrain from knowingly distorting or misrepresenting facts concerning educational or institutional matters to persons in the community. Additionally, they should strive to maintain high ethical standards when interacting with the suppliers and consultants who provide services to the College.

3. Relationship to others

- i. Administrators have an obligation to be respectful with everyone at the College, and should not engage in conduct unbecoming a GRCC employee. The College's existing policies address this topic but its importance bears repeating in this Code. Examples of these obligations include (but are not limited to):
 1. Being a positive force in the College, strengthening relationships among colleagues and maintaining high professional standards
 2. Cooperating in the fulfillment of one's fair share of professional work
 3. Not engaging in discriminatory or harassing actions or behaviors
 4. Showing due respect for the opinions of others, and striving to be objective in professional judgment of others
 5. Not censoring or slandering anyone, based on the protections offered in our College EEO statement.
 6. Refraining from using professional relationships for private advantage

7. Ensuring that our personal actions outside of the College do not reflect poorly on the institution, our goals, and our values
8. Maintain the highest level of confidentiality

IV. Reason for Policy

This code serves three key functions: aspirational, educational, and regulatory. The aspirational function serves to remind us of GRCC core values we aspire to and strive to manifest in our professional conduct, such as respect and integrity; the educational functions enable us to educate others in our profession and institution about the values, beliefs and behaviors that we have decided are central to ethical conduct; and the regulatory functions serve as proof that the administrators at GRCC agree to a set of minimally acceptable standards, and to give fair notice that departures from these standards undermine the mission of the College and may give rise to appropriate remedial or disciplinary action.

V. Entities Affected by This Policy

Administrators
Members of the Public
Faculty and Staff
Board of Trustees
Students

VI. Who Should Read this Policy

This policy applies to all administrators who supervise personnel and have fiduciary responsibilities, including but not limited to:

- A. Budget Control Officers,
- B. Directors, Associate Directors, Executive Directors
- C. Deans and Associate Deans,
- D. Associate Provost and Provost
- E. Vice Presidents.

VII. Related Documents

- A. Meet and Confer Handbook
- B. Executive Contracts
- C. All other GRCC Policies (Including but not limited to: Conflict of Interest, Purchasing Policy, Drug and Alcohol Policy, Harassment Policy)

- D. Ethics Monitoring System
- E. Higher Learning Commission – Criteria for Accreditation, Criterion Two

VIII. Contact

- A. General Counsel
- B. Provost
- C. Owner: Executive Director of Human Resources

IX. Definitions

N/A

X. Procedures

Enforcement of this code will be consistent with existing College policies and principles to ensure due process and progressive discipline. Enforcement of the code will be thorough, transparent, expeditious, and equitable.

XI. Forms

N/A

XII. Effective Date

September 7, 2011

XIII. Policy History

New – Sept., 2011
Revised – July, 2015

XIV. Next Review/Revision Date

July, 2019