

**SOUTHWESTERN ILLINOIS
COLLEGE
DISTRICT 522
BOARD POLICY MANUAL**

**POLICY
STATEMENT**

POLICY ISSUE: Faculty and Staff Ethics

POLICY CODE: 3008

DATE ADOPTED: October 1991

DATE(S) REVIEWED: May 2004, August 2010

DATE(S) AMENDED: 5/2004, 9/2010, 7/2015

All college employees shall conduct themselves in accordance with all local, state and federal statutes, as well as with all Southwestern Illinois College policies, procedures and regulations.

Southwestern Illinois College faculty and staff are expected to adhere to the policies of the institution. These employees shall adhere to the Mission and Values, Philosophy and Goals Statements of Southwestern Illinois College and shall follow institutional procedures designed to implement board policies.

A. FACULTY ETHICS

- I. Professors, 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 subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to

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their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

NOTE: This statement was originally adopted by the AAUP in 1966. Revisions were made and approved by the Association's Council in 1987 and 2009.

B. STAFF ETHICS

College staff shall conduct themselves in a manner which promotes the attainment of the College's mission, which is consistent with the college's stated values and which serves the needs of the students and faculty for whom they provide support and/or guidance. The principles of fairness, courtesy, mutual respect for College constituents and their individual differences, and separation of personal interest from professional responsibilities shall be central in the decisions of staff as to their conduct and demeanor.

C. STATE OFFICIALS AND EMPLOYEES ETHICS ACT

Southwestern Illinois College employs a state-mandated process that defines, monitors, and acts on the ethical behavior of its employees. Such a process has been in place when the College was considered as a state agency and is now adapted to its status as a unit of local government.

- I. The regulations of Sections 5-15 (5ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1 et seq., (hereinafter referred to as the "Act" in this Section) are hereby adopted by reference and made applicable to the officers and employees of the District to the extent required by 5 ILCS 430/70-5.

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- II. The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any officer or any employee of the District, is hereby prohibited.
 - III. The offering or making of gifts prohibited to be offered or made to an officer or employee of the District is hereby prohibited
 - IV. The participation in political activities prohibited under the Act, by an officer or employee of the District under the Act, is hereby prohibited.
 - V. For purposes of the Section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).
 - VI. The penalties for violations of this Section shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act. Penalties for violations of ethics-related laws, rules, and policies are dependent upon the specific circumstances. Penalties may include administrative action up to and including termination of employment.
 - VII. This Policy does not repeal or otherwise amend or modify any existing policies which regulate the conduct of District officers and employees. To the extent that any such existing policies are less restrictive than this Policy, however, the provisions of this Policy shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

D. Reporting

Suspected violations of this policy should be reported to the college administration through the employee’s chain of command or the vice president having administrative responsibility for the employee’s department. If the suspected violation involves a member of the chain of command or the identified vice president, reports may be made directly to the Board Attorney who serves as the College Ethics Officer. The College Ethics Officer will inform the Board of Trustees of reported violations. Individuals making the report may be informed of the progress of the review as appropriate. An employee may not be retaliated against for disclosing suspected ethical violations.