

4-7-2002

SR-01-02-20 EC

Marshall University

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**EXECUTIVE COMMITTEE  
RECOMMENDATION**

02 APR -8 AM 10: 24

OFFICE OF THE PRESIDENT  
MARSHALL UNIVERSITY

**SR-01-02-20 (EC)**

Recommends that the Ethics Ad Hoc Committee document be approved for broadcast through the all-faculty list serve.

**MARSHALL UNIVERSITY  
STATEMENT OF PROFESSIONAL ETHICS FOR ALL EMPLOYEES**

The faculty, staff, and administrators of Marshall University share a commitment to professional ethics as an obligation to our students, to the citizens of the state of West Virginia, and to each other as colleagues. To this end, we endorse the "Statement on Professional Ethics" of the American Association of University Professors, the "Ethical Practices for College Presidents" statement of the American Association of State Colleges and Universities, the "Statement on Government of Colleges and Universities," a joint statement of the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges, and the "Ethics Act" of the West Virginia Ethics Commission. All of these documents may be found online at [www.marshall.edu](http://www.marshall.edu).

All employees of the university should strive to adhere to the following guiding principles derived from the above documents. This is not intended as a complete listing of standards included in those documents.

- Honesty and Trustworthiness in all professional dealings with others.
- Fairness and Equity require that one does not discriminate or harass others.
- Respect for the opinions, needs, goals, and responsibilities of others.
- Full and open communications between and among colleagues, students, staff, and administrators.
- Impartiality in all professional decision making.
- Keeping primary the interests of both students and the institution.
- Acceptance and fulfillment of responsibility in the shared governance of the university.
- Integrity in all interactions with others.
- Confidentiality of information where appropriate.

In addition, faculty and administrators should adhere to the following general ethical principles specific to their areas of responsibility.

**Faculty:**

- Adherence to the ethical standards of their discipline.

**Administrators:**

- Loyalty to the institution, its governance, and the people for whom they are responsible.

All employees are duty bound to maintain these ethical standards as well as to call attention to situations where these standards may have been violated. In such cases, existing grievance procedures should be pursued.

**Grievance Procedures for All Employees:****W. Va. Code § 29-6A-1** ([www.state.wv.us/admin/grievanc/grievanc.htm](http://www.state.wv.us/admin/grievanc/grievanc.htm))

establishes the formal grievance procedures for all employee grievances. These require a thorough statement of the grievance, a description of the remedy sought, and sets deadlines that must be met. The process begins in Human Resource Services.

Following Step 2 in the formal grievance process, either party in the grievance may request the **Alternate Dispute Resolution Policy**. Both parties must agree to this alternative and must agree to hold the formal grievance in abeyance. This policy, available on the Human Resources Web site ([www.marshall.edu/human-resources/poly/p2100.htm](http://www.marshall.edu/human-resources/poly/p2100.htm)) is available to all Marshall employees.

The Office of Human Resource Services offers an **informal conflict resolution** service to Marshall employees. An individual may request that someone in Human Resources assist the individual or a department in conflict resolution or mediation. The actions of Human Resources in this process are not binding, but are based on the willingness of the participants to accept the mediator's recommendation(s).

Marshall faculty may also refer complaints and grievances to the Faculty Senate, **Faculty Personnel Committee (FPC)**. According to the Faculty Senate Constitution, the FPC shall act as an advisory panel for all faculty members initiating grievances in accord with Series 9 (formerly Series 36). The committee shall address all faculty grievances except those involving dismissal, termination due to financial exigency, or a faculty member desiring to appeal a decision of the President on non-retention or promotion.

**RATIONALE:**

By publicly endorsing these statements the Faculty Senate and the University administration, and, in a separate endorsement, the Classified Staff Council, will make the University's commitment to high standards and expectations of ethical behavior clear.

**FACULTY SENATE PRESIDENT:**

APPROVED BY SENATE: Jon M. Solt DATE: 4-7-02

DISAPPROVED BY SENATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**UNIVERSITY PRESIDENT:**

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DISAPPROVED: Ra. Agui DATE: 5/2/02

**COMMENTS:** Approved March 28, 2002 as amended, strike from page 2, section

Administrators: • Leadership and Advocacy for their department, division, or group, and for all persons to whom they are assigned.

See attached

## **Attachment**

A university ethics policy should be uniform in its terms and application as it relates to all constituent groups. Additionally, inclusion of the reference to the grievance procedure appears redundant.