

## 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 and professional 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 College policies, collective bargaining agreements, and other 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 or any other type of conflict of interest.
  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. As leaders in the institution, administrators have an obligation for positive interactions and to maintain civility with all stakeholder groups.
1. Relationship to the College
    - a. 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
    - a. 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 or within social media. Additionally, they should strive to maintain high ethical standards when interacting with the suppliers and consultants who provide services to the College and in all other aspects of their assignment as an administrator.
  3. Relationship to others
    - a. 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):
      - i. Being a positive force in the College, strengthening relationships among colleagues and maintaining high professional standards
      - ii. Cooperating in the fulfillment of one's fair share of professional work
      - iii. Not engaging in discriminatory or harassing actions or behaviors
      - iv. Showing due respect for the opinions of others, and striving to be objective in professional judgment of others
      - v. Not censoring or slandering anyone, based on the protections offered in our College EEO statement.
      - vi. Refraining from using professional relationships for

private advantage

- vii. Ensuring that personal actions outside of the College do not reflect poorly on the institution, goals, and values
- viii. Maintaining the highest level of confidentiality
- ix. Refraining from workplace bullying and helping your department(s) to work collaboratively and civilly with all faculty and staff. Definition of bullying from GRCC Student Code of Conduct:

Bullying is systematic intentional behavior that may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. See the Harassment Policy for complete details. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.

- x. Reporting concerning behavior of students, staff, faculty or suppliers so that the institution can act promptly to address the situation.

#### 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 non-faculty employees who supervise personnel and have fiduciary responsibilities, including but not limited to:

Budget Control Officers  
Directors, Associate Directors, Executive Directors  
Deans and Associate Deans  
Associate Provost and Provost  
Vice Presidents

This policy excludes those who are covered by separate college code of ethics.

VII. Related Documents

Meet and Confer Handbook  
Executive Contracts  
All other GRCC Policies (including but not limited to: Conflict of Interest, Purchasing Policy, Drug and Alcohol Policy, Harassment Policy)  
Ethics Monitoring System  
Higher Learning Commission – Criteria for Accreditation, Criterion Two

VIII. Contacts

General Counsel  
Provost  
Owner: Executive Director of Human Resources

IX. Definitions

N/A

X. Procedures

- A. Enforcement of this code will be consistent with existing College policies and principles to ensure due process and progressive discipline.  
Enforcement of this code will be thorough, transparent, expeditious, and equitable.
- B. Workplace bullying may require conflict resolution intervention coordinated with Human Resources and supervision.

XI. Forms

N/A

XII. Effective Date

September 7, 2011

XIII. Policy History

New - September, 2011  
Revised - July, 2015  
Revised - June, 2019

XIV. Next Review/Revision Date

July, 2023