

Attachment 3

Proposed Changes to the University Handbook to address Professional Conduct:

Revise Section C46.1 and add Section D12

Worked on by the Professional Conduct Task Force

Approved by Faculty Senate Faculty Affairs Committee on March 6, 2012

Rationale:

Concerns about what might be characterized as unprofessional conduct by university employees have been raised by department heads, faculty members and unclassified professional staff. In response to those concerns, the Faculty Senate and the Office of the Provost jointly appointed the Professional Conduct Task Force to discuss the issues that had been raised and make recommendations for a possible addition to the University Handbook that would address the issues.

An initial proposed policy was drafted by the Task Force and approved by the Faculty Affairs Committee. Upon review by the Faculty Senate Executive Committee, questions were raised regarding the proposed language, the format and appropriate placement of components of the policy, as well as the need to include a list of resources for individuals who feel they have been subject to unprofessional conduct.

In response, the Professional Conduct Task Force prepared a revision of its initial proposal to include a new Section D12 in the University that contained within a single section a condensed version of the main elements included in several subsections of the previous proposed policy, included the list of resources suggested, and placed the performance evaluation information in Section C46.1.

This latest version was approved by the Professional Conduct Task Force and by the Faculty Affairs Committee.

1. Leave current D3 as it is

Current D3

D3 A fundamental premise of academic life is the inviolable dignity of the individual. Respect for others is essential to the pursuit of the common missions of higher education. Discrimination, harassment, or other conduct that diminishes the worth of any individual person is incompatible with the fundamental values of the university. Every person, regardless of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, or veteran status, shall be treated with respect and dignity (see Appendix J). No person shall be subject to sexual, racial, or similar harassment or abuse, either of physical, verbal, or psychological nature. No one shall be denied equitable consideration for access to employment, to professional advancement, or to the programs, services, activities, and privileges of the university.

2. Eliminate proposed D3.1

3. Consolidate proposed D3.2, D3.4, and D3.5 and create a new subsection D12 – This would be included in the current section titled Academic Freedom and Conduct in Section D

D12 Professional Conduct All faculty and unclassified employees are expected to conduct themselves in a collegial manner within the university. Specifically, employees are expected to contribute to the pursuit of departmental/unit goals and work with faculty, unclassified staff, and other employees to achieve the mission of the University. Faculty and unclassified staff should contribute to an academic environment that:

- supports academic freedom, freedom of expression, professional discourse, inquiry, and respect for the academic rights and professional expertise of others; and
- is free of workplace bullying such as repeated threatening, humiliating, or intimidating behavior.

Kansas State University also has endorsed the Principles of Community, which can be found at <http://www.k-state.edu/welcome/community.html>. Every member of the university community is expected to acknowledge and practice these principles.

Individuals are expected to promote citizenship through mutual respect for individuals and sharing in the workload needed to achieve the collective goals of the department or unit.

Performance reviews of faculty and other unclassified employees will include consideration of overall contribution or detriment to the department/unit, which includes citizenship and other personal conduct affecting the workplace (see C46.1).

Faculty members and other unclassified employees may be dismissed or otherwise disciplined for professional incompetence, misconduct or unethical behavior, or persistent violation of University rules and/or policy (see C161.1).

Employees who make complaints or serve as witnesses in proceedings regarding violations of this policy may not be retaliated against for such actions.

Resources for individuals with concerns related to professional conduct include the appropriate department head and dean, the Office of Academic Personnel, the Office of the Provost and Senior Vice President, the Ombudspersons, Counseling Services, Human Resources, Mediation Assistance, and, in cases of alleged discrimination, the Office of Affirmative Action.

[Colleges and academic units](#)
[Office of Academic Personnel](#)
[Office of the Provost and Senior Vice President](#)
[Ombudspersons](#)
[Counseling Services](#)
[Division of Human Resources](#)
[Mediation Assistance](#)
[Office of Affirmative Action](#)

4. Place the proposed D3.3 language into the section on performance reviews in C46.1

Current 46.1

C46.1 Responsibilities of evaluators. The unit head will prepare, by January 31, a written evaluation for each full or part-time regularly appointed faculty or unclassified professional person. Quantitative ratings may be used to summarize evaluative judgments, but the basis for these judgments must be explained by a narrative account. The evaluation shall provide succinct assessments of effectiveness in performing each responsibility and these statements must include summaries of the achievements and evidence which support these assessments. (Note 2. Those appointed to regular part-time positions must be evaluated; however, evaluations are not required for an individual on a term appointment, as defined in [C11](#), even if that employee will be re-hired for another year.)

Proposed Revision to C46.1 to incorporate proposed D3.3

C46.1 Responsibilities of evaluators. The unit head will prepare, by January 31, a written evaluation for each full or part-time regularly appointed faculty or unclassified professional person. Quantitative ratings may be used to summarize evaluative judgments, but the basis for these judgments must be explained by a narrative account. The evaluation shall provide succinct assessments of effectiveness in performing each responsibility and these statements must include summaries of the achievements and evidence which support these assessments. Performance reviews of faculty and other unclassified employees will include consideration of overall contribution or detriment to the department/unit, which includes citizenship and other personal conduct affecting the workplace. Faculty and other unclassified employees are expected to have cooperative interactions with colleagues, show civility and respect to others with whom they work and interact, show respect for the opinions of others in the exchange of ideas, and demonstrate a willingness to follow appropriate directives from supervisors. (Note 2. Those appointed to regular part-time positions must be evaluated; however, evaluations are not required for an individual on a term appointment, as defined in [C11](#), even if that employee will be re-hired for another year.)