

A Code of Conduct for the Integrative Biology Department at The University of Texas at Austin

All faculty, staff, students, and postdocs (hereafter “members”) of The University of Texas at Austin’s Department of Integrative Biology (IB) agree upon the following **set of principles intended to foster and promote an environment for education and research in which everyone is welcome and empowered to succeed.**

All members of and visitors to the Department are expected to abide by this Code of Conduct in their interactions with one another and with others during any professional activities. The code applies equally to the varied settings of our work: on campus, in the field, as well as in our professional interactions with the public through outreach activities.

Please note all applicable UT rules and regulations, as well as all applicable local, state, and federal laws, take precedence over what is stated in the Integrative Biology Department code of conduct. It is everyone’s responsibility to adhere to this overarching legal framework.

Expected Behaviors

- Treat all students, staff, faculty, and visitors with dignity.
- Be considerate, collaborative, and inclusive in communications and actions. Consider the diversity of views and opinions of community members with an open mind.
- Respect personal boundaries. Refrain from unsolicited and unnecessary comments on others’ personal choices.
- Make every effort to include and accommodate individuals with disabilities in all departmental and professional activities.
- Actively encourage the highest standards of collegiality and mutual cooperation with the goal of enhancing the working climate of our community. This includes participating in training for excellence in mentorship, communication, and the improvement of diversity, equity, and inclusion.
- Adhere to the highest standards of academic integrity. This includes (but is not limited to): making every effort to be fair and objective in reviews/assessments, maintaining confidentiality when requested, ensuring the accurate reporting of data and results, including all deserving authors on publications, and giving appropriate credit to prior work in citations.
- Constructively critique ideas rather than individuals or their character. Take criticism with a similar spirit: assume good intentions, consider comments with an open mind, and ask follow-up questions when necessary.
- Regularly give and seek open and constructive feedback to help identify and respond to issues early before they may intensify or escalate.
- When conflicts arise, seek clear communication and work towards conflict resolution in good faith.
- Communicate clearly when issues arise that may interfere with the performance of professional duties.
- Prioritize the health and well-being of our students, faculty, and staff in all (and especially in difficult) situations.
- Speak up, intervene, or report if you observe unacceptable behavior.
- Respond to communications in a timely manner.

Finally, all members of our community are expected to familiarize themselves with the relevant rules and regulations of the University as well as the relevant and agreed upon Rights and Responsibilities of the Integrative Biology Department and associated Graduate Programs. These include but are not limited to the following:

[Integrative Biology Graduate Student Bill of Rights](#)
[UT System Regents' Rules and Regulations](#)
[Employee Standards of Conduct](#)
[Rights and Responsibilities of Faculty Members](#)
[Student Conduct and Discipline.](#)

Prohibited behaviors

Most prohibited behaviors listed below are clearly defined as prohibited by our College and University. This list does not supersede or replace policies already in place, but rather serves to reinforce our commitment to eliminating them from our community.

We reiterate that the following behaviors are prohibited within IB:

- Abusing a position of power to influence the actions of others.
- Harassment – ongoing hostility towards others and actions that create a hostile work environment.
- Bullying – unwelcome or unreasonable behavior that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Bullying behavior is often part of a persistent pattern, but it can also occur in a single egregious incident.
- Discrimination – un-equal treatment including microaggressions based on race, sex, nationality, gender identity, age, dis/abilities, religion, marital status, pregnancy, parenthood, sexual orientation, or any other factor unrelated to departmental functions.
- Sexual Harassment – unwelcome verbal or physical actions of a sexual nature.
- Sexual Misconduct – conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing another person. Sexual misconduct is an umbrella term that includes sexual harassment, sexual assault, domestic violence, stalking, and retaliation.
- Inappropriate and unnecessary use of sexualized and/or otherwise discriminatory content in professional discussions or presentations;
- Retaliation – a negative change in treatment of a member in response to their raising a complaint. Note that this includes indirect or third-party retaliation. Retaliation against the reporters by those not directly involved in the incident is also prohibited. Relatedly, punishments levied formally or informally against someone accused of wrongdoing should not (if at all possible) negatively influence third parties (e.g. those working with the accused).
- False Complaints – reporting incidents in bad faith is also a violation of this code of conduct.
- Violent conduct – physical, verbal, or sexual assault of another.

Reporting Misconduct

Anyone experiencing or witnessing behavior that constitutes an **immediate** or **serious** threat to public safety should immediately contact UTPD by dialing 911.

Title IX violations should be reported directly to the University Title IX Office. This does not preclude reporting to others, including members of the Department as listed below. Any person affiliated with UT may be a designated mandatory reporter and thus be required to communicate any information received regarding Title IX violations directly to the Title IX Office (SB212, <https://titleix.utexas.edu/mandatory-reporters>). Questions regarding what conduct violates Title IX and how such reports are processed should be directed to the Title IX Office. Calling is recommended (512-471-0419).

All members of the community are requested and encouraged to report any violations of this code of conduct.

Departmental points of contact for reporting include:

IB Chair: Dave Cannatella – catfish@utexas.edu

IB Director for Administration and Business Affairs: Theresa Kelly – theresa.kelly@austin.utexas.edu

EEB Graduate Advisor and Associate Chair for Grad Education: Kelly Zamudio – kelly.zamudio@austin.utexas.edu

PB Graduate Advisor: Enamul Huq – huq@austin.utexas.edu

EEB & PB Graduate Program Coordinators:

Tamra Rogers – tamrabrogers@utexas.edu

Susan Stanford – susan.stanford@austin.utexas.edu

The Chair of the Department (or persons appointed by the Chair) is (are) ultimately responsible for handling reports of misconduct. All concerns and reports will be taken seriously. Every attempt will be made to ensure privacy and confidentiality when handling reports.

Upon reporting, all possible efforts will be made to manage or mediate a resolution that affirms the safety and inclusion of involved parties (specifically, these resolutions will follow our conflict resolution procedures, once they are outlined).

A list of confidential resources for advice, support, and resolution outside of the department and at UT can be found on Title IX's website, [here](#).

Additionally, please consider calling the Behavioral Concerns Advice Line (BCAL) to report concerning behavior by someone in the university. Phone and online reporting options are available, [here](#).

Conflict Resolution. To collectively achieve our expected behaviors, we also encourage all members to work with one another to solve conflicts that may not rise to the level of the listed *prohibited behaviors*.

118 For more information on the full range of conflict resolution procedures in IB, and both confidential and
119 non-confidential resources available to all members of the community, please refer to the Conflict
120 Resolution Document [link here].

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122 This code of conduct shall be distributed to all members of the department upon revision, all new
123 members of the department upon arrival, and all official visitors to the department, including seminar
124 speakers.

125 The code of conduct shall be revised and approved at least once every two years.

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128 All members of our community expected to adhere to this code of conduct. Anyone asked to stop
129 unacceptable behavior is expected to comply immediately and work to ameliorate the situation.

130 Approved by the IB faculty, students, and staff on 00/00/0000.

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132 Relevant campus-wide policies:

133 [HOP 3-3020](#) (Nondiscrimination Policy)

134 [HOP 3-3031](#) (Prohibition of Sexual Assault, Interpersonal Violence, Sexual Exploitation, Stalking,
135 Sexual Harassment, and Sex Discrimination).

136 [HOP 5-1140](#) – Criminal Background Check

137 [HOP 7-1230](#) – Misconduct in Science and Other Scholarly Activities

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