

PURPOSE: TO PROMOTE A CONSISTENT PROFESSIONAL IMAGE THROUGHOUT BRENAU.

A. CODE OF ETHICS (*Applies specifically to Faculty*)

Brenau University prides itself on the quality of its faculty and their teaching, and expects all faculty members to follow excellent teaching standards and professional behavior. While it is the responsibility of the students to attend class regularly, to follow the rules as outlined in the class syllabus, to participate in class activity and to perform reasonably in course requirements, Brenau also recognizes the significant role and responsibility of its faculty to its students in various aspects of the learning process.

Based upon the AAUP statements of ethics, this code, formulated by the faculty, reflects a concern and respect for both the needs of the institution and the academic and personal freedoms of the faculty. This code applies to all faculty members, including adjuncts and administrative personnel holding academic rank.

The faculty members, 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 state the truth. To this end, they 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 imparting knowledge. They practice intellectual honesty. Although they may follow other interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning for their students. Faculty practice the scholarly standards of their disciplines. They demonstrate respect for the students as individuals while adhering to their role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect their true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation of students for their private advantage. They protect the students' academic freedom.

As colleagues, the faculty members have obligations that derive from common membership in the community of scholars. In the exchange of criticism and ideas, they show due respect for the opinions of others. They strive to be objective in their professional judgment of colleagues, and they accept their share of faculty responsibilities for the governance of the institution.

As individuals, faculty members are guided in social, personal, and nonacademic contacts with students by the professional and moral obligations and responsibilities inherent in the faculty-student relationship.

As members of this institution, faculty members seek above all to be effective teachers and scholars. Although they observe the stated policies of the institution, they maintain the right to criticize and seek revision. They determine the amount and character of the work they do outside the institution with due regard to their paramount responsibilities within it. When considering the interruption or termination of service, they recognize the effect of their decision upon the institution and give due notice of their intentions.

As members of the community, faculty members have the rights and obligations of any citizen. They measure the urgency of these obligations and 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 that they speak or act for the 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, to further public understanding of academic freedom, and to demonstrate an understanding of the value of whole person by maintaining family and community relationships so there is a balanced distribution of time and energy between the collegiate and non-collegiate professional activities.

B. DISRUPTIVE BEHAVIOR

The Board of Trustees of Brenau University fully supports freedom of expression by each member of the academic community and intends to preserve and protect the rights and freedom of its employees to engage in debate, discussion, peaceful and non-disruptive protest, and dissent. The very essence of higher education is found in the unhampered freedom to study, investigate, write, speak and debate on any aspect or issue of life. This freedom, which reaches its full potential on college and university campuses, is an essential part of the idea of American democracy. The Board of Trustees stipulates that any employee, acting individually or collectively, who clearly obstructs or disrupts any teaching, research, administrative, or public service activity authorized to be held on the Brenau campus or any of its branch campus centers has acted irresponsibly and will be subject to corrective action.

C. BUSINESS DRESS CODE

1. Brenau University's objective in establishing a dress code is to enable employees to project a professional, business-like image while being comfortable. As a rule, clothing, worn on Brenau property or when representing the University, should always be appropriate for the occasion or activity. No dress code can cover all contingencies; therefore, employees must exercise a certain amount of judgment in their choice of clothing to wear to work. Employees, who are uncertain about acceptable, professional business attire, should consult with their immediate supervisor.
 - a. Office attire: Clothing should be pressed and never wrinkled. Clothing should not be ripped, torn, or dirty. Clothing that is NOT appropriate for office attire: flip-flops, tennis shoes, jeans, spandex, overalls, sweatpants, shorts, skorts, skirts shorter than the knee, spaghetti strap tank-tops, and clothing that reveals too much cleavage, back, stomach or undergarments. (Clothing that works well for the beach, yard work, dance clubs, exercise sessions or sporting events are not appropriate for a professional appearance at work). Extreme styles of clothing, hair, jewelry, makeup, etc. are not permitted.
 - b. Maintenance and Child Development Center attire: Clothing should be comfortable, enabling employees to move comfortably to perform their job. Clothing should be pressed and never wrinkled. Clothing should not be ripped, torn, or dirty. Appropriate clothing includes: jeans, Capri pants (covering the knee), shorts (covering the knee), T-shirts (without inappropriate material or language), boots, tennis shoes, steel-toe shoes, closed-toe shoes. Clothing that is NOT appropriate for maintenance and Child Development Center: flip-flops, spaghetti strap tank tops, and clothing that reveals too much cleavage, back, stomach or undergarments. Extreme styles of clothing, hair, jewelry, makeup, etc. are not permitted.

D. EATING AT DESK

The practice of eating at one's desk detracts from a professional image and is strongly discouraged.

E. CHILDREN AND/OR ANIMALS IN THE WORKPLACE

Faculty, staff and students are not permitted to bring their children and/or pets to class, work or to leave them unattended at any Brenau facility. This policy is in place to provide an appropriate environment for teaching, working and learning, and to ensure the safety of all concerned. Staff observing violations of this policy should report them to the Office of the Senior VP for Administration/CFO the Office of Provost & Academic Affairs, or the Office of Human Resources.

F. TARDINESS AND CALLING-IN WHEN ABSENT

Department and individual work schedules will be determined by each department supervisor. A tardy arrival (an employee is considered tardy if he or she reports to work more than five minutes after the scheduled starting time) must be avoided; however, if the employee is going to be tardy or will not be present for work, it is the employee's responsibility to inform the immediate supervisor via telephone (or however determined acceptable by the supervisor) no later than 15 minutes after their scheduled starting time.

G. CIVIC RESPONSIBILITIES *(Applies specifically to Faculty)*

Every faculty member is urged to participate in community and civic organizations. This encouragement is based on the belief that if Brenau University is to become a viable member of the greater Gainesville-Hall County community, or any area where Brenau is located, our faculty must take active participation in the civic affairs of the area. This is one of the criteria for promotion.

H. CAMPUS-WIDE CELEBRATIONS/PARTIES

Campus-wide celebrations and/or parties on campus for employees such as bridal showers, baby showers, retirement parties, promotions, etc. are to be held on a day in which no other pertinent meetings are being held. The approved time for such events must be no earlier than 4:00 p.m. The area vice president in coordination with the Senior VP for Administration/CFO must approve any exception to this rule.