

<b>Subject:</b>	Code of Conduct: Academic Employees ***Currently Under Review***	<b>Number:</b>	AOP 201
<b>Issued by:</b>	Vice-President Academic	<b>Date Issued:</b>	October 2004
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## Code of Conduct: Academic Employees

### 1. Introduction and Purpose

This policy is designed to outline the minimal standards of professional conduct expected of academic employees.

### 2. Application

This policy applies to all academic employees.

### 3. Policy Statement

Loyalist College is committed to providing a learning environment that values diversity, demonstrates professionalism and academic currency, and respects the individual in the learning process.

The terms of this policy are prescribed by the founding documents of the College, by the laws to which the College is subject, by the collective agreement of the academic employees, and by the approved operational policies and procedures of the College.

#### 3.1 Policy Review

3.1.1 Academic employees will become familiar with and adhere to College policies that are relevant to their responsibilities.

3.1.2 Academic employees will become familiar with and adhere to the relevant provisions of the Ontario Human Rights Code, and the Copyright Law.

### 3.2 Academic Preparation

3.2.1 Academic employees are expected to be prepared by planning teaching and learning activities in advance that support the implementation of learning experiences for students within the subjects assigned that reflect relevancy in the field of study.

3.2.2 Academic employees will engage in activities that support them in maintaining, developing, and expanding competence in their field by exploring materials related to their field, reviewing research, technical advances, and discussions about issues in their field and practice, and maintaining a working knowledge of the core practice standards in their field.

3.2.3 Faculty are required to:

- Prepare course outlines in the approved College Course Outline format for the course(s) assigned, or become familiar with outlines that are currently approved by the Dean of the Academic School they've been assigned.
- Distribute course outlines during the first week of class.
- Have clear learning goals for each class that support the identified learning outcomes.
- Organize learning resources in a timely fashion.
- Ensure the availability of supplementary resources, as required.

### 3.3 Classroom Conduct and Professional Practice

3.3.1 Faculty will maintain a learning environment in which learning opportunities are promoted and in which students and faculty are treated with mutual respect.

3.3.2 Faculty will ensure that all activities in the class are related to the stated learning outcomes for the class or on the course outline.

3.3.3 Faculty will refrain from using, or allowing class time to be used to, promote personal, religious, political, social, or business agendas. This guideline is not intended to restrict academic freedom of faculty or students in expressing personal views or predictions relevant to the curriculum topics being discussed.

3.3.4 Faculty will ensure that each class starts and ends on time, as per the assigned timetable, and that the allotted time is used as assigned from the course. Faculty will facilitate classes for 50 minutes for a one-hour class. Breaks will be assigned during two and three-hour classes.

3.3.5 Faculty will ensure that their classroom is vacated as per schedule so that other classes are not inconvenienced by being forced to wait.

3.3.6 Faculty will post a schedule of office hours and be available during the times posted so that students may approach the faculty outside the classroom to clarify academic issues.

3.3.7 Faculty will inform students of the procedure to be followed in the event that their class is cancelled.

3.3.8 Academic employees will not, in any class, allow:

- › scurrilous, profane, or obscene language;
- › remarks or conduct that are racist, sexist, or in other ways discriminatory as defined by the Ontario Human Rights Code;
- › behaviours or remarks that could reasonably be interpreted as threatening, fractious, disrespectful of others, or inconsistent with organizational policies or procedures.

### 3.4 Professional Practice Associated with Students

3.4.1 Academic employees will adhere to Human Resources Policy HR106 and therefore will not:

- › develop a friendship with a student that may be misunderstood by the student, other students, family members, or colleagues;
- › become sexually intimate with a student currently enrolled in a program at the College in which they teach;
- › involve students in their own personal problems;
- › involve a student in any interpersonal difficulties associated with any other member of the College community; or,
- › become involved with a student or group of students that is inconsistent with College policy.

3.4.2 Academic employees are responsible for initiating efforts to resolve misunderstandings or conflicts between themselves and any student. The academic employee will meet with the student, in a timely manner, to discuss the problem and to explore options for resolution, maintaining an open, non-confrontational attitude throughout the process.

3.4.3 Should an academic employee and student be unable to resolve a misunderstanding or conflict, the faculty will counsel the student to consider the next step in a resolution process.

### 3.5 Other Professional Practice

3.5.1 Academic employees will respect the terms and conditions of the other staff collective agreements and individual job descriptions.

3.5.2 Faculty will submit complete and accurate records of grades and other documents in the format and at the times required.

3.5.3 Academic employees will provide support staff with appropriate advance notice to complete requested support services.

3.5.4 Academic employees will notify their Manager and School Office Coordinator at the earliest opportunity if they are unable to meet their assigned classes. If possible, the faculty will provide appropriate instructions to be given to their classes to be carried out during their absence.

3.5.5 Academic employees will abide by all copyright laws. The College is not responsible for providing assistance or protection to faculty should charges from the violation of copyright law occur.

### **4. References**

Ontario Human Rights Code