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Academic Faculty Responsibility and Conduct Policy

Purpose

This policy outlines the ethical and professional standards that all employees must adhere to maintain a high level of integrity, accountability, and professionalism in our organization. The purpose of this policy is to ensure that our employees conduct themselves in a manner that is consistent with our values and ethical principles.

Scope

This policy applies to all academic staff members.

Policy

The basic functions of the College are the advancement and dissemination of knowledge, the development of critical intelligence, and the education of citizens and professional workers for the society of which the College is a part.

Employees must comply with all applicable laws and regulations, including those related to data privacy, intellectual property, and workplace health and safety.

The success of these functions is dependent on an atmosphere of intellectual freedom. Unless he or she is free to pursue knowledge and understanding, wherever it may lead, and to report and discuss the findings, whatever they may be, the College faculty member cannot properly perform their work. As a participant in an enterprise that depends upon freedom for its health and integrity, the faculty member has a special interest in promoting conditions of free inquiry and furthering public understanding of academic freedom.

Freedom entails responsibilities. It is incumbent upon the faculty member to accept the responsibilities which are linked with the freedom he or she needs.

Those responsibilities are (1) to students, (2) to scholarship, (3) to colleagues, (4) to the College, and (5) to the larger community which the College serves. To make these responsibilities operational, it is necessary that ethical and professional standards be adopted to guide faculty members in their conduct and that effective mechanisms be established to monitor and enforce compliance with these standards.

Responsibilities to Students

As teachers, faculty members have the responsibility for creating in their classroom or laboratory a climate that encourages students' endeavors to learn. The faculty member should exemplify high scholarly standards and respect and foster students' right to choose and pursue their own educational goals.

1. The faculty member must make clear the objectives of the course or program, establish requirements, set standards of achievement, and evaluate the student's performance.
2. The faculty member has the responsibility to meet classes as scheduled and, when circumstances prevent this, to arrange equivalent alternate instruction.
3. Faculty members have the responsibility to teach courses in a manner that is consistent with the course description and credit published in the handbook and with the announced objectives of the course. They must not intentionally interject into classes material or personal views that have no pedagogical relationship to the subject matter of the course.
4. To facilitate student learning, faculty members should present the appropriate context for course content. While challenge is essential to good teaching, challenge is ordinarily most effective when students are adequately prepared to deal with course materials. On controversial issues within the scope of the course a reasonable range of opinion should be presented. When faculty members present their own views on such issues, they should always be identified as such. Wherever values, judgments, or speculative opinions constitute part of the subject matter, they should be identified as such and should not be offered as fact.
5. The faculty member owes to the student and the College a fair and impartial evaluation of the student's work. Such evaluation should be consistent with recognized standards and must not be influenced by irrelevancies such as religion, race, sex, or political views, or be based on the student's agreement with the teacher's opinion pertaining to matters of controversy within the discipline.
6. Every student is entitled to the same intellectual freedom which the faculty member enjoys. The faculty member must respect that freedom. Restraints must not be imposed upon the student's search for or consideration of diverse or contrary opinion. More positively, the faculty member has an obligation to protect the student's freedom to learn, especially when that freedom is threatened by repressive or disruptive action. The classroom must remain a place where free and open discussion of all content and issues relevant to a course can take place. While students remain responsible for learning class material and completion of course requirements, faculty should respect reasonable decisions by students, based on their exercise of their own intellectual freedom, not to attend part or all of a particular class session.
7. Faculty members have a professional obligation to serve as intellectual guides and advisors to students. They have a responsibility to be available to students for individualized conferences. In advising students, every reasonable effort should be made to see that information given to them is accurate.
8. Faculty members are expected to hold regularly scheduled office hours and otherwise be reasonably available for appointments with students.
9. Faculty members should conduct themselves at all times so as to demonstrate respect for the student. They should always respect the confidence deriving from the faculty-student relationship.
10. The faculty member must avoid exploitation of students for personal advantage. For example, in writings and oral presentations, due acknowledgment of their contributions to the work should be made.

11. In order that students can make knowledgeable choices about whether to take a particular course, it is the faculty member's responsibility to provide, on the first day of class, a course syllabus, in either electronic or paper format, containing the following information:
 - a. the instructor's name, office, office hours, and contact information (a valid acatcm.com email address).
 - b. goals and objectives of the course;
 - c. course content and schedule of topics;
 - d. list of readings and/or other anticipated course materials;
 - e. expectations for attendance, assignments, and examinations;
 - f. dates and times of any examinations scheduled outside of class time;
 - g. grading procedures;
 - h. statement on the availability of accommodations for students with disabilities;
 - i. resources for obtaining additional help.

Responsibility of Scholarly and Research Activities

The faculty member's responsibilities to scholarship derive from the College's commitment to truth and the advancement of knowledge. Furthermore, society has a vital stake in maintaining the College as an institution where knowledge can be sought and communicated regardless of its popularity, its political implications, or even its immediate usefulness. Faculty members have an ethical responsibility both to make full appropriate use of that freedom in his or her teaching and research and to guard it from abuse.

More specifically:

1. Faculty members are committed to a lifetime of study. Although no one can know everything, even about a limited subject, faculty members must constantly strive to keep abreast of progress in their field, to develop and improve their scholarly and teaching skills, and to devote part of their energies to the extension of knowledge in their area of competence.
2. Faculty members have the responsibility of being unflinching honest in research and teaching. They must refrain from deliberate distortion or misrepresentation and must take regular precautions against the common causes of error.
3. In order to maintain or increase effectiveness as a scholar, a faculty member may find it advantageous to assume certain obligations outside the College, such as consulting for government or industry, or holding office in scholarly or professional societies. Such activities are appropriate in so far as they contribute to the faculty member's scholarly development, or at the very least, do not interfere with that development. On the other hand, acceptance of such obligations primarily for financial gain, especially when such activities may be incompatible with the faculty member's primary dedication as a scholar, cannot be condoned.

Responsibilities to Colleagues

As a colleague, the faculty member has obligations that derive from common membership in the community of scholars. He or she respects and defends the free inquiry of associates and avoids interference with their work. In the exchange of criticism and ideas, he or she shows due respect for the rights of others to their opinions. He or she refrains from personal vilification and acknowledges contributions of others to his or her work. When asked to evaluate the professional performance of a colleague, the faculty member strives to be objective.

Faculty members' primary responsibility to their institution is to realize their maximum potential as effective scholars and teachers. In addition, faculty members have a responsibility to participate in the day-to-day operation of the College. Among the faculty member's general responsibilities to the College, the following may be particularly noted:

1. When faculty members act or speak as private individuals, they should make clear that their actions and utterances are entirely their own and not those of the College.
2. Faculty members must never attempt to exploit their standing within the College for private or personal gain. Faculty members may, on appropriate occasions, cite their connection with the College, but only for purposes of personal identification. Faculty members must not permit the impression to prevail that the College in any way sponsors any of their activities.
3. College facilities, equipment, supplies, and other properties must never be used for personal or private business.
4. Faculty members have the duty to ensure that the regulations of the College are designed to achieve the College's goals as well as being in accord with the principles of academic freedom. Recognizing the importance of order within ACATCM, faculty members observe the regulations of the College, but in no way abdicate their right to attempt to reform those regulations by any appropriate orderly means.
5. Effective faculty participation in the governance of the College promotes academic freedom and the goals of ACATCM. Faculty members should take part in the institution's decision-making processes to the best of their ability and should accept a fair share of the responsibility for its day-to-day operation.
6. During periods of disturbance or high tension on campus, a faculty member should take reasonable steps to prevent acts of violence and to reduce tension.
7. Subject to the requirements of this statement and other institutional regulations, faculty members determine the amount and character of the work and other outside activities they pursue with due regard to their paramount responsibilities within the College and primary loyalties to it.

Responsibility for the Community

As members of the community, faculty members have the rights and obligations of any citizen. These include the right to organize and join political or other associations, convene and conduct public meetings, and publicize their opinion on political and social issues. However, in exercising these rights,

faculty members must make it clear that they do not speak for the College, but simply as individuals. Faculty members do not use the classroom to solicit support for personal views and opinions.

Communication

Communication is a two-way process which includes the opportunity for feedback and a commitment to listening on both sides. Feedback from staff will be encouraged at all meetings and, where appropriate, a survey.

1. All staff will be notified of how to access a copy of the ACATCM mission statement, vision, and values;
2. All staff will have a clear job description and undertake an annual Professional Development and Review meeting;
3. All staff will have access to either text or website-based information which will include the following:
 - a. Overall profile of the College;
 - b. Organisational structure of the College;
 - c. College policies applicable to staff;
 - d. All staff will have access to the academic policies and procedure of the College.

Academic Integrity

Any allegations of academic dishonesty pertaining to staff shall be made in writing and directed to the President.

1. The President or designate shall notify the individual(s) named in the allegation and determine whether an investigation is required. The privacy of all individuals will be protected during the complaint process;
2. The President or designate may include the Advisory Council which will determine an investigative procedure suitable to the circumstance;
3. The Advisory Council shall report to the President, in writing, as to its finding and the President shall determine the appropriate course of action.

Faculty Dress Code and Conduct

Faculty members are responsible for the way they dress and are required to adhere to ACATCM 'Ethical Dress code and No Scent Policy' standards

1. Faculty members are not allowed to wear jeans, work out leggings or sweats;
2. Faculty members are asked to keep clothes at knee or below knee length level;
3. Faculty members are prohibited in wearing revealing clothing;
4. Faculty members are asked to present themselves in a semi-formal manner;

Code of Employee Conduct for ACATCM

The Code of Employee Conduct at ACATCM outlines the standards of behavior that all employees, including faculty and administration, are expected to adhere to. ACATCM is committed to providing a safe, inclusive, and respectful working environment that fosters a culture of academic excellence, intellectual curiosity, and mutual respect. The following code of conduct sets out the expected standards of behavior for all employees at ACATCM, and the disciplinary consequences for any violation of the code.

1. Section 1: Faculty Code of Conduct

- 1.1. Professionalism and Ethical Conduct Faculty members at ACATCM are expected to maintain the highest level of professionalism and ethical conduct in their interactions with students, colleagues, and the public. This includes avoiding conflicts of interest, maintaining confidentiality, and respecting the rights and dignity of all individuals.
- 1.2. Teaching and Research Faculty members are expected to be committed to teaching excellence and to maintain a high standard of academic rigor in their classes. Additionally, faculty members are encouraged to engage in scholarly research activities that promote the advancement of knowledge in their fields.
- 1.3. ACATCM is committed to academic integrity and honesty in all its academic and research activities. Employees are expected to adhere to high standards of academic integrity and avoid any behavior that could be considered academic misconduct, including plagiarism, falsification of data, or unauthorized collaboration.
- 1.4. ACATCM expects all research conducted by its employees to be conducted ethically, with respect for the welfare and rights of research participants, and in compliance with applicable laws and regulations.
- 1.5. Service and Community Engagement Faculty members are encouraged to be active in service and community engagement activities that promote the mission and values of ACATCM. This includes serving on committees, participating in community outreach programs, and engaging in activities that benefit the college and the community.
- 1.6. Compliance with Policies and Procedures Faculty members are expected to comply with all college policies and procedures, including those related to academic and administrative matters. Failure to comply with these policies and procedures may result in disciplinary action.
- 1.7. All employees are expected to comply with applicable laws, regulations, and policies related to their work at ACATCM, including but not limited to employment laws, academic policies, and financial regulations.
- 1.8. Conflict Resolution Faculty members are encouraged to seek assistance in resolving conflicts that may arise in the workplace. This includes seeking the assistance of the college's human resources department, the faculty council, or other appropriate channels.

2. Section 2: College Administration Code of Conduct

- 2.1. Professionalism and Ethical Conduct College administrators at ACATCM are expected to maintain the highest level of professionalism and ethical conduct in their interactions with students, faculty, staff, and the public. This includes avoiding conflicts of interest, maintaining confidentiality, and respecting the rights and dignity of all individuals.
- 2.2. Management and Leadership College administrators are expected to provide effective management and leadership to their respective departments. This includes establishing clear goals and objectives, providing guidance and support to employees, and promoting a positive and productive work environment.
- 2.3. Compliance with Policies and Procedures College administrators are expected to comply with all college policies and procedures, including those related to administrative matters. Failure to comply with these policies and procedures may result in disciplinary action.
- 2.4. Financial Stewardship College administrators are expected to be responsible stewards of college resources, including financial resources. This includes ensuring that all financial transactions are properly authorized and documented, and that all expenditures are reasonable, necessary, and aligned with the college's strategic goals and objectives.
- 2.5. Conflict Resolution College administrators are encouraged to seek assistance in resolving conflicts that may arise in the workplace. This includes seeking the assistance of the college's human resources department, the executive director, or other appropriate channels.

3. Section 3: Disciplinary Action

- 3.1. Violations of the Code of Conduct Violations of the Code of Employee Conduct may result in disciplinary action, up to and including termination of employment. The severity of the disciplinary action will depend on the nature and severity of the violation, and the employee's previous disciplinary record. The college will investigate any alleged violations of the code and will take appropriate action as necessary.
- 3.2. Due Process Employees who are subject to disciplinary action will be provided with due process. This includes the right to be informed of the allegations against them, the right to present evidence and witnesses on their behalf, and the right to appeal any disciplinary action that is taken.
- 3.3. Confidentiality All disciplinary proceedings will be conducted in a confidential manner to the extent practicable.

4. Section 4: Reporting Mechanisms

Employees who believe that another employee has violated this Code of Conduct should report the incident to their immediate supervisor, department head, or the Human Resources department. ACATCM has a zero-tolerance policy for retaliation against employees who report alleged violations of the Code of Conduct.

5. Section 5: Conclusion

ACATCM is committed to maintaining a safe, inclusive, and respectful working environment for all its employees, students, and visitors. This Code of Conduct outlines the expected standards of behavior for all employees and the disciplinary consequences for any violation of the code. By adhering to this code, employees at ACATCM can help create a positive and productive working environment that benefits everyone.