

Beliefs Regarding Professional Behavior and Ethical Conduct UTC College of Business

All members of the UTC College of Business (COB) community—administrators, faculty, staff, and students – are committed to the principles of professionalism, which include respect for yourself and others, ethics in word and deed, acting responsibly, commitment to excellence and honesty.

REACH

Respect yourself and others
Ethics in word and deed
Assume Responsibility
Commitment to excellence
Honesty

Administrators and Staff should...

Respect yourself and others

- Encourage free inquiry, mutual respect, and recognition of achievement.
- Allow all constituents a reasonable opportunity to respond to any administrative policies and decisions without reprisal.
- Maintain a safe and clean environment.
- Prevent any discrimination or harassment.

Ethics in word and deed

- Make all administration policies, rules, regulations, and guidelines open and available for all faculty, students, and staff.
- Act ethically, honestly, and with integrity.
- Treat faculty, staff, and students fairly and impartially.
- Avoid any conflict of interest.

Assume responsibility

- Set and clarify goals and objectives with the faculty and staff.
- Translate goals and objectives into action plans.
- Practice transparent fiscal responsibility.
- Use the college's facilities and resources in an effective and efficient manner.

Commitment to excellence

- Enhance administrative efficiency.
- Encourage outstanding teaching, research, and other professional activities.
- Promote student excellence in scholarship and extracurricular activities.
- Enlist the support of university administrators, alumni, corporate friends, legislators, and other groups.
- Act as an advocate for faculty, staff, and students of the College of Business.
- Dress appropriately for each occasion.
- Avoid clothing that is revealing, provocative, or includes offensive language or visuals.

Honesty

- Exercise fair and objective evaluation in all promotional and disciplinary decisions for all faculty, students, and staff.
- Be honest and straightforward in all dealings with COB stakeholders.

Faculty should...

Respect yourself and others

- Understand that all relationships are based upon mutual respect.
- Discuss differences of opinion in an open and civil manner.
- Be sensitive to the effects of both words and actions on others.
- Treat others in a respectful and considerate manner
- Treat students with respect, both in and out of the classroom.
- Prevent any discrimination or harassment.

Ethics in word and deed

- Use the University's facilities and resources in an effective and efficient manner.
- Use due care and thought in preparing and grading all assignments and exams.
- Provide appropriate and timely feedback to students for all assignments and exams.
- Provide students with a reasonable opportunity to discuss assignments and grades without reprisal.
- Enhance personal and college reputation by avoiding unethical actions

Assume responsibility

- Remain current in our fields of expertise and in the general business environment.
- Be on time for all classes and avoid unnecessarily canceling classes.
- Keep appointments and be punctual in all professional settings.
- Be accessible and maintain adequate office hours.
- Safeguard confidential information.

Commitment to excellence

- Strive to achieve quality in all areas of performance – teaching, research, service.
- Dress appropriately for each occasion.
- Avoid clothing that is revealing, provocative, or includes offensive language or visuals.

Honesty

- Ensure that information provided on resumes is correct and that the information is current.
- Be honest and straightforward in all dealings with faculty, staff, students and others.
- Accurately cite the contributions of others in all scholarly work.

Students should...

Respect yourself and others

- Understand that all relationships are based upon mutual respect.
- Discuss differences of opinion openly and civilly.
- Be sensitive to the effects of both words and actions on others.
- Show respect to faculty members and fellow students by coming to class prepared.
- Avoid the unapproved use of electronic devices during class.
- Demonstrate respect for our College and University by protecting our facilities and surroundings.
- Prevent any discrimination or harassment.
- Treat others in a respectful and considerate manner.

Ethics in word and deed

- Maintain core beliefs and values despite moral challenges.
- Act professionally in all relationships with potential employers, faculty, and fellow students.
- Honor your commitments. Only accept a job offer when you intend to fulfill your commitment to take the job.

Assume Responsibility

- Attend all events for which an RSVP has been given.
- Arrive at all events on time.
- Promptly acknowledge invitations for interviews and office visits and accept or reject these invitations in a timely manner.
- Respond to every offer for an internship or job, stating whether the position is accepted or rejected.
- Provide prompt notification if a previously made commitment cannot be fulfilled.
- Thank potential employers in writing for the opportunity to interview or meet with them.

Commitment to excellence

- Strive to achieve quality in all areas of performance – academics, collaboration with students and faculty, internships and jobs, and campus and civic commitments.
- Enhance personal and college reputation by avoiding unethical actions.
- Learn the rules of etiquette to ensure smooth entry into the professional work environment.
- Dress appropriately for each occasion.
- Avoid clothing that is revealing, provocative, or includes offensive language or visuals.

Honesty

- Understand the University's Honor Code, abide by it, and make every effort to ensure that fellow students abide by it as well.
- Ensure that information provided on resumes is correct and that the information remains current.
- Be honest and straightforward in all dealings with faculty, staff, fellow students and others.