

THE  
UNIVERSITY of TENNESSEE at CHATTANOOGA  
COLLEGE of BUSINESS

*Academically prepared. Work-world ready.*

**Where comprehensive academics and pragmatic work-world training comfortably co- exist.**

### **Our Vision**

**When people in Tennessee and surrounding states think of high quality business education, they think of the UTC College of Business.**

**We see a future where:**

- Potential students in Tennessee and surrounding states think of UTC when choosing a college of business.
- Employers in Tennessee and surrounding states come to UTC when searching for qualified employees.
- Businesses in Tennessee and surrounding states seek UTC faculty for consulting services.
- Alumni of the UTC College of Business are known for their leadership, entrepreneurial spirit, ethical values, and devotion to the public good.

**We see a future where UTC faculty members:**

- Spearhead the use of innovative instructional technology in the classroom.
- Continuously maintain an excellent reputation with respect to research productivity and publications.
- Are recognized leaders in service to their profession and community

# Beliefs Regarding Professional Behavior and Ethical Conduct

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.