

**STATEMENT OF GUIDING PRINCIPLES AND CODE OF ETHICS**

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UA Cossatot has established procedures to ensure that employees behave in an ethical manner and adhere to the Statutes of the State of Arkansas, applicable federal statutes and regulations, rules and regulations as promulgated by the Department of Finance and Administration under the authority of such statutes, as applicable to all employees, and such regulations as issued by the State Board of Higher Education and its staff action on behalf of the State Board of Higher Education.

Faculty members are entitled to full freedom in research and in the publication of research results. Faculty members are entitled to freedom in the classroom in discussing the subject of the course, but should not teach material inappropriate or unrelated to the course, and should maintain a respectful and professional academic learning environment. Faculty are citizens, members of a learned profession, and members of an educational community. Speaking or writing as a citizen, faculty members are free from institutional censorship or discipline. However, as a person of learning and as a member of an educational community, faculty have a responsibility for awareness that the public may judge the profession and the institution by his or her utterances. Hence, faculty should at all times make an effort to be accurate, exercise good judgment and appropriate restraint, show respect for the opinions of others, and indicate that they are not spokespersons for the institution. Faculty members are expected to contribute to the productive and efficient operation of the instructional and work environment.

HLC Criterion: 1B; 1C.3; 2A.2; 2D; 2E

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**Policy History:**

November 4, 2019  
September 10, 2018  
September 8, 2014  
July 21, 2014  
January 1, 2011  
July 30, 2001

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**EMPLOYEE CODE OF ETHICS**

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All college employees shall follow ethical practices in the performance of their duties. As an employee at UA Cossatot:

1. I shall carry out all duties assigned in a professional manner in the best sense of teamwork as possible.
2. I will conduct the affairs of my office in such a manner as to not intentionally lower the existence of a colleague.
3. I will absolutely adhere to the policies of the Protection of Individual Rights established by the Board of Visitors.
4. I will deal honestly with all I meet within the performance of my duties.
5. I will not place the blame of my lack of performance on another employee, but shall endeavor to carry out my duties as a team member.
6. I will, at all times, perform my duties openly and fairly.
7. I will report promptly to my supervisor noted discrepancies in policies, procedures, or action in performing these procedures that hinders the college's improvement or functions.
8. I will treat my colleagues, those I supervise, and all members of the public with dignity that demonstrates each individual's value.
9. When I assign duties to my staff, I will frequently follow up with them to assist them in completing their tasks.
10. I shall take responsibility to help those in my charge to improve their performance.
11. I will serve students to the best of my ability.
12. I will give the college my best efforts each hour I am on duty. I will not waste my time on the job, allowing the college to pay me when I did nothing to earn it.

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**Procedure History:**

November 5, 2019  
July 7, 2014  
January 1, 2011  
July 30, 2001

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