

# Standards of Professional Behavior and Ethical Conduct



**COLLEGE OF BUSINESS**  
*Illinois State University*



The principles and expectations established in this document encompass many aspects of professional behavior and integrity. It is not, however, an exhaustive list. Students, faculty, staff, and administrators are expected to act professionally and ethically in all areas of their academic, professional, and personal lives.

Change is part of life both inside and outside of the college. New technologies and situations that arise should be addressed with integrity and professionalism.

## Our commitment

The administration, faculty, staff, and students of the College of Business at Illinois State University are committed to the principles of professional behavior and integrity. As a community of scholars and business professionals, we strive to embody the characteristics of responsibility, honesty, respect, and fairness in our professional and personal lives.

## Principles of professional behavior and integrity

**RESPONSIBILITY** is the foundation of integrity\*. We hold ourselves and others responsible for acting with honesty, respect, and fairness.

**HONESTY** is fundamental in learning, teaching, and research. We act honestly and do not tolerate or justify dishonest conduct in any circumstance.

**RESPECT** is the foundation of our academic community. We use appropriate speech and behaviors to demonstrate respect for one another and for the educational process.

**FAIRNESS** is essential for the evaluations that are part of the educational process. We strive to achieve fairness in our standards and procedures as well as in our evaluation of the work of others.

**TRUST** is achieved when all who are involved in the educational process adhere to the principles of integrity.

*\*The American Heritage Dictionary defines integrity as the “steadfast adherence to a strict moral or ethical code.”*

# EXPECTATIONS OF administrators

## Strategic planning to articulate the College of Business vision and mission

*As a College of Business administrator, I will*

- Provide leadership in goal setting and plan implementation.
- Set and clarify goals and objectives with the faculty and staff.
- Translate goals and objectives into action plans.
- Encourage free inquiry, mutual respect, and recognition of achievement in the college community.
- Make all administration policies, rules, regulations, and guidelines open and available for all faculty, students, and staff.
- Provide all constituents with a reasonable opportunity to respond to any administrative policies and decisions without reprisal.

## Support and facilitation of the professional activities of students, staff, and faculty in pursuing the College of Business mission

*As a College of Business administrator, I will*

- Maintain a student-centered learning environment.
- Strive to ensure the availability of resources required to accomplish goals and objectives.
- 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.
- Maintain a safe and clean environment for student learning and faculty research.
- Exercise fair and objective evaluation in all promotional and disciplinary decisions for all faculty, students, and staff.
- Take necessary and appropriate action to ensure constituents' safety and well-being in and around the college community.
- Act as an advocate for faculty, staff, and students of the College of Business.
- Be accessible, keep appointments, and be on time in all professional settings.
- Practice fiscal responsibility to ensure that all expenditures fall within budget and that due process and fair bidding practices are observed.
- Safeguard any confidential information.

## Professional values and integrity

*As a College of Business administrator, I will*

- Conduct myself ethically, honestly, and with integrity in all situations.
- Treat faculty, staff, and students fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. (Refer to [www.symsdress.com](http://www.symsdress.com) for information regarding appropriate dress in various professional settings.)
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.
- Report any conflict of interest in conducting my job to the appropriate authority.
- Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

# EXPECTATIONS OF **faculty members**

## **Course and class preparation and classroom conduct**

*As a College of Business faculty member, I will*

- Remain current in my field and in the general business environment.
- Stay up-to-date with learning theory and pedagogy, applying appropriate innovations.
- Present course material in an organized, coherent manner.
- Be on time for classes.
- Avoid canceling classes unnecessarily.
- Cover material relevant to the course.
- Maintain a professional demeanor in the classroom.
- Encourage appropriate discussion and questions from students.
- Respect the opinions and responses of students.
- Encourage feedback and, when appropriate, make changes based on it.

## **Assignments, exams, and course grades**

*As a College of Business faculty member, I will*

- Develop meaningful assignments that contribute to student mastery of course and program competencies.
- Make expectations and criteria for assessment clear to students.
- Write exams that fairly reflect the course content and coverage.
- Use due care and thought in grading all assignments and exams.
- Provide appropriate and timely feedback for all assignments and exams. (Due to the number of students in a course and the nature of the activity, the time frame for returning graded material will vary. The faculty member should inform students of the expected return date.)
- Communicate clearly the factors that will go into the calculation of the final grade.
- Provide students with a reasonable opportunity to discuss assignments and grades without reprisal.
- Assign final grades with care and fairness.
- Set and enforce standards for academic integrity so students who behave with honesty are not disadvantaged.

## **Professional values and integrity**

*As a College of Business faculty member, I will*

- Conduct myself ethically, honestly, and with integrity in all situations.
- Treat students, fellow faculty, staff, and administrators fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. (Refer to [www.symsdress.com](http://www.symsdress.com) for information regarding appropriate dress in various professional settings.)
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.
- Report any conflict of interest in conducting my job to the appropriate authority.
- Carefully and completely cite the contributions of others in my scholarly writing.
- Accurately and honestly represent all reported findings in my scholarly writing.
- Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
- Safeguard any confidential information.
- Be accessible and maintain adequate office hours.
- Keep appointments and be punctual in all professional settings.
- Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- Support student organizations and encourage student involvement.
- Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

## EXPECTATIONS OF **staff members**

### **Support and facilitation of the professional activities of students, faculty, and administration in pursuing the College of Business mission**

*As a College of Business staff member, I will*

- Maintain a student-centered learning environment.
- Strive to ensure the availability of resources required to accomplish goals and objectives.
- Maintain a safe and clean environment for student learning and faculty research.
- Make efforts to enhance administrative efficiency.
- Remain familiar with and adhere to college policies relevant to my responsibilities.
- Take necessary and appropriate action to ensure constituents' safety and well-being in and around the college community.
- Provide students, faculty, other staff, and administration with the tools and assistance they require to perform effectively.
- Act promptly to remedy deficiencies, such as equipment failures, or classroom problems.

- Be accessible, keep appointments, and be on time in all professional settings.
- Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly.
- Safeguard any confidential information.

### **Professional values and integrity**

*As a College of Business staff member, I will*

- Conduct myself ethically, honestly, and with integrity in all situations.
- Treat students, fellow staff, faculty, and administrators fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. (Refer to [www.symsdress.com](http://www.symsdress.com) for information regarding appropriate dress in various professional settings.)
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.

- Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- Report any conflict of interest in conducting my job to the appropriate authority.
- Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
- Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

## EXPECTATIONS OF **community members** WITH REGARD TO OUR FACILITIES

### **Standards of professional behavior in the facilities**

*As a College of Business community member, I will*

- Maintain a safe, clean, and professional learning environment.
- Preserve our facilities and furnishings for future generations.
- Demonstrate our commitment to supporting the excellence of the people and programs of the College of Business.

### **Professional values and integrity**

*As a College of Business community member, I will*

- Consume only bottled water in the classroom wing of the College of Business Building because of the high level of technology in our classrooms.
- Post signs and announcements only in areas approved by the Dean's Office.
- Use team rooms in an appropriate manner.
- Leave classrooms, study areas, and public spaces orderly and clean.

- Return furniture in classrooms to the original arrangement.
- Smoke only on the exterior of the College of Business Building at a courteous and respectful distance from all doors and windows.
- Adhere to all Illinois State University "Appropriate Use Policies" with regard to technology.
- Encourage others to follow these behaviors.

# EXPECTATIONS OF **students**

## **Class attendance, preparation, and participation**

*As a College of Business student, I will*

- Attend all class sessions, arriving on time and remaining until dismissed.
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
- Refrain from class disturbances.
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted.
- Prepare fully for each class.
- Participate in all classes.
- Respect my fellow classmates and the instructor.

## **Assignments and exams**

*As a College of Business student, I will*

- Complete all assignments and exams honestly, punctually, and to the best of my ability.
- Cite sources appropriately in accordance with the Illinois State University Student Code of Conduct, in which plagiarism is defined as "...unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work."
- Refrain from giving or receiving inappropriate assistance.

## **Professional values and integrity**

*As a College of Business student, I will*

- Conduct myself ethically, honestly, and with integrity in all situations.
- Treat fellow students, faculty, staff, and administrators fairly and impartially.

- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Situations in which professional or business casual may be appropriate include class presentations, sessions with guest speakers, ceremonies, and at professional events such as Business Week. (Refer to [www.symsdress.com](http://www.symsdress.com) for information regarding appropriate dress in various professional settings.)
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.
- Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- Be fair in my evaluation of administrators, faculty, staff, and fellow students.
- Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

**THIS DOCUMENT IS AVAILABLE ONLINE AT**

**[IllinoisState.edu/business/professionalstandards](http://IllinoisState.edu/business/professionalstandards)**



**ILLINOIS STATE  
UNIVERSITY**

*Illinois' first public university*

This document is available in alternative formats upon request by contacting the College of Business Deans Office at (309) 438-2251.

An equal opportunity/affirmative action university encouraging diversity

UNIVERSITY MARKETING AND COMMUNICATIONS

10-0839 printed on recycled paper