

# Code of Ethics and Procedures

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## I. PURPOSE

This document includes the College of Performing and Visual Arts' Core Values and Principles, Code of Conduct, Procedures and other resources to aid in fulfilling our commitment to excellence and the highest ethical standards.

Following the Core Values and Principles and the Code of Conduct contained in this document is an integral part of our commitment to:

- the highest quality education
- highly-qualified faculty and staff
- personal accountability

We must meet these standards consistent with our Core Values and Principles and Code of Conduct.

## II. CORE VALUES AND PRINCIPLES

The College of Performing and Visual Arts (CPVA) is Colorado's distinctive public university program in the arts. Committed to serving the educational needs of the citizens of the state and the region, we bring the world to the University of Northern Colorado and the University to the world. We fulfill and enhance the nature and character of the College through policies and resources that reflect and advance the Core Values and Principles listed below.

- A. The **PURSUIT OF KNOWLEDGE** is a CPVA core value centered on student development inspired by our commitment to the arts traditions embodied in the study of music, theatre, dance, art, and design, and to developing leadership in the arts. We support collective and individual growth, enlightenment, and transformation and we value the search for truth through reasoned and disciplined inquiry, innovation, and free expression.
- B. The core value of **INTEGRITY** (academic and personal) requires that all members of the CPVA community act honestly and responsibly, holding ourselves accountable to others for our actions.
- C. The core value of **MUTUAL RESPECT** requires that all members embrace tolerance and inclusivity and the broadest possible diversity of people and perspectives and share a strong sense of place—an historic campus with a collegial and nurturing atmosphere.
- D. The core value of **COMMUNICATION** requires an open and transparent sharing of information and a collaboration between and among members of the CPVA community.

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## III. STANDARDS OF ETHICAL CONDUCT

### A. Academic Integrity

Academic integrity is a core value of the College of Performing and Visual Arts and the University of Northern Colorado. The manifestation of this value is demonstrated through honesty in all of our teaching and learning, as well as our scholarly, artistic, and research endeavors. Academic Integrity means that we avoid and, when recognized, make known acts of false representation in all matters. This includes the falsification of data, plagiarism in all its forms, cheating on exams, alteration of marks or grades for personal or discriminatory matters, and any other form of academic or personal fraud that compromises the integrity of the institution.

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM (Board Policy Manual) 1-1-305 Academic Freedom and Professional Ethics

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 2-3-601 Academic Freedom

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 2-3-602 Professional Ethics

### B. Artistic Freedom and Censorship

Artistic Freedom, in the context of a public university entails, many viewpoints from a variety of stakeholder perspectives. It is imperative that artists in higher education (students, faculty, visiting artists, and others) have the freedom to produce creative and scholarly works. Such creative and scholarly works include, but are not limited to:

- the development of art(s) theory, scholarly inquiry and publication  
creative exploration
- research and study that contributes to more effective teaching, course development and the educational process
- activity necessary to remain current in relation to new developments in one's discipline
- professional application and/or consultation related to one's discipline  
performance, exhibition, lecture

### C. Recruitment: Faculty, Staff, Students

In keeping with the University of Northern Colorado's campus-wide diversity initiative, the College of Performing and Visual Arts works to attract and support a diverse campus community of students, faculty, staff and administrators and will foster a climate that both recognizes similarities and appreciates differences.

The College will also employ sound ethical rules when recruiting and hiring a new employee. It is of vital importance that the candidates' selection is based purely on merits such as knowledge, skills, and ability in accordance with the needs of the college.

Student recruitment policies and procedures shall demonstrate concern for the needs of students, the institution, and the national effort in the education and training of students in the Arts.

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Communication with prospective students must be accurate and presented with integrity in accordance with the standards for recruitment listed in the individual School's accrediting body's handbooks.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-404 Equal Opportunity for Students

Statements regarding recruitment of students may be found in Article II of the Code of Ethics and in Section H, *Recruitment, Admissions-Retention, Record Keeping and Advisement* in the NASM, NAST and NASAD handbooks.

## D. Relationships

We place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment and discrimination, of any sort, is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflect bias. In relationships where there is unequal power, such as those between faculty and their students or supervisors and supervisees, the person in the position of authority is obligated to avoid engaging in potential conflicts of interest, abuse of power, inappropriate sexual or romantic relationships, or exploitation of those they supervise, teach, direct, coach or advise. (Adapted from Adelphi University Code of Ethics)

## E. Sexual Harassment

The University prohibits sexual harassment by any faculty, student, staff, invitee, or agent of the University. The University adheres to the Equal Employment Opportunity Commission's definition of sexual harassment as modified for the University setting.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-503 Amorous relationships  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-504 Nepotism  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 1-1-508 (2) Policy on Sexual Harassment  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM 2-2-203 Definitions  
[www.unco.edu/hr/](http://www.unco.edu/hr/)      Human Resources Website.

## F. Drug and Alcohol Policy

In accordance with the University policy, the CPVA strives to create a healthy environment, one in which the use of alcohol and/or illicit drugs does not interfere with learning, performance, or development.

[www.unco.edu/trustees](http://www.unco.edu/trustees)      BPM section 1-1-407 (Student use)  
[www.unco.edu/trustees](http://www.unco.edu/trustees)      University Regulations Article 11; 3-11-101 through 3-11-106  
[www.unco.edu/hr/](http://www.unco.edu/hr/)      Human Resources Website

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## G. Confidentiality

Certain activities in the College demand confidentiality, and may include sensitive and privileged information such as student information, employment, personnel actions, search processes and materials and disciplinary records. The CPVA could not function without such respect to the following matters deemed confidential:

- Personal and official information about students, such as academic and judicial records should be treated in accord with the Family Education Rights and Privacy Act (FERPA).
- Financial information about students
- Personal health information should be treated in accord with the Health Insurance Portability and Accountability Act (HIPPA) if and when applicable.
- Personal and financial information about past, current and prospective donors as well as information about specific gifts and donations from alumni and other friends.
- Information regarding the CPVA's business transactions.
- The Human Resources employee files of the CPVA employees, except as may be required by law.
- The opinions, advice and decisions made by discussants during the faculty evaluation process and the promotion and tenure process.
- The opinions, advice and decisions made by discussants in regard to performance appraisals of members of staff and faculty.

## H. Conflicts of Interest

A conflict of interest is a conflict between the personal interests and the professional responsibilities of a CPVA employee. All CPVA employees are obligated to avoid placing themselves in any positions or situations in which there may be a conflict, or the appearance thereof, between personal interests and our professional responsibilities to the CPVA. Confidence in UNC and its employees is put at risk when the conduct of an individual involves, or appears to involve, a conflict between their external professional interests and the interests of the institution.

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 1-1-502 Conflict of Interest

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 1-1-502 Conflict of Interest

[www.unco.edu/trustees](http://www.unco.edu/trustees)

BPM 2-3-410 Conflict of Interest

## I. Outside Employment

The primary professional responsibility of a faculty member is to the University. No faculty member may undertake any outside service—whether paid or unpaid—that could interfere with or be in direct competition with University Service.

[www.unco.edu/trustees](http://www.unco.edu/trustees)

University Regulations 3-3-401 (1)(b) Consulting and Other Professional Development Activities

[www.unco.edu/trustees](http://www.unco.edu/trustees)

University Regulations [3-3-401(1)(b)(V)] Other Employment

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<http://www.arts.unco.edu/admin/index.html> CPVA Outside Employment

## J. Political Activity

The CPVA faculty and staff may not engage in political activities in the name of the College nor shall they use state funds or other resources and assets as contributions to political parties, candidates or campaigns. All dealings with public officials should be conducted in a manner that does not compromise the integrity and reputation of the official, the employee or UNC.

[www.unco.edu/trustees](http://www.unco.edu/trustees) BPM 1-1-505 Outside Activities  
[www.unco.edu/trustees](http://www.unco.edu/trustees) BPM 2-3-409 Outside Activities

## K. Use of College Resources

It is expected that college employees and students will be efficient and economical in their use of UNC resources. In general, UNC resources should be used for UNC-related business including teaching, research, administration and communication with colleagues.

[www.unco.edu/trustees](http://www.unco.edu/trustees) University Regulations 3-3-403 World Wide Web Policy

## L. Health and Safety

According to the University of Northern Colorado Human Resource Website:

“Employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards as well as any specific safety standards applicable to their positions. It is the obligation of each employee to notify his/her supervisor of any unsafe condition in University premises or practices of the University or any of its employees, which she/he observes or becomes aware of that, may affect his/her safety or that of any other person.”

[www.unco.edu/hr/](http://www.unco.edu/hr/) Human Resources Website [www.unco.edu/trustees](http://www.unco.edu/trustees)  
BPM 1-1-509 Safety

## M. Sustainability: Commitment to the Environment

The College is interested in sustainability and has a commitment to being a good steward of the natural and built environments in which it is situated. We strive to use resources in a sustainable manner and avoid conditions that may result in environmental hazards or degradations.

## N. GIFTS AND DONATIONS

The web sites listed below contain guidelines and information regarding the requirements for employee gifts, prizes, and awards.

[http://www.unco.edu/acctservices/acctpay/prize\\_awards.htm](http://www.unco.edu/acctservices/acctpay/prize_awards.htm)  
<http://www.unco.edu/generalcounsel/ref41memo.html>

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## IV. PROCEDURES FOR REPORTING VIOLATION OF CODE OF CONDUCT

Reporting should start at the most immediate level first. If a resolution is not reached, the petitioner can report to the next level. The only exception is for reports of suspected criminal activity. In that case, the UNC Police Department must be notified as well as the direct supervisor.

**First Step:** Discuss suspected violation with your immediate supervisor, except when the supervisor is involved. If the immediate supervisor is involved, the supervisor at the next level should be consulted.

**Second Step:** The supervisor (or next level supervisor) will advise you of the appropriate action to take depending upon the nature of the suspected violation.

In the majority of cases, the immediate supervisor is the School Director. If your supervisor is not the Director, report to your immediate Supervisor who will then report to the Director. The next level Supervisor is the Dean of the College.

It is the responsibility of the Director or the Dean of the College or Human Resources to notify the initiator of the outcome of the suspected violation, unless this is a personnel matter of a confidential nature.

Depending upon the suspected violation, contact individuals in the order listed below:

### A. STUDENT-TO-STUDENT ISSUES

1. • Faculty or Staff
2. • School Director
3. • College Student Services Coordinator
4. • Dean of College
5. • Dean of Students

### B. ACADEMIC ISSUES IN THE CLASSROOM (GRADE APPEALS PROCESS) STUDENT/FACULTY CONFLICT

1. • Student
2. • Faculty
3. • School Director
4. • College Student Services Coordinator
5. • Dean of College
6. • Provost or Graduate School

Depending upon the situation, contact individuals listed below:

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**C. STUDENT BREAKS CODE OF CONDUCT** (drugs, alcohol, cheating, plagiarism, abuse, harassment, sexual misconduct, theft)

1. • Faculty or Staff
2. • School Director
3. • College Student Services Coordinator
4. • Dean of College
5. • Dean of Students
6. • UNC Police (if it is a criminal act)

**D. STUDENT IS IN PSYCHOLOGICAL CRISIS** (danger to themselves or someone else)

1. • UNC Police or call 911 (call first if imminent danger exists)
2. • Faculty or Staff
3. • School Director
4. • College Student Services Coordinator
5. • Dean of College
6. • Dean of Students

If not a crisis, but you are concerned about a student, use the [Health and Safety Referral Form](#) on Counseling Center or Dean of Students website.

**E. SEXUAL HARASSMENT/DISCRIMINATION/DRUGS/ALCOHOL BY FACULTY OR STAFF MEMBER**

1. • Director
2. • Dean of College
3. • Human Resources
4. • UNC Police if criminal act

**F. CRIMINAL ACTS** (Duty to Report)

All state employees are obligated by law to report an event of a criminal nature to law enforcement authorities first, and then to their supervisor.

1. • UNC Police
2. • Director
3. • Dean of College
4. • Human Resources

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## G. WORK RELATED/PERSONAL GRIEVANCES

### 1. FACULTY MEMBER

- a) • Director
- b) • Dean of College
- c) • Provost
- d) • Faculty Grievance Committee
- e) • President

### 2. CLASSIFIED STAFF MEMBER

- a) • Director
- b) • Dean of College
- c) • Human Resources
- d) • State Personnel Board

### 3. EXEMPT STAFF (No formal procedure, but can go to Human Resources)

- a) • Director
- b) • Dean of College
- c) • Human Resources

## H. ALTERNATE METHODS OF REPORTING

- a) • Any UNC employee or student can consult confidentially with an employee in Human Resources.
- b) • **Student Health and Safety Referral Form:** [https://apps.unco.edu/counseling v2/](https://apps.unco.edu/counseling/v2/)
- c) • **My Safe Campus** <http://www.unco.edu/mysafecampus/> 1-800-716-9007, <http://www.MySafeCampus.com/>

## I. SAFETY

Employees are required to perform their duties and responsibilities in accordance with generally accepted safety standards as well as any specific safety standards application to their position. It is the obligation of each employee to notify his/her immediate supervisor of any unsafe conditions on or off University premises.