



Category	
POLICY: 5-16 Faculty Standards	
Approval	
LT Approved: November 2, 2023	
Effective Date:	
Revised: October 30, 2023	
Responsible Party: Academic Vice Presidents	

SCOPE AND DEFINITIONS

This policy applies to all individuals employed by the College as Faculty members.

The term “Faculty” or “Faculty member” is as established under applicable Kansas law and generally means full-time employees who hold appointments in the Academic Affairs Division of the College and who teach or instruct as their principal duty.

GENERAL

Faculty have a commitment to uphold the highest standards of ethical and professional behavior consistent with the values of the College and defined Faculty Expectations.

The following Standards of Conduct serves as a statement of the ethical and professional obligations of all Faculty. Such commitment extends to their relationships with students, colleagues, staff, outside agencies, organizations and industry in respect to the College. Faculty members have a responsibility for their own individual behavior as well as a responsibility to promote adherence to these standards by other members of the student body, support staff, and Faculty.

Violations of professional standards may lead to disciplinary action provided for under the policies and procedures of the College or of other related agencies in the industry.

The list below provides examples of types of conduct that do not meet expectations and for which corrective action or termination of employment procedures may be applied. The list cannot reflect every potential type of conduct issue that may arise. Nothing in this policy alters the at-will relationship between employees and the College, or the right of the College to assign and supervise employees as determined by the College.

Some examples of conduct that does not meet expectations include:

- Theft or inappropriate removal or possession of property.
- Not following the applicable provisions of a college policy or procedure.
- Not following an applicable civil law or applicable government regulation.
- Conviction, pleading guilty, or pleading no contest to a criminal violation of law, other than minor traffic violations, when the violation pertains to suitability for employment or for continued employment in the position held by the employee.

- A pattern of inadequate attendance, inadequate timely arrival at work, or abuse of breaks.
- Failure to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, students, clients, co-workers and management.
- Acting or communicating in a manner that unreasonably interferes with the work of others, the progress of students, or the positive relationship the College has or seeks within the community.
- Not being truthful and ethical regarding all official matters.
- Working overtime in a non-exempt position without explicit authorization to do so from your supervisor or from a higher ranking supervisor in your chain of command.
- Inaccurately recording time worked in a non-exempt position, failing to submit a record of time worked when expected.
- Engaging in conduct that is in violation of moral turpitude standards.
- Possessing, selling, distributing, or consuming illegal drugs, whether at work or elsewhere. Reporting to work under the influence of illegal drugs.
- Possessing, selling, distributing, or consuming alcohol while working, or reporting to work under the influence of alcohol.
- Performing duties and responsibilities in a manner that is negligent, inattentive, or unsatisfactory.
- Sleeping on the job.
- Disrespectful, abusive, vulgar, or rude language toward co-workers, supervisors, clients, and students/customers (lack of respect for people or for roles, acting superior, angry outbursts, where you raise your voice, making intimidating comments and/or swear at your co-workers), engaging in malicious gossip.
- Without prior approval or genuine exigency, not working hours, shifts, or overtime assigned by your supervisor or by any manager in your chain of the command.
- On College property or at College events, fighting, illegal gambling, acting in an intimidating or threatening manner.
- Using College equipment for personal reasons, (occasional use of the telephone for personal reasons is permitted) without approval of the Dean/Director.
- Other than minor clutter, not maintaining a clean, professional work area.
- Failure to maintain a valid driver's license, current/valid auto insurance, and a good driving record, if driving is required for your position.
- Not following all safety rules and practices.
- Not fully cooperating in any College investigation or fact-finding activity.
- Using physical force on another person unless confronted by force, threat, or fear thereof. Other than by security or trained law enforcement officials, no Faculty or Staff member may use physical force on another person. An employee may use force (in compliance with Kansas State Law KSA 21-3211) to defend themselves or an immediate third person from death or bodily harm. Employees are encouraged to contact WSU Tech Security or local law enforcement whenever feasible or practical to address concerns.