



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	12-13-54
<b>PCC ID #:</b>	N/A
<b>Title:</b>	Review of Civility in the UMD Workplace Environment
<b>Presenter:</b>	Terry Owen, Chair, Senate Equity, Diversity, & Inclusion (EDI) Committee
<b>Date of SEC Review:</b>	November 17, 2014
<b>Date of Senate Review:</b>	December 11, 2014
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li>2. In a single vote</li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>During the 2012-2013 academic year, the Senate Executive Committee (SEC) received a proposal from a faculty member who suggested that the University should do more to encourage respect for others in the workplace and classroom environment. Anecdotal evidence was shared, citing cases of what could be viewed as lack of respect amongst faculty, staff, and students in certain circumstances. The SEC reviewed the proposal and ultimately decided to request that the Equity, Diversity, &amp; Inclusion (EDI) Committee conduct a broader review of how issues or concerns related to civility in the workplace environment are handled at the University for all employees. The SEC charged the EDI Committee with this related review at the end of the 2012-2013 academic year.</p>
<b>Relevant Policy # &amp; URL:</b>	<p>Principles for Ethical and Responsible Conduct (PERC)  <a href="http://www.responsibleconduct.umd.edu">http://www.responsibleconduct.umd.edu</a></p>
<b>Recommendation:</b>	<p>The EDI Committee recommends minor modifications to the first principle of the Principles of Ethical and Responsible Conduct (PERC), "Respect for Others." With these additions to Principle One, the committee asserts that PERC adequately expresses the University's commitment to a respectful working and learning environment, and thus does not recommend that the University adopt a separate campus-wide civility statement. The committee also recommends increased promotion and broad-based communication of PERC, especially the first principle of "Respect for Others," as a tool for</p>

	<p>encouraging a culture of respect at the University of Maryland on an ongoing basis. The committee recommends that current policies and procedures available to faculty, students, and staff at the University of Maryland who experience lack of respect in the workplace or classroom be more widely publicized, along with the availability of the various ombuds officers. The committee has also put forward 12 administrative recommendations for increased promotion of PERC in the attached report.</p>
<b>Committee Work:</b>	<p>The EDI Committee discussed this charge throughout the 2013-2014 academic year and the fall 2014 semester. Following advice from the Chair of the Senate and Director of the Senate, the committee focused its work on issues of respect for others, rather than on “grievances,” as was written in the charge. The committee completed all main items of the charge, including consultation with the ombuds officers, as well as members of the Conflict Resolvers Network (CRN), research of civility statements at peer institutions, review of the College of Arts &amp; Humanities’ (ARHU) Civility Statement and its practical applications, research of the resources and training opportunities related to civility in the workplace environment that are currently available at the University, examination of whether workplace environment data is collected from campus constituencies, and consultation with various unit heads, directors, deans, and vice presidents on this complex topic.</p>
<b>Alternatives:</b>	N/A
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	Financial resources, where available, may be needed to carry out some of the administrative recommendations for increased publicity of the Principles of Ethical and Responsible Conduct (PERC).
<b>Further Approvals Required:</b>	N/A

**Senate Equity, Diversity, & Inclusion (EDI) Committee**  
**Senate Document 12-13-54**  
**Review of Civility in the UMD Workplace Environment – Report**  
**November 2014**

**BACKGROUND**

During the 2012-2013 academic year, the Senate Executive Committee (SEC) received a proposal from a faculty member who suggested that the University should do more to encourage respect for others in the workplace and classroom environment. Anecdotal evidence was shared, citing cases of what could be viewed as lack of respect amongst faculty, staff, and students in certain circumstances.

The SEC reviewed the proposal and ultimately decided to request that the Equity, Diversity, & Inclusion (EDI) Committee conduct a broader review of how issues or concerns related to civility in the workplace environment are handled at the University for all employees. The SEC charged the EDI Committee with this related review at the end of the 2012-2013 academic year (Appendix 1). The deadline was set for March 14, 2014.

Specifically, the committee was asked to:

1. Consult with the ombuds officers and review the efficacy of the mediation process.
2. Review existing college and divisional policies and mechanisms for handling grievances.
3. Research the resources and training related to civility in the workplace environment that are currently available at the University.
4. Examine whether workplace environment data is collected from the various campus constituencies, and whether such data is used to make improvements as needed.
5. Consult with various unit heads and directors to gain a better understanding of initial grievance reporting processes.
6. Review the College of Arts & Humanities' (ARHU) Civility Statement and its practical applications.
7. Recommend whether the University should adopt a campus-wide civility statement.

**COMMITTEE WORK**

The 2013-2014 EDI Committee worked on this charge throughout the academic year. Following advice from the Chair of the Senate and the Director of the Senate, the committee focused its work on issues of respect for others, rather than on "grievances," as was written in the charge. As part of its research process, several members of the committee attended a free informational webinar called, "Tools and Strategies for Fostering a Civil Work Environment" in January 2014.

The EDI Committee identified people from across campus to contact in order to fulfill items one, two, and five of the charge. The committee drafted several exploratory questions and distributed them to a sampling of people via email in February 2014. Responses were collected and compiled by the Senate Office. Identifying information was removed from the responses before they were provided to the committee for its review.

The EDI Committee also consulted with several members of the Conflict Resolvers Network (CRN) in March 2014, including the Staff Ombudsperson, Undergraduate Student

Ombudsperson, Campus Compliance Officer, as well as representatives from Staff Relations, the Faculty & Staff Assistance Program, and the Center for Leadership and Organizational Change (CLOC).

Due to the complex nature of this review, the EDI Committee found that it would not be able to meet its original deadline of March 14, 2014. Thus, in March 2014 the EDI Committee submitted a request for a deadline extension to the SEC. The SEC granted an extension until November 7, 2014. The incoming EDI Committee continued to work on this charge throughout the fall 2014 semester.

The EDI Committee researched 'civility statements' at many peer institutions, including those in the Big Ten Conference (Appendix 2). The committee discovered that at least five institutions have university-wide civility statements, including the University of Michigan, Indiana University, Michigan State University, University of California, Berkeley, and University of California, Los Angeles (UCLA). Rutgers University has a policy against verbal assault, defamation, and harassment, and the University of Chicago has a statement on civil behavior in a university setting that applies to students. Likewise, Northwestern University has a statement of civility administered by its provost.

In addition, the EDI Committee found that the ARHU civility statement (Appendix 3) serves primarily as a set of guidelines and expectations to which unit heads can refer, and may be referenced in conversations or included in letters when discussing behavior that may be inconsistent with the values in the statement. However, the ARHU civility statement is in no way an enforcement document, as it is aspirational for the college.

The committee also contacted the Office of Institutional Research, Planning, & Assessment (IRPA) to determine whether workplace environment data is collected from various campus constituencies, and whether such data is used to make improvements as needed, as instructed by item four of the charge. The committee found that IRPA occasionally conducts needs assessments on campus, but such assessments seldom focus specifically on satisfaction in the workplace.

In addition, the EDI Committee researched and discussed training opportunities at the University. The committee reached out to the Assistant Director of Workplace Learning & Development in University Human Resources (UHR) for more information. In an email to the committee, it was explained that UHR had recently re-launched the Workplace Initiatives in Learning and Development (WiLD) office, which resulted in reintroducing respect for others as a major area of emphasis. The email also provided highlights of a number of programs that UHR has offered since October 2013, including training courses to build and enhance respect and better communication on campus.

After conducting this research, the committee came to the conclusion that there is not a systemic culture of disrespect on campus. However, the committee also found that, at times, it appears as if the University is taking a more reactive approach to instances of disrespect, rather than effectively utilizing a wide-ranging, proactive, educational approach for the University community as a whole, especially since many people on campus seem to be unaware of the resources available for promoting and fostering a respectful environment.

## **PRINCIPLES FOR ETHICAL AND RESPONSIBLE CONDUCT (PERC)**

During its review, the EDI Committee thoroughly discussed the existing Principles for Ethical and Responsible Conduct (PERC) (Appendix 4). PERC was developed by the Division of Administration and Finance in 2012.

The list of 10 principles is available online at <http://www.responsibleconduct.umd.edu>

Like the ARHU civility statement, PERC itself is not University policy, and therefore it is not punitive in nature. However, PERC is a valuable tool for promoting and fostering a respectful environment. As described on the PERC website, the principles articulate the basic expectations that should guide all members of the campus community in their work at the University. The principles are embedded within many policies and practices identified throughout University handbooks, manuals, and websites, and as described in collective bargaining agreements. The PERC website provides a list of relevant policies that govern the behavior of all University faculty, administrators, staff and student employees, as well as graduate and undergraduate students.

Additionally, the PERC website provides guidance on how to report any instances of misconduct. Contact information is provided for making reports (anonymously or otherwise) on a variety of subjects, including conflict of interest, criminal matters, discrimination, harassment, employment matters, and health and safety. These instructions are also available in Spanish.

The first principle of PERC is “Respect for Others.” This principle is written as follows:

The University recognizes that people are its most important resource. We are committed to a living, working, and scholarly environment that fosters academic freedom, diversity, and respect for one another. The University does not tolerate conduct that constitutes harassment or discrimination based on protected classifications, such as race, age, sex, color, sexual orientation, gender identity or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation.

The committee asserts that the first principle, along with the second principle of “Equal Opportunity,” is the most significant in terms of laying a framework for a truly respectful campus. The committee also recognizes that a majority of the principles in PERC may not necessarily apply directly to students, even though all of the principles are intended for use by the entire campus. Much of the language in PERC is geared more towards faculty and staff employees. Therefore, the committee considered ways to expand the first principle to be more clearly inclusive of all constituents, so that it resonates with every member of the campus.

## **RECOMMENDATIONS**

Based on the EDI Committee’s comprehensive research and findings, the committee does not recommend that the University adopt a campus-wide civility statement. The committee bases this decision on a number of significant factors, including that implementing a university-wide civility statement is potentially problematic given concerns that such statements may restrict free speech and academic freedom<sup>1</sup>.

---

<sup>1</sup> Colleen Flaherty, "[The Problem with Civility](#)," *Inside Higher Ed*, September 9, 2014.

Peter Schmidt, "[Pleas for Civility Meet Cynicism](#)," *Chronicle for Higher Education*, September 10, 2014.

Instead, the EDI Committee voted in favor of putting forward the following recommendations on November 6, 2014:

1) The EDI Committee recommends minor modifications to the first principle of the Principles of Ethical and Responsible Conduct (PERC), “Respect for Others,” as noted in blue/bold font below. With these additions to Principle One, the committee asserts that PERC adequately expresses the University’s commitment to a respectful working and learning environment, and thus does not recommend that the University adopt a separate campus-wide civility statement.

PERC Principle One: Respect for Others

The University recognizes that people are its most important resource. We are committed to a living, working, and scholarly environment that fosters academic freedom, diversity, and respect for one another. The University does not tolerate conduct that constitutes harassment or discrimination, **including, but not limited to, harassment or discrimination** based on protected classifications, such as race, age, sex, color, sexual orientation, gender identity or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation.

2) Furthermore, the EDI Committee recommends increased promotion and broad-based communication of PERC, especially the first principle of “Respect for Others,” as a tool for encouraging a culture of respect at the University of Maryland on an ongoing basis. The committee also recommends that current policies and procedures available to faculty, students, and staff at the University of Maryland who experience lack of respect in the workplace or classroom be more widely publicized, along with the availability of the various ombuds officers.

The committee’s recommendations for increased promotion of PERC include the following:

*Advertisement & Publicity*

- A. The Division of Administration and Finance should be encouraged to promote PERC via an ongoing, annual marketing campaign, and should consider utilizing social media (e.g., Twitter, Facebook) as a method of publicizing PERC to employees and students.
- B. Vice Presidents/Deans and Department/Unit Heads should consider adding a link and the brief description of PERC below on their individual Division/College/School and Department/Unit websites and publications, such as the Undergraduate Catalog, the Graduate Catalog, and the Faculty Handbook:

“The [Principles of Ethical and Responsible Conduct \(PERC\)](#) set forth the underlying expectation that University activities in the workplace and classroom are conducted with the highest standard of integrity and ethics. The webpage offers quick links to relevant University policies and procedures, cross-referenced to the principles.”

*Communication & Notifications*

- C. When promoting PERC, particular attention should be given to the first two principles (“Respect for Others” and “Equal Opportunity”) as valuable standards for all constituents – to ensure that their importance is not diluted – as part of the University’s overall effort to inspire respect for others among members of the campus community.

- D. The Office of Faculty Affairs should be encouraged to send out annual notifications to new and returning faculty members regarding PERC, as well as highlight an online link where faculty can find PERC via the Office of Faculty Affairs website (i.e., The Faculty Handbook).
- E. University Human Resources (UHR) should be encouraged to send out annual notifications to new and returning staff members regarding PERC, as well as highlight an online link where employees can find PERC via the UHR website.
- F. Vice Presidents, Deans, Department/Unit Heads, and Directors, as appropriate, should be encouraged to send out annual notifications regarding PERC.
- G. The Office of Faculty Affairs should consider adding a link to PERC (with a note emphasizing the first principle) to its webpage on Useful Information for Preparing the Syllabus (<http://faculty.umd.edu/teach/useful.html>), in order to encourage faculty members to include information about PERC in their class syllabi.

#### *Training & Mentoring*

- H. The Office of Faculty Affairs, UHR, and the Orientation Office should be encouraged to ensure that information about PERC (with an emphasis on the first principle) is distributed and mentioned at orientations for new faculty, new staff, and all incoming and transfer students.
- I. The Office of Faculty Affairs should be encouraged to incorporate PERC into academic leadership forums for faculty, where appropriate.
- J. Departments/Units should be encouraged to include information about PERC in their relevant handbooks and/or training materials (e.g., for Graduate Teaching Assistant orientations and annual meetings), as well as in faculty mentoring programs, where appropriate.
- K. UHR should be encouraged to incorporate PERC into new and existing training courses, particularly as part of the recently re-launched Leadership Development Initiatives (LDI) (the professional development program for supervisors/aspiring supervisors), and the mandatory training on Performance, Review, & Development (PRD) for all non-faculty employees and supervisors.
- L. Questions about respectful conduct should continue to be included in class assessments and course evaluations, and such questions should be added wherever they are not currently included in similar evaluations of workplace and classroom environment at the University of Maryland, College Park.

## **APPENDICES**

Appendix 1 – Charge from the Senate Executive Committee (SEC)

Appendix 2 – Summary of Research on Peer Institutions

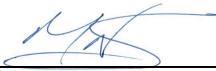
Appendix 3 – College of Arts & Humanities' (ARHU) Civility Statement

Appendix 4 – Principles for Ethical and Responsible Conduct (PERC)





## University Senate CHARGE

<b>Date:</b>	May 6, 2013
<b>To:</b>	Leslie Felbain Chair, Equity, Diversity, and Inclusion (EDI) Committee
<b>From:</b>	Martha Nell Smith Chair, University Senate 
<b>Subject:</b>	Review of Civility in the UMD Workplace Environment
<b>Senate Document #:</b>	12-13-54
<b>Deadline:</b>	March 14, 2014

The Senate Executive Committee (SEC) has recently received input from University constituents suggesting that the University should do more to encourage civility and respect in the workplace for all employees, including faculty, staff, graduate and undergraduate assistants, and student employees. As such, the SEC requests that the Equity, Diversity, & Inclusion (EDI) Committee conduct a broad review of how issues or concerns related to civility in the workplace environment are handled at the University for all employees.

Specifically, we ask that you:

1. Consult with the various ombuds officers and review the efficacy of the mediation process.
2. Review existing college and divisional policies and mechanisms for handling grievances.
3. Research the resources and training related to civility in the workplace environment that are currently available at the University.
4. Examine whether workplace environment data is collected from the various campus constituencies, and whether such data is used to make improvements as needed.
5. Consult with various unit heads and directors to gain a better understanding of initial grievance reporting processes.
6. Review the College of Arts & Humanities' Civility Statement (<http://www.arhu.umd.edu/news/college-civility-statement>) and its practical applications.

7. If appropriate, recommend whether the University of Maryland (UMD) should adopt a campus-wide civility statement.
8. Consult with the University's Office of Legal Affairs to confirm that any related recommendations are suitable for the University from a legal standpoint.

We ask that you submit your report and recommendations to the Senate Office no later than March 14, 2014. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

## Appendix 2

Peer Institution	University Statement	Civility Statements		Notes
		University Statement URL		
University of California, Berkeley (LP)	Respect and Civility in the Campus Community	<a href="https://students.berkeley.edu/uga/respect.stm">https://students.berkeley.edu/uga/respect.stm</a>		
University of California, Los Angeles (LP)	Statement Regarding Civil Conduct and Civil Discourse	<a href="http://evc.ucla.edu/civility-and-civil-discourse">http://evc.ucla.edu/civility-and-civil-discourse</a>		
University of Illinois, Urbana-Champaign (LP, CIC)	(Individual/Unit/Organization) Inclusive Illinois Commitment	<a href="http://www.inclusiveillinois.illinois.edu/makeyourcommitment.html">http://www.inclusiveillinois.illinois.edu/makeyourcommitment.html</a>		No campus-wide statement, but voluntary statements adopted by individuals or groups. Deans statements compiled: <a href="http://www.inclusiveillinois.illinois.edu/CampusWideCommitment.html">http://www.inclusiveillinois.illinois.edu/CampusWideCommitment.html</a>
University of Michigan (LP, CIC)	Michigan Statement on Civility	<a href="http://hr.umich.edu/mhealthy/programs/mental_emotional/pdf/um-statement-of-civility.pdf">http://hr.umich.edu/mhealthy/programs/mental_emotional/pdf/um-statement-of-civility.pdf</a>		Campus Commitment: <a href="http://www.hr.umich.edu/oie/cc/ExpectRespect">http://www.hr.umich.edu/oie/cc/ExpectRespect</a> : <a href="http://www.urespect.umich.edu/">http://www.urespect.umich.edu/</a>
University of North Carolina, Chapel Hill (LP)	n/a	n/a		No campus-wide statement, schools and departments have diversity/civility statements
University of Chicago (CIC)	Civil Behavior in a University Setting	<a href="https://studentmanual.uchicago.edu/university#civil">https://studentmanual.uchicago.edu/university#civil</a>		
Indiana University (CIC)	Statement of Civility	<a href="http://www.indiana.edu/~bfc/docs/policies/statementCivility.pdf">http://www.indiana.edu/~bfc/docs/policies/statementCivility.pdf</a>		
University Iowa (CIC)	n/a	n/a		Ethics and Responsibilities: <a href="http://www.uiowa.edu/~our/opmanual/iii/16.htm#164">http://www.uiowa.edu/~our/opmanual/iii/16.htm#164</a>
Michigan State University (CIC)	Statement on Tolerance and Civility	<a href="http://acadgov.msu.edu/executive/documents/CivilityStatement12-07-09draft_revised12-8-09.pdf">http://acadgov.msu.edu/executive/documents/CivilityStatement12-07-09draft_revised12-8-09.pdf</a>		
University of Minnesota (CIC)	n/a	n/a		
University of Nebraska-Lincoln (CIC)	n/a	n/a		Policy and Procedures on Unlawful Discrimination, Including Sexual and Other Prohibited Harassment: <a href="http://www.unl.edu/equity/Discrimination%20Policy%2008.pdf">http://www.unl.edu/equity/Discrimination%20Policy%2008.pdf</a>
Northwestern University (CIC)	Provost's Statement on Civility	<a href="http://www.northwestern.edu/provost/policies/civility-and-campus-safety/provosts-statement-on-civility.html">http://www.northwestern.edu/provost/policies/civility-and-campus-safety/provosts-statement-on-civility.html</a>		
Ohio State University (CIC)	n/a	n/a		
Penn State University (CIC)	n/a	n/a		University Libraries Civility Statement: <a href="http://www.libraries.psu.edu/psul/diversity/civteam/Statement.html">http://www.libraries.psu.edu/psul/diversity/civteam/Statement.html</a>
Purdue University (CIC)	n/a	n/a		Student Conduct: <a href="http://www.purdue.edu/studentregulations/student_conduct/index.html">http://www.purdue.edu/studentregulations/student_conduct/index.html</a>
Rutgers University (CIC)	Policy Against Verbal Assault, Defamation and Harassment	<a href="http://socialjustice.rutgers.edu/resources/bias-prevention/policy-against-verbal-assault-defamation-and-harass">http://socialjustice.rutgers.edu/resources/bias-prevention/policy-against-verbal-assault-defamation-and-harass</a>		Project Civility: <a href="http://projectcivility.rutgers.edu/about-project-civility">http://projectcivility.rutgers.edu/about-project-civility</a>
University of Wisconsin-Madison (CIC)	n/a	n/a		You Deserve Respect: <a href="http://www.students.wisc.edu/rights/you-deserve-respect/">http://www.students.wisc.edu/rights/you-deserve-respect/</a>



# UNIVERSITY OF MARYLAND

1102 Francis Scott Key Hall  
College Park, Maryland 20742-7311  
301.405.2088 TEL 301.314.9148 FAX  
www.arhu.umd.edu

COLLEGE OF ARTS AND HUMANITIES  
*Office of the Dean*

Dear Colleagues:

For a number of years, members of the college, including the College's Collegiate Council, Administrative Council, faculty and staff have endorsed a statement of civility as a reminder of our shared beliefs about the way we interact with one another, with visitors and guests. Generated by incidents of incivility that have a negative effect on our ability to work, learn and teach, it was agreed that it is important for the dean to communicate expectations to faculty and staff in the college that are designed, overall, to enhance communication, collaboration and cooperation throughout our community.

At the beginning of each academic year, I take the opportunity to share this statement with the college, especially new members of our community and to reiterate the college's statement on civility as an expression of my own beliefs and expectations about how we should function.

Part of the stated mission of the College of Arts and Humanities is to promote vigorous intellectual debate within a diverse community. Therefore, as dean I expect this college to be a diverse, open and tolerant arena within which all ideas, whether popular or not, may be freely discussed without rancor. Demeaning, intimidating or threatening behavior is unacceptable and contrary to our basic values. Under various circumstances, such behavior is also contrary to university policy.

The college should take the lead in producing, and take pride in sustaining, an environment that is characterized by tolerance, respect and civility. This should be the hallmark of a college that welcomes and values diverse perspectives, intellectual pluralism and the free and open exchange of ideas. Every member of this community - staff, faculty, leadership and supervisors within the college - is responsible for promoting such an environment and supporting these expectations.

Sincerely,

A handwritten signature in black ink, appearing to read "Bonnie Thornton Dill", with a long horizontal flourish extending to the right.

Bonnie Thornton Dill  
Dean

The mission of the University of Maryland is to offer a world-class education to our students, train future leaders of our country, expand and advance research and knowledge, and serve our community and society both at home and abroad. In pursuing this mission, and to ensure the continued excellence of the University and its reputation, all University employees—administrators, faculty, and staff—need to understand and uphold the highest of ethical standards and legal requirements. Not only is this pursuit consistent with sound business practices, it is also a significant component within our system of shared governance.

The following *UMD Principles of Ethical and Responsible Conduct* articulate the basic expectations that should guide each of us in our work at the University. These *UMD Principles* are embedded within many policies and practices identified throughout University handbooks, manuals, and websites and as described in collective bargaining agreements. To be clear, the *Principles* enumerated here are not new and do not replace or create additional requirements.

The *UMD Principles* are not intended to be a comprehensive catalogue of all applicable rules and policies of the University. However, we have endeavored to distill these policies, rules, and guidelines for easy review and access. In all, these *Principles* set forth the underlying expectation that University activities are conducted with the highest standard of integrity and ethics.

Please read the *UMD Principles of Ethical and Responsible Conduct* closely and familiarize yourself with both the expectations and the resources provided, and then visit [[www.ResponsibleConduct.umd.edu](http://www.ResponsibleConduct.umd.edu)] to view the supporting policies and guidelines.

#### Questions or Comments?

[principles@umd.edu](mailto:principles@umd.edu)

Office of Vice President for Administrative Affairs and  
Chief Financial Officer

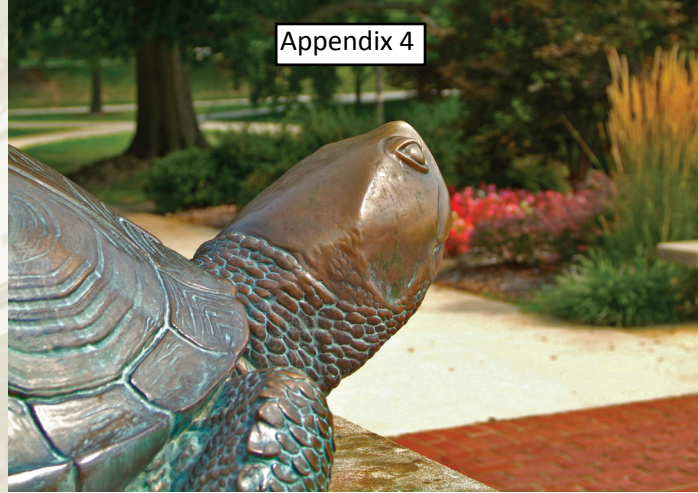
1132 Main Administration Building

University of Maryland

College Park, MD 20742

Tel: 301.405.1105 Fax: 301.314.9659

[www.ResponsibleConduct.umd.edu](http://www.ResponsibleConduct.umd.edu)



*... these UMD Principles  
set forth the underlying  
expectation that University  
activities are conducted  
with the highest standard  
of integrity and ethics.*



# Principles of Ethical and Responsible Conduct



[www.ResponsibleConduct.umd.edu](http://www.ResponsibleConduct.umd.edu)

# PRINCIPLES OF ETHICAL AND RESPONSIBLE CONDUCT

**1 Respect for Others**  
The University recognizes that people are its most important resource. We are committed to a living, working, and scholarly environment that fosters academic freedom, diversity, and respect for one another. The University does not tolerate conduct that constitutes harassment or discrimination based on protected classifications, such as race, age, sex, color, sexual orientation, gender identity or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation.

**2 Equal Opportunity**  
The University is committed to equal opportunity in education and employment. The University is a place in which all people should feel welcome to learn, think critically, and inquire freely. We are committed to the principle that no person shall be illegally excluded from participation in, denied the benefits of, or be subjected to discrimination with regard to the programs, activities, or services the University provides.

**3 Avoidance of Conflict of Interest**  
As more fully stated in the University's conflict of interest policies, faculty, administrators, and staff should avoid actual or perceived conflicts of interest in work at the University. As a public institution, it is imperative—for both ethical and legal reasons—that University employees do not improperly benefit from their positions of trust. Financial conflicts must be appropriately disclosed in accordance with conflict of interest and conflict of commitment policies, so that they can be reviewed, and as appropriate, managed or eliminated. Faculty, administrators, and staff are responsible for identifying potential conflicts and seeking appropriate guidance.

**4 Responsible Conduct in Research**  
As members of a complex research institution, University faculty, administrators, and staff have significant responsibilities to ensure that research is conducted with the highest integrity, and in compliance with federal, state, and local laws and regulations, as well as University policy. Any fabrication, falsification, or unauthorized or unattributed copying of research data or conclusions derived from research data constitutes misconduct in research and is prohibited by University policy.

**5 Responsible Stewardship and Use of University Property, Technology and Funds**  
University faculty, administrators, and staff are expected to ensure that all University property, technology, and funds are used appropriately to benefit the institution, consistent with all legal requirements as well as in accordance with University policies.

**6 Environmental Health, Safety & Sustainability**  
The University is committed to the protection of the health and safety of the community and the creation of a safe working environment. To accomplish this, the University provides training in health and safety regulations and policies. Moreover, faculty, administrators, and staff are expected to comply with sound practices and legal requirements. Beyond this, the University recognizes that environmentally responsible practices are critical for the University's learning, research, outreach, and administrative efforts to succeed. University stakeholders should consider the social, economic, and environmental impact of their decisions and actions. As a community of scholars, the University recognizes that environmental stewardship and sustainability are inherent responsibilities that require the active engagement of everyone.

**7 Respect for Privacy and Confidentiality**  
The University endeavors to respect the privacy of its employees and students in all communications by mail, telephone, and other electronic means, subject to applicable University policies and procedures, state

and federal laws, and system maintenance requirements. In their various roles and positions at the University, faculty, administrators, and staff become aware of confidential information of many different types. Such information may relate to students, employees, alumni, donors, research sponsors, licensing partners, patients, and others. University employees are expected to remain current regarding relevant legal, contractual, and policy obligations to maintain the confidentiality of such information, in order to protect it from improper disclosure, and to protect the privacy interests of members of our community.

**8 Appropriate Conduct with Respect to Gifts, Travel and Entertainment**  
University faculty, administrators, and staff are expected to conduct themselves so as to ensure that their positions are not misused for private gain, with respect to acceptance of gifts and the undertaking of university-related travel and entertainment.

**9 Appropriate Use of the University's Name, Trademarks and Logos**  
The University regulates the use of its name, related trademarks, and logos in order to protect the University's reputation, and to ensure that their use is related to the University's educational, research, and community service missions. Faculty, administrators, and staff are expected to protect the University name and logos from improper use.

**10 Responsible Reporting of Suspected Violations and University Response**  
The University is committed to enforcing applicable legal requirements as well as its own policies and procedures. Faculty, administrators, and staff are expected to report suspected violations to appropriate offices in accordance with University policies and procedures. Members of the University community who violate legal requirements, University policies and procedures, or who fail to report suspected violations, are subject to disciplinary action as described in applicable policies and collective bargaining agreements.