

**A. Professional Responsibility**

Lists of specific unprofessional or unethical acts are inevitably incomplete or susceptible to overly broad or narrow interpretations. Professional Personnel shall be guided by a common sense interpretation and application of the general standards of professional conduct summarized in this section.

**B. Academic Responsibilities**

1. Professional personnel, guided by a deep conviction of the worth and dignity of advancing knowledge, recognize that they have special responsibilities to their profession, students, colleagues and university.
2. Their primary academic responsibility is to seek and to state the truth as they understand it. To this end, professional personnel strive to develop and improve their competence as teachers and scholars, exercise critical self-discipline and judgment in using, extending and transmitting knowledge, and practice intellectual honesty.
3. Although professional personnel may pursue other interests, they do not permit these interests to seriously hamper or compromise their freedom of inquiry.

**C. Responsibilities to Students**

Professional personnel shall:

1. Encourage the free pursuit of learning by students, protect their academic freedom and adhere to a professional's proper role as an intellectual guide and counselor;
2. Teach by example the highest scholarly, professional and ethical standards of their disciplines;
3. Make every reasonable effort to foster honest academic conduct;
4. Ensure that each student's evaluations reflect his or her actual performance;
5. Acknowledge significant academic or scholarly assistance from students;
6. Demonstrate respect for students as individuals;
7. Respect the legally and ethically confidential nature of their relationship with students; and

8. Avoid exploiting, harassing, threatening, intimidating or discriminating against students.
9. Recognize that assigning instructional materials of which a member of the faculty is the author and from which he or she receives royalties or other income may violate faculty duty to students. To avoid the appearance of any impropriety, no member of the instructional staff of the University shall personally profit from the assignment of materials, or assignment of the venue of purchase of materials, to students in classes or any other instructional setting at the University without the approval of the department head and the Vice President of Academic Affairs.

**D. Responsibilities to Colleagues and Staff**

Professional personnel have obligations deriving from their common membership in the campus community. They:

1. Respect and defend free inquiry by their colleagues;
2. Exhibit due respect for the opinions of others in exchanging criticism and ideas;
3. Acknowledge their academic debts;
4. Strive to be objective in their professional judgments of colleagues and staff; and
5. Avoid exploiting, harassing, threatening, intimidating or discriminating against colleagues and staff.

**E. Responsibilities to University**

As employees of a state-supported academic institution, Professional Personnel shall:

1. Seek to be effective teachers, scholars, auxiliary employees, and administrators;
2. Observe institutional policies that do not contravene academic freedom. Although professionals have the right to criticize and seek changes in institutional policies and local, state and federal laws and regulations, they have a corresponding obligation to comply with policies published in this Handbook and with other institutional, local, state, and federal laws and regulations unless and until such policies, laws and regulations are changed;
3. Give due regard to their paramount institutional responsibilities in determining the amount and character of work done outside it; and

4. Recognize the impact of their decision upon the program and institution when considering the interruption or termination of their services, and give due notice of their intentions.

**F. Responsibilities as Citizens**

As members of their communities, Professional Personnel shall:

1. Have the same rights and obligations as other citizens, but exercise their rights and measure the urgency of their obligations in the light of their responsibilities to their profession, discipline, students, and institution.
2. Neither intentionally create the impression of speaking or acting for their institution when they speak or act as private persons nor, when engaged in political activities, use public funds, services or facilities for political purposes or identify their institutions with political institutions or parties;
3. As citizens engaged in a profession that depends on freedom for its health and integrity, promote conditions conducive to free inquiry and further public understanding of academic freedom; and
4. Reach an understanding with the University that accommodates their needs as citizens and the University's needs as an employer before engaging in civic activities or political campaigns that will entail long or frequent absences from campus. Such an understanding may include a reduction in workload with a corresponding reduction in salary or a leave of absence. If a leave of absence of two years or more is contemplated, resignation should be considered in lieu of a leave.

**G. Alcohol and Drug Prohibitions**

1. The unlawful manufacture, distribution, sale, dispensation, possession or use of alcohol or controlled substances in the workplace, on the property, in a state-owned vehicle, or as part of the activities of the University by Professional Personnel is prohibited, except as set forth in the Trustees' Policy Manual, Section 4.13.
2. "Controlled substance" means a drug listed in Schedules I through V of 21 U.S.C. 812 and as further defined by federal regulations (21 CFR Section 1308.11 through 1308.15), as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes, as it may be amended from time to time. "Controlled substance" shall include controlled substance analogs as defined by federal and state law. This list includes but is not limited to cocaine, marijuana, marijuana concentrate, cathinones, any synthetic

cannabinoid, and salvia divinorum. It does not include over-the-counter medications taken in accordance with the manufacturer's instructions, or drugs prescribed by a physician for the Employee when taken in the manner, combination, and quantity prescribed.

3. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
4. "Property" shall mean any real or personal property owned, leased, chartered or occupied by the University including, but not limited to, motor vehicles, boats and aircraft.
5. "Activities" shall mean any act or event sponsored or participated in by the University, including its constituent administrative units and approved student organizations. Without limitation, "activities" shall include all intercollegiate and intramural athletic events; faculty, staff and student meetings; conferences; field trips; retreats and all other acts or events for which the University (including approved student organizations) pays expenses, or provides facilities, services, supplies or transportation. "Activities" shall not include incidental work- or study-related activities performed in personal, off-campus residences (e.g. studying, class preparation, writing or reading) or purely social events, which are held off-campus and are organized or attended by students or employees solely in their personal capacities.
6. As a term of their employment, Professional Personnel shall:
  - a. abide by the terms of this policy;
  - b. notify the Human Resources Department of any criminal drug statute conviction for a violation occurring in the workplace or a state-owned vehicle no later than five (5) days after such conviction; and
  - c. not present at work or university activities while impaired by use of alcohol or controlled substance.
7. Any Employee who violates the provisions of this policy shall be subject to appropriate disciplinary action, which may include termination.
8. This policy is supplemental to and does not supersede or repeal other related State policies, including the State of Colorado Substance Abuse Policy promulgated by the Governor.

**H. Violation of Standards of Professional Conduct**

Professional Personnel who violate these or duly adopted and published University standards of professional conduct may be subject to disciplinary action up to and including termination of employment for cause. Examples of unacceptable conduct considered below University standards are given in the Termination section of this Handbook under Cause for Dismissal.