

Administrative Regulation — Employee Code

I. Expectations of Employees

This Employee Code provides guidance highlighting the University's expectations of employees, including faculty, staff and student employees, which are set out in more detail in this and other University *Administrative Regulations*, policies, procedures, processes and accreditation requirements.

A. Integrity and Excellence

Employees must hold themselves to the highest standards of integrity and excellence in everything they do for the University, including work related to teaching and learning, research and discovery, service, promotion of health and deep community engagement. As members of the University community, employees must understand that their behavior reflects not only the reputation of the individual, but also that of the University.

B. Mutual Respect and Human Dignity

Consistent with the discussion of equal dignity in *Governing Regulation I — Declaration of Principles*, employees must treat every individual with a commitment to mutual respect, regardless of one's position, status or level of responsibility at the University.

Employees must likewise engage in conduct that demonstrates an understanding of our core value, as set out in *Governing Regulation I — Declaration of Principles*, that while this is a University composed of many people, we must work together as one community to achieve the University's mission, vision and strategic plan.

C. Academic Freedom

Consistent with the discussion of academic freedom in *Governing Regulation I — Declaration of Principles*, employees must respect the academic freedom of all members of the University community.

D. Personal and Institutional Accountability

Employees must be responsible for their own actions and must recognize their obligation to ensure a University-wide culture of compliance. Specifically, employees must comply with applicable constitutional provisions, laws, federal and state regulations, *Governing Regulations*, *Administrative Regulations*, policies, procedures, processes and accreditation requirements.

E. Duty to Report Misconduct

1. Mandatory Reporters

Consistent with *Administrative Regulation — Equal Dignity*, employees — unless explicitly exempted in writing — must report all incidents that may constitute discrimination. For more information and/or to report incidents, see [Office of Equal Opportunity](#).

Employees must report incidents that may constitute a violation of any constitutional provisions, laws, federal and state regulations, *Governing Regulations*, *Administrative Regulations*, policies, procedures, processes and accreditation requirements.

2. Failure to Report

Any employee who fails to report as required by this *Administrative Regulation* may be subject to corrective action, including possible suspension without pay and up to separation of employment.

F. Relationship Status and Prohibitions

1. Faculty and Undergraduate Students

Faculty employees and those employees engaged in instructional activity are prohibited from engaging in romantic or sexual relationships with undergraduate students. The Provost may grant exceptions for relationships that existed prior to the student's enrollment at the University.

2. Faculty and Graduate or Professional Students

Faculty employees and those employees engaged in instructional activity are prohibited from engaging in romantic or sexual relationships with graduate or professional students within the faculty employee's or employee's college or any college where the faculty employee or employee teaches. The Provost may grant exceptions for relationships that existed prior to the student's enrollment at the University.

3. Employees and Subordinates

Supervisors are prohibited from engaging in any romantic or sexual relationship with their subordinates. If employees are engaged with one another in a romantic or sexual relationship, and one becomes a supervisor of the other, the supervisor may not evaluate the performance of the other. Instead, the President's cabinet member for the employee's area will arrange a new supervisory relationship.

G. Academic Misconduct

All employees must refrain from research misconduct, plagiarism, falsification of data, intellectual dishonesty, violations of the intellectual property rights of others, misuse of university resources, abuse of authority and other forms of academic misconduct.

II. Violations of the Employee Code

Any employee who violates the *Administrative Regulation — Employee Code* may be subject to discipline, including possible suspension without pay up to separation from employment.

If the University seeks to impose a suspension without pay of longer than five (5) days, or if the University seeks to terminate a faculty appointment, then the University will provide a hearing as set out in *Administrative Regulation — Due Process*.