

## **Code of Ethics – Administrators**

### **Responsibilities of Administrators**

Administrators respond to many constituencies including to:

- elected or appointed governing boards;
- colleague administrators, faculty and staff; and
- the students and the community.

The following statements of responsibilities are intended as guidelines:

- With respect to the Governing Board, an administrator in the community college district has the responsibility:
  - To keep the Board informed so that it can act in the best interests of the district and the public;
  - To act in the best interest of the district;
  - To be guided by the principles and policies established by the Board;
  - To represent the Board in official statements only when formally designated to do so.
- With respect to the profession, an administrator in the community college district has the responsibility:
  - To improve performance through participation in professional activities in order to inform colleagues about the developments in education in general and in the community college district in particular;
  - To encourage and assist new professionals toward growth and effectiveness.
- With respect to faculty and staff, an administrator in the community college district has the responsibility:
  - develop a climate of trust and mutual support through the established shared governance process;

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- To foster openness by encouraging and maintaining two-way communication;
  - To encourage, support and abide by written policies and regulations and to communicate clearly to all staff members the conditions of employment, work expectations and evaluation regulations;
  - To provide opportunities for professional growth;
  - To challenge unethical behavior in a timely manner.
- With respect to students, an administrator in the community college district has the responsibility:
    - To provide and protect student access to the educational resources of the community college district;
    - To protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers;
    - To invite students to participate in the established shared governance process;
    - To protect students from disparagement, embarrassment or capricious judgment;
    - To keep foremost in mind at all times that the college district exists to serve students.
  - With respect to the community, an administrator in the community college district has the responsibility:
    - To remain continuously informed of the characteristics, preferences and educational needs of the local community;
    - To be sensitive to individuals from diverse backgrounds;
    - To encourage and stimulate communications with community groups.

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**Rights and Due Process**

An administrator in the community college district should have the right:

- To be considered for employment without regard to race, sex, religion, creed, age, national origin, disability, or sexual orientation;
- To a clear written statement of the philosophy, goals and objectives of the district;
- To a written contract identifying terms and conditions of employment;
- To work in a setting of institutional support and a climate of professional respect;
- To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions;
- To act independently within the scope of authority to carry out responsibilities assigned;
- To perform duties and carry out responsibilities without disruption or harassment;
- To be provided with legal and financial protection from liability in carrying out duties of the position;
- To participate in formulating and implementing institutional policy at a level appropriate for the position held;
- To speak for the institution at the level of assigned authority;
- To participate in professional associations;
- To confidentiality regarding personnel matters;
- To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, sabbatical leaves, other leaves, and conference attendance;
- To loyal support from supervisors for the proper performance of work assigned;

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- To be evaluated in a professional manner on a regular and systematic basis, and to receive adequate notice of dissatisfaction with performance or action to terminate in accordance with existing statutes;
- To due process in accordance with written regulations which are communicated to the administrator prior to appointment.

Reference: Accreditation Standard III.A.1.d

Adopted by Chancellor's Cabinet: August 18, 2008