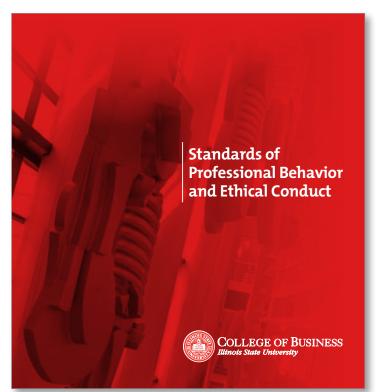
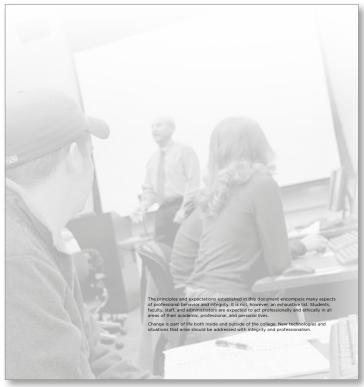
STANDARDSFOR PROFESSIONAL BEHAVIOR AND ETHICAL CONDUCT





Our commitment

The administration, faculty, staff, and students of the College of Business at Illinois State University are committed to the principles of professional behavior and integrity. As a community of scholars and business professionals, we strive to embody the characteristics of responsibility, honesty, respect, and fairness in our professional and personal lives.

Principles of professional behavior and integrity

RESPONSIBILITY is the foundation of integrity*. We hold ourselves and others responsible

HONESTY is fundamental in learning, teaching, and research. We act honestly and do not lerate or justify dishonest conduct in any circumstance

RESPECT is the foundation of our academic community. We use appropriate speech and behaviors to demonstrate respect for one another and for the educational process.

FAIRNESS is essential for the evaluations that are part of the educational process. We strive to achieve fairness in our standards and procedures as well as in our evaluation of the work of others.

TRUST is achieved when all who are involved in the educational process adhere to the

*The American Heritage Dictionary defines integrity as the "steadfast adherence to a strict

EXPECTATIONS OF administrators

As a College of Business administrator, I will

- Provide leadership in goal setting and plan implementation.
- Translate goals and objectives into action plans.
- Make all administration policies, rules

Support and facilitation of the profession activities of students, staff, and faculty in pursuing the College of Business mission

- As a College of Business administrator, I will Maintain a student-centered learning

- Encourage outstanding teaching, research, and other professional activities.
- Promote student excellence in scholarship and extracurricular activities.
- Maintain a safe and clean environmer student learning and faculty research
 - Exercise fair and objective evaluation in all promotional and disciplinary decisions for all faculty, students, and staff.
- Take necessary and appropriate action to ensure constituents' safety and well-being in and around the college community.
- Act as an advocate for faculty, staff, and students of the College of Business.
- Be accessible, keep appointments, and be on time in all professional settings.
- Practice fiscal responsibility to ensure that all expenditures fall within budget and that due process and fair bidding practices are observed.

- As a College of Business administrator, I wil
- Treat faculty, staff, and students fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. (Refer to www.symsdress.com for information

- Make good use of time by engaging in appropriate activities, and, when possible participating in worthwhile organiza-tions and activities on campus and in the

STANDARDS

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EXPECTATIONS OF faculty members

- As a College of Business faculty member, I will
- Remain current in my field and in the general business environment.
- Stay up-to-date with learning theory and pedagogy, applying appropriate
- Be on time for classes.
- Avoid canceling classes unnecessarily
- Cover material relevant to the course.
- Maintain a professional demeanor in the classroom.
- Respect the opinions and responses of students.

As a College of Business faculty member, I will As a College of Business faculty member, I will

- Develop meaningful assignments that contribute to student mastery of course and program competencies.
 Teat students, fellow facults, staff, and
 Teat students, fellow facults, staff, and

- Write exams that fairly reflect the course content and coverage. Use due care and thought in grading all assignments and exams.
- assignments and exams.

 Provide appropriate and timely feedback for all assignments and exams. (Oue to the number of students in a course and the nature of the activity, the time farme for returning graded material will vary. The faculty member should inform successful to the expected return date.)

 Behave and speak professionally, respectfully, and courtecusty at all times. The expected return date.
- the expected return case.)

 Communicate clearly the factors that will go into the calculation of the final grade.

 Carefully and completely cite the contributions of others in my scholarly writing.
- Provide students with a reasonable opportunity to discuss assignments and grades without reprisal.

 Control of there in my scholarly writing.

 Accurately and honestly represent all reported findings in my scholarly writing.
- Set and enforce standards for academic

- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. (Refer to www.symsdress.com for information regarding appropriate dress in various professional settings.)

- grades without reprisal.

 Assign final grades with care and fairness.

 Exercise fair and objective evaluation of all administrators, faculty, staff, and students.
 - Safeguard any confidential information.
 - Be accessible and maintain adequate office hours.

 - Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

EXPECTATIONS OF staff members

Support and facilitation of the professional

As a College of Business staff member, I will

- Strive to ensure the availability of resources required to accomplish goals and objectives.
- Make efforts to enhance administrative efficiency.

 Treat students, fellow staff, faculty, and administrators fairly and impartially.

- in and around the coinege community.

 Provide students, faculty, other staff, and

 definishtration with the tooks and assistance they require to perform effectively.

 Act promptly to remedy deficiencies, such

- Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly.

As a College of Business staff member. I will

- Maintain a safe and clean environment for this large and feaulth search with integrity in all situations.
- efficiency.

 Remain familiar with and adhere to college policies relevant to my responsibilities.

 Take necessary and appropriate action to ensure constituents' safety and well-being in and around the college community.

- Be accessible, keep appointments, and be on time in all professional settings.

 Prepare all reports, vouchers, bills,
 - Report any conflict of interest in condu-ing my job to the appropriate authority.

 - Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broade community.

EXPECTATIONS OF COMMUNITY MEMbers WITH REGARD TO OUR FACILITIES

- future generations. Demonstrate our commitment to supporting the excellence of the people and programs of the College of Business.

- in the facilities

 As a College of Business community member I will

 Consume only bottled water in the classroom wing of the College of Business Community member I will classroom wing of the College of Business Building because of the high level of technology in our classrooms.
 - Post signs and announcements only in areas approved by the Dean's Office.
 - Leave classrooms, study areas, and public spaces orderly and clean.

EXPECTATIONS OF Students

- As a College of Business student, I will
- Attend all class sessions, arriving on time and remaining until dismissed.

- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted.
- Prepare fully for each class.
- Respect my fellow classmates and the instructor.

- As a College of Business student, I will Complete all assignments and exams honestly, punctually, and to the best of my ability.
- my ability.

 Cite sources appropriately in accordance with the Illinois State University Student Code of Conduct, in which plagiarism is defined as "unacknowledged appropriation of another's work, words, or ideas in any themse, outlines, pepers, reports, speeches, or other academic work."

- As a College of Business student, I will
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Stitutions in which professional or business casual may be appropriate londuc class presentations, sessions with past speaker, ceremo-nies, and at protessional events such as Business Week. (Refer to www.ymszdress. com for information reparting approaches control information reparting approaches deeps in various professional settings.)

- Be fair in my evaluation of administrators faculty, staff, and fellow students. Make good use of time by engaging in appropriate activities, and, when possible participating in worthwhile organizations and activities on campus and in the broad

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Illinois State UNIVERSITY