



MANAGERS CODE OF PROFESSIONAL RESPONSIBILITIES POLICY

- I. **PURPOSE:** The purpose of this policy is to provide University managers with guidance on the standards of behavior expected of them in performing their professional responsibilities at the University, including their dealings with their colleagues, other employees, students and members of the general public.

- II. **POLICY:** The University strives to create a positive working environment which values our managers as individuals, meets their professional needs and respects their rights. University managers are expected to meet their responsibilities to be excellent role models, display sound leadership and professional judgment in the performance of their duties, and to honor the strong fiduciary interests required to work in the public educational environment. University managers falling short of those expectations may be subject to remedial performance plans, adverse performance evaluation and/or disciplinary action.

- III. **DEFINITIONS:**
 1. Fiduciary: A responsibility to place the University and the public's interests above an individual's personal or professional interest or benefit.
 2. Threat: Behavior or utterances displayed by an individual which potentially endanger their own or others' health or safety.

- IV. **SPECIFIC STANDARDS OF EXPECTATION:**
 1. Leadership:
 - a. To make decisions fairly and equitably using professional judgment, while considering the best factual information available.
 - b. To treat the public, students and other employees of the University with courtesy, candor, and sensitivity to avoid behavior which could be reasonably perceived as harassing, intimidating, bullying, threatening or discriminatory and align with the ***West Chester University Values Statement***.
 - c. To show good faith to collective bargaining agreements and to maintain active and effective relationships with local unions' leadership when dealing with matters covered or impacted by the collective bargaining agreements.
 - d. To commit to and value the professional development of all employees under the manager's supervision.

- e. To address concerns or criticisms of colleagues or subordinates directly to them in a productive and private manner, and to refrain from gossip or other forms of inappropriate public commentary which might undermine the effectiveness of other employees or their respective departments.
- f. To ensure that our public comments made as citizens are not construed as the official comment of the university.
- g. To respect and enforce all lawful university policies, procedures and contractual obligations, and avoid their intentional circumvention.
- h. To promptly report suspicious or criminal behavior to the manager's immediate supervisor, and if appropriate, the Department of Public Safety, the Office of Social Equity, the Office of Human Resources or higher University authorities; and fully cooperate with pursuant investigations.
- i. To accept the obligation to set and maintain challenging but reasonable performance standards for assigned employees and to ensure that performance standards are discussed and evaluations are done in a timely manner and accurately reflect each employee's level of performance in relations to those standards.
- j. To actively participate on University and PASSHE committees, task forces, and cross-disciplinary groups as assigned to them, while giving priority to already existing, primary responsibilities.
- k. To provide reasonable notice of intent to leave one's managerial position at this University.

2. Fiduciary Behavior:

- a. To maintain business records and other documents with integrity and accuracy and in accordance with University records maintenance, access, retention and disclosure policies.
- b. To protect confidential student, employee, and University information and records from disclosure unless there is valid consent from the subject or legal authorization from a court of competent jurisdiction.
- c. To ensure that all financial transactions made under the manager's authority are legitimate, necessary, cost-effective, and approved in accordance with University and PASSHE policies and procedures.
- d. To create and maintain a responsible internal control environment in order to preserve accountability for the disbursement of funds or other valuable University property.
- e. To protect and responsibly use University property, facilities, equipment and electronic systems following University standards established for these purposes.
- f. To remain alert for opportunities to improve efficiencies, responsibly reduce costs, and to avoid waste.
- g. To proactively avoid actual and perceived conflicts of interest in contractual, personnel-related decision-making, or in the pursuit of private business interests.
- h. To refuse to accept gifts or other gratuities offered by third-parties with the inference of inducement to treat them more favorably.
- i. To avoid the misuse of employee, student or other data or records access to further personal interests.

3. Safe Educational and Working Environment:

- a. To use reasonable care to maintain equipment and facilities under the manager's control or supervision in a manner that meets the University's legal duty of care to avoid foreseeable risks of harm to persons or property.
- b. To proactively warn students, employees and the public of known risks of harm when discovered and until they are corrected.
- c. To report to the University Threat Assessment Team in a timely manner, any behavior by a student, employee or member of the public, which a manager objectively believes may pose a threat to that person, other members of the WCU community or to WCU property.
- d. To be familiar with and enforce University environmental safety policies and procedures.

4. Enforcement of Standards:

- a. Concerns brought to manager's attention regarding a manager's breach of these standards should be brought to the attention of the manager's immediate supervisor. The manager's immediate supervisor has broad discretion in terms of addressing such concerns with the manager in question.
- b. There are also times when it might be more appropriate for managers to take the initiative to hold each other accountable: to honor commitments and values, to manage inter-personal conflict, or to provide mutual support.

* Approved as amended form by President Weisenstein at the December 19, 2011 President's Cabinet Meeting.