

Code of Conduct for the Faculty, Students, and Staff of the College of Earth Ocean, and Environment University of Delaware

Effective research, instruction, learning, advising, and professional career growth in CEOE requires open communication, ethical professional conduct between all individuals, collegial interactions, proactive mentoring, and a responsive administration to ensure a positive and successful setting across all levels of the research and educational endeavors. **To ensure a productive setting, all staff, faculty, and students are expected to treat one another respectfully and fairly**

This document outlines principles and best practices for Professional behavior to be used by current faculty, students and staff of the College of Earth Ocean, and Environment (CEOE).

This Code of Conduct is largely based on several similar documents and available best practices in the Geo-Science community. They include: Jackson School of Geosciences workplace guidelines, MTSU Department of Geosciences Mission Statement & Code of Conduct, American Geophysical Union's 2017 Scientific Integrity and Professional Ethics handbook, and the Geological Society of America Code of Conduct.

The principles and best practices describe therein are congruent with the UD student [code of conduct](#) and the [Academic Freedom and Standards of Conduct for faculty](#), and intended to provide guidelines to further establish effective and productive relationships based on courtesy, communications, and shared values and expectations.

Mission & Value Statement

The mission of CEOE is to advance understanding of Earth's natural systems and the interactions of humans with the environment through interdisciplinary research and teaching, and to ensure our science serves society by informing policy and engaging the community.

In CEOE, we:

- Value teaching, mentoring, and student success
- Aspire to excellence in research and scholarly endeavors
- Work to advance public access and dissemination of the knowledge
- Cooperate and work as a community to help the departments/school, college and university succeed
- Value freedom to responsibly pursue scholarly work without interference or coercion
- Respect integrity, and honesty in all aspects of professional work
- Value collegiality, professional courtesy, equity, and fairness in working with others
- Recognize work/life balance demands and the needs and commitments of all
- [Respect the full breadth of diversity](#) and freedom of speech concomitant with sound scholarly

endeavor and ethical behavior

- Adhere to legal requirements in all aspects of the college's professional activities
- Model responsible resource management and environmental stewardship

Responsibilities & Commitments

All faculty, staff, and students of CEOE will treat others with courtesy, equity, and fairness.

All CEOE Members are responsible for creating and upholding a safe, open, and professional environment for learning, conducting, and communicating research with integrity, respect, fairness, trustworthiness, and transparency at all organizational levels and in all endeavors. CEOE members will act with honesty and take full responsibility for the trustworthiness of their contributions to all professional activities.

CEOE members will not engage in discrimination, harassment, bullying, dishonesty, fraud, misrepresentation, coercive manipulation, censorship, or other misconduct. This applies to all professional, research, and teaching environments.

CEOE members shall endeavor to act or intercede to prevent misconduct, and shall [report](#) any suspected misconduct, including fabrication, falsification, or plagiarism of materials, as well as discrimination, harassment, bullying, or other irresponsible behaviors that undermine the department or university.

Harassment, sexual harassment, discrimination, and interpersonal violence should be reported directly to the [Office of Civil Rights and Title IX Compliance](#). **Note that if you report such event to a UD employee, they are obligated to report it directly to the Office of Civil Rights and Title IX Compliance.**

Reporting Sexual Misconduct

Any student, faculty, or staff member with questions or concerns about the applicable University policies or who believes that he or she has been the victim of sex discrimination, sexual harassment, sexual assault, dating/ domestic violence is encouraged to contact the University's [Office of Civil Rights and Title IX Compliance](#)

305 Hullihen Hall, University of Delaware, Newark, DE 19716. Phone: 302-831-8063 and/or Director of Civil Rights and Title IX Compliance and Title IX Coordinator, Kate Buchkoski, Ph.D., 302- 831 -7361 titleixcoordinator@udel.edu

Reporting Discrimination

For non-disability related complaints, contact the University of Delaware, [Office of Civil Rights and Title IX Compliance](#), 305 Hullihen Hall, University of Delaware, Newark, DE 19716. Phone: 302-831-8063.

For disability related complaints contact: University of Delaware Office of Disability Support Services, University of Delaware, 240 Academy St. Alison Hall Suite 119, Newark, DE 19716 Phone: (302) 831-4643 Fax: (302) 831-3261

Faculty and students of CEOE will be responsible for the integrity of their research, teaching, and service activities. They should uphold the highest ethical and professional standards, and be aware of and adhere to laws and regulations related to their professional conduct. For example, faculty and students of CEOE will not plagiarize in verbal or written communication, and will give full and proper credit to the creativity, ideas, and efforts of colleagues and students. Faculty and students of CEOE will not fabricate, falsify, or suppress results, deliberately misrepresent research findings, or otherwise commit scientific fraud.

In addition to these responsibilities and commitments, common-sense guidelines are outlined below.

Faculty-Staff and Peer Interactions should:

- promote an environment that is intellectually stimulating and free of harassment;
- be supportive, equitable, accessible, encouraging, and respectful;
- recognize and respect the cultural backgrounds of all fellow faculty, research scientists and staff;
- be flexible concerning tasks associated with the College mission including research, committee service, and teaching;
- be sensitive to the power imbalance in the Dean–Chair–Faculty, tenured full professor–junior professor, and faculty–staff relationships.

Student–Advisor Relationship

The relationship between a student and the student advisor is a unique one in the academic environment. This relationship carries extra demands for ethical behavior. Key principles include these recommendations for advisors:

- promote an environment that is supportive, equitable, accessible, intellectually stimulating and respectful;
- be sensitive to cultural backgrounds of students and to the power imbalance in the student–advisor relationship;
- set clear expectations and goals for students regarding their academic performance and research progress and meet regularly and often in order to provide feedback on progress;
- acknowledge that some students will pursue careers outside of academia and/or outside their research discipline and assist them in achieving their chosen career goals;
- respect students’ needs to allocate their time among competing demands while maintaining timely progress toward their degree;

Graduate Students should:

- recognize that they bear the primary responsibility for the successful completion of their degree (be proactive about communicating with the advisor and thesis committee, improving their research skills, including written and oral presentation skills);
- clearly communicate with their advisor(s) regarding their career preferences and take an active role in identifying and pursuing professional development opportunities;
- seek mentoring and support resources beyond their faculty advisor(s), including other faculty members, peers, and organizations;
- always act in an ethical, professional, and courteous manner toward other students, staff, and faculty;
- raise complaints and concerns through appropriate channels and only in good faith.

Departments, School and College should:

- monitor student completion and time to degree and professional development, including mentoring meetings, committee meetings, exam completions, and other benchmarks appropriate to their discipline;
- provide appropriate infrastructure to allow students to complete their education and research in a timely and productive manner;
- provide opportunities for professional development that will be relevant to students seeking careers outside academia and/or their research discipline;
- Respond promptly and appropriately to concerns raised by faculty, staff, and students.

Reporting & Dispute Resolution

Dispute resolution

Members of College of Earth, Ocean, and Environment are strongly encouraged to be familiar with the grievance procedures relevant to their employment. Faculty can find grievance procedures in the collective bargaining agreement and through the faculty senate committee on faculty welfare and privileges. The University faculty handbook also contains information pertinent to professional ethics, disruptive behavior, and harassment policies. Students should be familiar with the student guide to university policies. Salaried and exempt staff are governed by a separated grievance policy that is available through the office of human resources.

With the exception of discrimination, harassment, sexual misconduct and interpersonal violence, every effort should be made by all parties to resolve disputes and problems informally. As members of College of Earth, Ocean, and Environment, we wish to consciously establish effective and productive relationships that start with trust, courtesy, two-way communications, and shared expectations. To this end, complaints or concerns should be made in good faith with the intent to find equitable resolutions to any issues that may arise.

If you feel comfortable, talk to the other person about the issue. You might use language such as, “On XXX date, when you engaged in XXX behavior, I felt uncomfortable, and I’d like to talk with you about it.” Most situations can be resolved this way, and if you resolve the issue earlier, it is often easier. If you do not feel comfortable addressing the situation in this way, skip this step. Document everything - emails, conversations, and dates of events. Also, you should document who, if anyone, witnessed the event, and consider asking them to record their recollections if possible. Do this as soon as possible to ensure accuracy. Keep to the facts.

Within the College, complaints and concerns may be reported to the Department Chair or School Director, the undergraduate or graduate coordinator or associate Dean, the graduate advisor, CEOE Human Resources representative, the Deputy Dean, or the Dean. ([*See below for appropriate contacts.*](#)). In an effort to seek resolution, these complaints will be evaluated and reviewed with appropriate personnel for that person’s affiliation (i.e. undergraduate or graduate student, faculty, staff) and for the type of complaint. Generally, if the concerns or complaints are ones that can be handled informally, this approach will be tried first. In other cases, a more formal process will be followed, involving the Chair’s or Dean’s office and/or appropriate University offices, depending on the type of complaint. This process may include a meeting with both complainant and respondent as well as any other witnesses, reviewing relevant documents, etc. Complaints,

concerns, and the outcomes will be documented and reported to the appropriate administrative level within CEOE on a systematic basis for tracking of behavior patterns and for exploring holistic solutions to address behavior and/or CEOE cultural issues.

Specific University contacts exist for various offenses. As needed, available University resources may assist with complaint and concern resolution, including mediation. Additionally, concerns or complaints presented directly to a University level office will be managed through the processes in place for that office with full participation from CEOE resources. If you as a complainant choose to identify yourself and the charges, then potential action can occur and all pertinent information associated with the charges can be made available to the appropriate University office and/or to the CEOE Dean. If you choose to report in confidence and remain anonymous, this limits appropriate due process. If the report is to a CEOE contact listed below, they will document the incident, and a confidential record will be kept by the appropriate office for your affiliation (undergraduate or graduate student, faculty, research scientist or staff) to assess repeat offenses.

Again, note that complaints about harassment, sexual harassment and interpersonal violence will be systematically reported to the Office of Civil Rights and Title IX Compliance. It is optional but not required that a supervisor be notified by the complainant. In every case, the complainant can choose to pursue or not further actions against the alleged perpetrator.

Who To Talk To

For concerns other than Harassment, sexual harassment, discrimination, and interpersonal violence, the first step is usually internal to your Department Chair or School Director, or to CEOE personnel. Below are the general contacts for each type of individual, followed by specific ones. In all cases, complaints can be made internally to the appropriate CEOE contact or to a University contact.

Please note: if you are worried about any kind of behavior towards you or anyone else, you may contact the UD [Office of Civil Rights and Title IX Compliance](#), or your [Department Chair](#) or [School Director](#), or the [CEOE Deputy Dean](#).

[John Madsen, Interim Chair of the Department of Geological Sciences](#)

ISE Lab 372
221 Academy Street
1-302-831-1608
jmadsen@udel.edu

[Saleem Ali, Chair of the Department of Geography](#)

220 Pearson Hall
1-302-831-0871
saleem@udel.edu

[Katharina Billups, Director of the School of Marine Science and Policy](#)

206 Cannon Lab
1-302-645-4249
kbillups@udel.edu

Fabrice Veron, CEOE Dean
Robinson Hall
1-302-831-6464
fveron@udel.edu

Other Resources

Office of Civil Rights and Title IX Compliance

305 Hullahen Hall
302-831-8063

For Undergraduate and Graduate Students

Kelli Kerbawy, Assistant Dean for Undergraduate Services
1-302-831-1162
kerbawy@udel.edu

For Faculty & Staff

Madelyn Mickle, HR Manager
1-302-831-8043
mmickle@udel.edu

Nancy Getchell, Chair, University Faculty Senate Committee on Faculty Welfare and Privileges
1-302-831-6682
getchell@udel.edu

Gerry Turkel, Contract Maintenance Officer, University of Delaware Chapter of the American Association of University Professors
1-302-831-1567
gmturkel@udel.edu

Brian Hanson, Grievance Officer, University of Delaware Chapter of the American Association of University Professors
1-302-831-8268
hanson@udel.edu

UD police Department

911 - All emergencies - on or off campus
(302) 831-2222 - Non-emergency police and general information
police@udel.edu

Sexual Offense Support (SOS)

<https://sites.udel.edu/sexualmisconduct/title-ix/title-ix-coordinators/>

Sexual Offense Support UD Helpline 24/7/365 at 302-831-1001 and press 1

Consequences of Negative Actions

All appropriate policies and procedures will be followed when addressing alleged inappropriate behavior