

UNIVERSITY OF ILLINOIS  
URBANA-CHAMPAIGN SENATE

General University Policy  
(Final; Action)

GP.03.01 Code of Conduct

**BACKGROUND**

The text of a "Code of Conduct" that is currently being used on "interim" status was referred to GUP for consideration, accompanied by a letter from Tom Conry, Chair of Senates Conference, requesting consideration for approval of this "Code" by the three Senates of the University for inclusion in the University's *Handbook for Good Ethical Practice*. In the course of his letter Conry quotes "background information" submitted by Richard Traver, the University Ethics Officer, who requests such approval. The version of the "Code" being used on an interim basis (and so referred to as *Interim Code on Conduct*) was developed by an all-University committee, among the members of which was our current Senate Executive Committee Chair, Robert Fossum. The version that appears below is identical to that version, with two exceptions: (1) the term "Interim" is removed below, and (2) the previous version did not include the second sentence of the "Introduction," which was drawn from the "background information" submitted by Traver.

In the "background information" statement by Traver quoted by Conry, Traver states: "This is not an attempt to define what one should not do, but communicate the University's expectations of proper conduct and what professional conduct the University values." GUP believes that it is important to make this explicit in the Code itself. It makes clear the reason for having such a "code," and the manner in which its provisions are to be regarded. GUP thinks that this sentence can and should be inserted in the "Introduction" to the Code, as a second sentence, preferably with certain editorial changes. Traver has indicated that he has no objection to the inclusion of this sentence in that place, with the editorial changes proposed. This sentence, with these changes, is incorporated into the Introduction to the "Proposed Addition" below.

GUP realizes that adding this sentence will require that the other Senates agree to its addition. It is our understanding that they have already approved the "Code" without it. We hope and expect that they will be willing and able to deal expeditiously with this single addition, since it comes from Traver's own statement about the "Code." GUP urges approval of the "Code" for inclusion in the *Handbook for Good Ethical Practice* without further modification.

**RECOMMENDATION**

The Committee on General University Policy recommends approval of the current *Interim Code of Conduct*, with the addition of the second sentence of the "Introduction" as shown below, for inclusion as *Code of Conduct* (with the term *Interim* to be removed) in the University's *Handbook for Good Ethical Practice*.

**PROPOSED ADDITION TO THE HANDBOOK FOR GOOD ETHICAL PRACTICE**

*Code of Conduct*

Introduction

This Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the

University using University resources or facilities, and volunteers and representatives acting as agents of the University. This is not an attempt to define precisely what one should and should not do, but to communicate the University's expectations of proper conduct and what professional conduct the University values.

## Conduct

Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regard to professional conduct, those acting on behalf of the University should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for University property and resources;
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities;

Confidentiality by protecting the integrity, and security of university information such as student records, employee files, patient records, and contract negotiation documents;

Those acting on behalf of the University shall seek appropriate guidance when faced with ethical dilemmas (see page B, *Getting Help* of this Handbook).

GENERAL UNIVERSITY POLICY  
Richard Schacht, Chair  
Clifton Brown  
Carolyn Dry  
Debbie Ehler  
George Gross  
Carol Livingstone  
Peter Loeb  
Joshua McClure  
David Swanson (*Ex officio designee*)

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

Senate Executive Committee  
228 English Building  
608 South Wright Street  
Urbana, IL 61801-3613

TO: Geneva G. Belford, 2001-02 Chair  
Richard Schacht, 2002-03 Chair-elect  
General University Policy Committee

FROM: Robert Fossum, Chair   
Senate Executive Committee

DATE: May 24, 2002

RE: *Interim Code of Conduct*

On behalf of the Senate Executive Committee, I am referring to the General University Policy Committee consideration of the enclosed code of conduct statement. As you will see from USC Chair Tom Conry's letter to the campus senates, University Ethics Officer Richard Traver requests that the senates support the code as an addition to the University's "Handbook for Good Ethical Practice."

SEC would appreciate your input in formulating its recommendation to the Senate on this matter. Please be prepared to respond at the October 7 Executive Committee meeting.

Thank you in advance.

RF/cjpp

Enclosures: Conry ltr to Fossum, et al., 5/13/02  
*Interim Code of Conduct (USC OT-188)*

## *Interim Code of Conduct*

### **Introduction**

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### **Conduct**

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# UNIVERSITY OF ILLINOIS

Chicago • Springfield • Urbana-Champaign

University Senates Conference  
377 Henry Administration Building, MC-348  
506 South Wright Street  
Urbana, IL 61801

May 13, 2002

Professor Robert M. Fossum, Chair  
UIUC Senate Executive Committee  
Dept. of Mathematics  
273 Altgeld Hall MC 382

Professor Pat Langley, Chair  
UIS Campus Senate  
Women's Studies and Legal Studies  
BRK 433

Professor William G. Jones, Chair  
UIC Senate Executive Committee  
University Library  
Room 2-180 LIB MC 234

Re: *Interim Code of Conduct* (USC OT-188)

Dear Colleagues:

Mr. Richard Traver, Executive Director of University Audits and University Ethics Officer, requested that the University Senates Conference assist in presenting the *Interim Code of Conduct* to the senates. Mr. Traver submitted the following background information.

The 1999 Illinois State Gift Ban Act requires each governmental entity to designate an Ethics Officer. As Ethics Officer, I am in the process of establishing an Ethics Program for the University. The first major effort was to publish the Handbook for Good Ethical Practice in the year 2000. Every faculty and staff member received a copy. As the need for the 2nd edition of the Handbook approaches, there are several enhancements to the Handbook that will also improve the overall program. One of these enhancements is to add a Code of Conduct. A multicampus committee with faculty representation from Urbana and Chicago and administrative representation from all three campuses has drafted this Code and the President has approved it. Because those acting on behalf of the University should comply with the Code and faculty are one of the constituencies identified, I am requesting each campus faculty senate support the Code. Positive guidelines such as the Code move us in the desired direction and promote good conduct. This is not an attempt to define what one should not do, but communicate the University's expectations of proper conduct and what professional conduct the University values.

I ask that your senate consider the enclosed *Interim Code of Conduct*. If all three senates concur with the language, the *interim* will be removed. If there is a disagreement, the University Senates

Professors Fossum, Jones, and Langley  
May 13, 2002  
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Conference will attempt to promote agreement. Please report back to the Conference by the end of the Fall Semester or sooner, if at all possible.

For your information, the Code of Conduct Committee membership list is also enclosed.

Sincerely yours,



Thomas F. Conry  
Chair, University Senates Conference

TFC:cjs

Enclosures

c: Robert C. Damrau ✓  
Chester S. Gardner  
Christan L. Moffett  
Kathy L. Rutherford  
James J. Stukel  
Richard O. Traver

**Member****Conwell H. Anderson**

UIC Senate Executive Committee, Department of Anatomy and Cell Biology

**Tom Bearrows**

University Counsel, UA

**Harry Berman**

Associate Vice Chancellor, Academic Affairs, UIS

**Robert Fossum**

Chair of the Urbana-Champaign Senate, UIUC

**Pat Gill**

Associate Chancellor, Access and Equity Office, UIC

**Larry Mann**

Associate Chancellor, Office of the Chancellor, UIUC

**Jeff Oberg**

Director of Budgeting and Resource Planning , O &amp; M Administration, UIUC

**Michele Pitre-Young**

Assistant Vice President Human Resources, UA

**Cindy Reutzel**

Director, Academic Affairs Administration, Applied Health Sciences, UIC

**Dick Traver**

Executive Director, Office of University Audits, UA