

**AP 3050 INSTITUTIONAL CODE OF ETHICS**

**Reference:**

Accreditation Standard III.A.1.d

***NOTE: The Accreditation Standard requires districts to uphold a written code of professional ethics for all of its personnel. Local practice may be inserted here.***

The institution supports a written code of ethics for all of its personnel. The District is committed to the highest ethical standards in furtherance of our mission of education and public service:

- Excellence in teaching, learning, and service
- Integrity as the foundation for all we do
- Access to our programs and services
- Equity and fair treatment of all in our daily interactions
- Diversity in learning environments, philosophies, cultures, beliefs, and people
- Inclusiveness of individual and collective viewpoints
- Mutual respect and trust through transparency, civility, and open communications
- Creativity and innovation in engaging students, faculty, staff, and administrators
- Physical presence and participation in the community

All administrators, faculty, staff and student employees are responsible for contributing to a positive working and learning environment that demonstrates adherence to ethical behavior and practices. The District Code of Ethics for all personnel supports the mission of quality and accessible education for the community we serve. All employees are expected to practice and promote ethical behavior; District and College leaders are expected to practice and promote ethical behavior by:

- Developing a climate of trust and mutual respect and support
- Being inclusive and valuing others' differences
- Cultivating and sustaining high standards in all areas
- Creating an environment that promotes collaboration and shared ownership
- Cultivating a climate of excellence
- Modeling ethical behavior

- Adhering to District Policies and Procedures

This procedure is aspirational and intended to work with, and shall not supersede, existing standards and codes of conduct, as well as relevant provisions in applicable employee handbooks and collective bargaining agreements.

Also see BP 2715 titled Code of Ethics/Standards of Practice

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. The language in **blue ink** is included for consideration. Judy and Audrey reviewed this document on May 23, 2013. This document was reviewed by the Chancellor on July 30, 2013. The language in **green ink** was added on May 1, 2015, by Celia, Wyman, and David.

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**Date Approved:**

*(This is a new procedure recommended by the Policy and Procedure Service)*

## Legal Citations for AP 3050

### **Accreditation Standard III: Resources**

The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes, and to improve institutional effectiveness.

#### A. Human Resources

The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

1. The institution assures the integrity and quality of its programs and services by employing personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.

a. Criteria, qualifications, and procedures for selection of personnel are clearly and publicly stated. Job descriptions are directly related to institutional mission and goals and accurately reflect position duties, responsibilities, and authority. Criteria for selection of faculty include knowledge of the subject matter or service to be performed (as determined by individuals with discipline expertise), effective teaching, scholarly activities, and potential to contribute to the mission of the institution. Institutional faculty play a significant role in selection of new faculty. Degrees held by faculty and administrators are from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established.

b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented.

c. Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

**d. The institution upholds a written code of professional ethics for all of its personnel.**