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<th>ORIGINATOR: School of Pharmacy Faculty</th>
<th>DATE: November 6, 2008</th>
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<td>DATE EFFECTIVE: November 6, 2008</td>
<td>DOCUMENT #: 00004A</td>
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<tr>
<td>TITLE: Code of Professional Expectations for Faculty and Staff</td>
<td>REVISION LEVEL: 001</td>
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<th>Faculty approval by vote:</th>
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<td>request meeting</td>
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APPROVAL SIGNATURES:

Dean of the School of Pharmacy

Date

Notes:
University of Wyoming
School of Pharmacy

Code of Professional Expectations for Faculty and Staff

The School of Pharmacy expects the highest level of integrity from our administration, faculty, staff, students and alumni. As faculty (including adjunct members) and staff of the School of Pharmacy at the University of Wyoming, we are expected to conduct ourselves in a professional manner as described below and to adhere to the ethical principles of this School (as reflected in the Professionalism Policy, Official School of Pharmacy Document 00004) as well as the University’s Standards as outlined in the UW regulations.

The School of Pharmacy Code of Professional Expectations is built on the foundation of respect for others, personal responsibility, the creation and maintenance of trust, honesty and truthfulness. The administration, faculty, staff, and students of the School of Pharmacy should strive to embody the above characteristics, and set an example of ethical leadership and professional behavior. These traits are essential for successful and productive learning and work environments, as well as positive social and business interactions.

Faculty and staff should exhibit professional conduct in the classroom, office environment, all curricular and co-curricular activities, and the academic environment by:

- Showing regard for others by being courteous and respectful to others at all times and in all methods of communication. Colleagial relationships between faculty, staff, and administrators are the basis of relationships that exist between these groups and our students, alumni and guests.
- Showing respect by listening to others’ points of view in a courteous and respectful manner and using appropriate body and verbal language during conversations and in class.
- Being on time for work activities. These activities may include class, professional and organization meetings, appointments, office hours, events involving students, potential students, alumni, guests and others as well as daily operations of the offices and laboratories.
- Being prepared, taking an active role in cooperative-learning activities, and helping students understand the importance and connectedness of course content.
- Turning off or silencing cell phones and other electronic devices in open offices, meetings and class unless an emergency situation has arisen.
- Dressing appropriately. Appropriateness is dictated by the activity, occasion, and standards of the individual’s Division or Office. Laboratory attire is also dictated by safety standards.
- Upholding academic integrity by avoiding intellectual theft of any kind. Avoiding and preventing cheating in any form, plagiarism, falsification, and facilitation of intellectual theft.

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1 Adapted with permission from the University of Wyoming College of Business, September 3, 2008
2 See School of Pharmacy Student Honor Code.
• Upholding personal integrity by avoiding theft of School and University resources, including equipment and supplies.

Complaint Structure

University policy provides that a complaint may be brought to any appropriate member of the University community including any academic or administrative officer of the University or any college dean, director, supervisor, or department head. Depending on the nature of the complaint, it will be forwarded to the appropriate administrative office and handled under University of Wyoming policy.

The University of Wyoming is an affirmative action/equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief in any aspect of employment or services. The institution's educational programs, activities, and services are administered on a nondiscriminatory basis subject to the provisions of all civil rights laws and statutes. The University has a statement on collegiality which can be accessed at the following site: http://www.uwyo.edu/acadaffairs/policystatements/collegiality.doc

If a complaint is received, the information is recorded and the individual will be contacted to determine any additional information related to the situation. An attempt to resolve the dissatisfaction will be made. Appeals are handled under the School, College or University policy relevant to the type of complaint.

Expedited Process

The process of resolution for complaints related to School of Pharmacy faculty and staff can be initiated more quickly if a verbal or written statement of the complaint is presented to the Associate Dean of Operations and Academic Affairs (Associate Dean) within a short time period (within 10 business days of the incident is recommended); if the complaint is against the Associate Dean, the complaint should go to the Dean of the School of Pharmacy. Each complaint will be handled as appropriate, but a written statement with details of the incident will usually be required. Receipt of the complaint will be acknowledged within 5 business days.
### General Disputes and Complaints

**STAFF:** The University recognizes the right of staff employees to express differences of opinion and to seek fair and timely resolutions of employment disputes. A dispute is a dissatisfaction which occurs when an employee considers that any condition of employment is unjust or inequitable or hinders effective operations. Employees should use the exclusive internal process to provide University staff employees a prompt and efficient review and resolution of disputes. Employees who feel they have a dispute should contact the Employee Relations Office of Human Resources. See UW Regulation 4-174 and the Employee Handbook.

**FACULTY:** Faculty can seek prompt and efficient dispute resolution. Faculty who consider any condition of employment, including actions or inactions by others as unjust, may seek redress through UW Regulation 5-35. This process calls first for informal resolution, and if unsuccessful, the faculty member then consults with the Faculty Conciliator (Faculty Disputes Committee of the Faculty Senate).

**STUDENT:** General disputes related to academic life should be referred to the Associate Dean or the Dean's office in the School of Pharmacy.

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### Civil Rights Violations

Violations of civil rights of students, staff, and faculty will not be tolerated and prompt remedial action will be taken. The University has adopted a policy of investigative guidelines to UW Regulation 1-5 for responding to civil rights complaints including discrimination, sexual harassment. Refer complainants to the Employment Practices Office (766-3459), the Dean of Students or to any other academic or University officer. Reprisals for reporting discrimination or harassment will not be tolerated.

If a faculty member receives a complaint concerning discrimination or harassment, the faculty member should report it to the Employment Practices Office and follow the procedures included in UW Regulation 1-5 and the Investigative Procedures developed by the Employment Practices Office.

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### Violence in the Workplace

The University is committed to protecting the rights and safety of all members of the University community. Every member of the University community has a responsibility for understanding, preventing, and responding to violence in the workplace. The University desires to create a work environment for faculty and staff and an educational environment for students that fosters career and educational goals based on factors such as ability, performance, and equal opportunity. UW Regulation 1-44 outlines a procedure for reporting acts or threats of violence.

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Adapted from the College of Arts and Sciences Faculty Handbook

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**Clarification – Faculty or staff issues with students are governed through the Student Honor Code and complaints concerning students are to be submitted to the Associate Dean for Student Affairs.**
PLEDGE

“I, ______________________________________________, have read and have a clear understanding of the Code of Professional Expectations for Faculty and Staff of the University of Wyoming School of Pharmacy. I will uphold this Code and its standards in all matters. If at any time I should violate the letter or the character of this Pledge, I shall accept full responsibility for my actions and acknowledge all corrective actions as hereafter authorized.”

_______________________________   ________________
Signature         Date

Primary role with the University of Wyoming School of Pharmacy (check one)

☑ Administrator
☑ Faculty
☑ Staff