Adopted by department vote, 5/8/2023

**Dealing with Concerns related to Collegiality and Student Code of Conduct**

Collegiality refers to aspects of character that promote reason, civility, and the capacity for improvement through discourse and reflection. It allows a professional to collaborate productively with other professionals and resolve dispute without resort to hostility.

A lack of collegiality becomes a concrete issue when it interferes with the ability of one’s self or others to perform the required duties of a graduate student/graduate assistant, including the ability to complete coursework, conduct research, work towards the completion of milestone events, fulfill the responsibilities of one’s position as a graduate assistant (or independent instructor), fulfill one’s clinical responsibilities (for clinical students), and participate productively in other department-related organizations and service activities.

Collegiality should not be confused with sociability or likability. Collegiality is a professional, not personal, criterion relating to the performance of a student’s duties within the department. The requirement that a student demonstrate collegiality does not license others to expect conformity to their views, passivity, acquiescence in the face of controversy, and it cannot be used to deprive a student of their academic freedom. Collegiality also does not refer to considerations that apply only to personal relationships between students outside of the school/work environment. Concerns relevant to collegiality include the following: Are the student’s professional abilities and relationships with colleagues compatible with the departmental mission and with its long-term goals? Has the student exhibited an ability and willingness to engage in shared tasks that they must often perform to fulfill their responsibilities as a graduate student and/or graduate-assistant?

(The above paragraphs adapted from the University of Wyoming’s Pythian papers on Collegiality for Tenure and Promotion: <http://www.uwyo.edu/acadaffairs/_files/docs/Collegiality_Service.pdf>, retrieved 4/7/23).

Instances of uncollegial behavior should be reported through the standard Department Grievance procedure, though other resources (described below) are also available outside the department.

If Unresolved, Discuss Issue with Associate Dean

If Unresolved, Discuss Issue with Department Head

If Unresolved, Discuss Issue with Your Program Director

If Unresolved, Discuss Issue with Your Advisor

Discuss Issue with Student of Concern First

If the issue does not violate the student code of conduct, you must first approach the other student and *professionally* attempt to address the issue directly with them. A collegial professional is able to resolve many (though certainly not all) disputes themselves, without asking for intervention by one’s supervisors. You are free to ask others to be present during these conversations, or to ask a trusted faculty member for advice on how to best approach this conversation. If you believe the other student has violated the Student Code of Conduct (especially if you have legitimate reason to fear for your safety), it is not necessary to approach the other student directly, and you can proceed to the next step.

If the issue is unable to be unresolved through discussion with the student, contact your advisor next. Some issues are relatively minor, and your advisor may be able to help you resolve them through relatively minimal intervention (e.g., an email or conversation directing the other student to stop a minor but problematic behavior, such as playing music too loudly in a shared office space). If this is the case and you and your advisor both determine there is no further need for remediation or formal documentation of the incident, then the process can stop here. Even in cases where the concern is clearly more serious, though, your advisor should be informed of the concern first before others are brought into the process.

If you and/or your advisor feel there is further need for remediation or formal documentation of the incident, then contact your Program Director next (i.e., the Director of Clinical Training or Director of the CDLS Programs). Your Program Director will take notes documenting the nature of the incident(s)/concern(s) and ask you to verify them for accuracy. These records will be maintained by the relevant program at least until the student in question leaves the department, so that patterns of behavior over time can be detected. The Program Director will bring the Department Head and, if necessary, other faculty into the process to help determine if further action is warranted and/or to help implement further action. Other faculty members deemed relevant may include the other student’s advisor or program director; instructors of courses where events took place, etc.

If you believe one faculty member’s response to your concern was inappropriate or insufficient (e.g., your advisor or program director), you can contact faculty members in the following sequence: after your Advisor, then your Program Director, followed by the Department Head, and finally the Associate Dean of the College of Arts and Sciences in charge of fielding graduate student grievances. You are also typically free to contact other resources outside the department that are listed below (e.g., the Dean of Students office, Restorative Justice program, or Ombudsperson). Please recognize that the University and/or Department may not be able to resolve all disputes to the satisfaction of all involved parties due to a variety of possible constraints (e.g., administrative, legal). If you have gone through the process at all levels and they have all agreed that no further action is required, the matter is considered closed and you are required to stop

The focus of the process may be disciplinary in nature if one or more of the following conditions is met: 1) The behaviors in question violate the University of Wyoming Student Code of Conduct (e.g., threats or intimidation, bullying, hostile environment harassment, discrimination; see <https://www.uwyo.edu/dos/conduct/index.html> for a complete list). 2) The uncollegial behaviors in question strongly interfere with the ability of one’s self or others to perform the required duties of a graduate student/graduate-assistant and would warrant disciplinary action on the basis of those other criteria (e.g., coursework, milestones, research, graduate assistantship work, clinical work). 3) A student engages in a pattern of uncollegial behavior that is not responsive to feedback from faculty. If any of these conditions are met, disciplinary action can include negative evaluation; loss of funding, training, and research opportunities; probation in the program; or dismissal from the program. Further details on the nature of the Student Evaluation, Probation, and Dismissal process can be found in the Graduate Student Handbook.

Otherwise, processes will focus on cultivating and developing the professional skill of collegiality in all parties, and on helping all parties to find a way to perform their required duties and collaborate productively (as needed) in the future. In most cases, the process will consist of a series of meetings which seek to cultivate a solution to the issues raised that is agreed to by all parties and not to enforce one through disciplinary action. Other resources outside the department (e.g., the Restorative Justice Program) may be utilized when this is seen as the most productive path to finding a mutually agreed upon solution to the problem. The goal of the process is not to determine precisely what happened in the past (though some discussion of each parties’ view of past events is inevitably necessary). Thus, the process will take an approach that is best characterized as educational (rather than disciplinary), restorative (rather than punitive), and focused on the future (rather than the past).

Incidents of discrimination or harassment based on Protected Classes status are not considered to be collegiality concerns. As per University policy, “The University does not discriminate on the basis of race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected class or participation in any protected activity. The University will not tolerate acts of discrimination or harassment based upon Protected Classes or related retaliation against or by any employee or student. Individuals who violate this Regulation shall be subject to corrective action and/or discipline, up to and including termination or separation from the University. To take appropriate corrective action, the University must be aware of discrimination, harassment and related retaliation that occurs in University employment or educational programs and activities. Any individual who has experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to the Equal Opportunity Report and Response Unit.”<https://www.uwyo.edu/regs-policies/_files/docs/regulations-july-2018/uw_reg_4-2_effective_7-1-18.pdf> downloaded 4/18/2023

**Other Resources outside the Psychology Department:**

**Dean of Students Office**: <https://www.uwyo.edu/dos/conduct/index.html>

“Through the Student Code of Conduct, the Dean of Students Office strives to reduce and prevent behavior that undermines academic success and that negatively detracts from the educational mission of the University; to ensure the health and safety of students and the community; to provide timely support and resources for students; and to prevent violence in and around the University community. The Student Code of Conduct is administered without regard to race, color, national origin, religion, sex, gender identity and expression, political affiliation, age, disability, veteran status, genetic information, or sexual orientation.

If you need clarification of any of its clauses, please do not hesitate to inquire a staff member in the Dean of Students office, Knight Hall Room 128 or call 307-766-3296.”

**Restorative Justice program**: <https://www.uwyo.edu/dos/restorativejustice/>

“Restorative justice is a set of practices and philosophy that reframes how we address and respond to harm while building community. It is indebted to Indigenous peacemaking practices from across the globe. Listen to Chief Justice Emeritus Robert Yazzie, a leading voice in restorative justice, speak "About Peacemaking". The emphasis in restorative justice lies in considering the impacts of harm on people and relationships, and in offering active accountability for those who have caused it. Restorative justice considers the role of community involvement as these elements come together in order to make things right.”

“Conferencing:

-Participants include: harmed party, party that caused harm, support people, facilitator and co-facilitator, and community members

- Facilitated dialogue and collaborative agreement building. Agreement designed to repair harm in meaningful ways.

Restorative Circles

-Utilized in response to harms experienced by communities on campus. They’re a structured space that allows members to be open and honest about their experiences of harms, be engaged in listening and understanding one another, and finally, collaboratively determine solutions for how to repair harm. Support people and community members may also participate.

-Best for: addressing broader community harms, addressing microaggressions and other forms of bias, navigating miscommunications within the group.”

**Ombudsperson**: <https://www.uwyo.edu/student-ombuds/>

“We aim to provide a safe space for students to facilitate the process of problem-solving. We are committed to unbiased and fair services to the University of Wyoming community.

-Listen to student concerns

-Provide information on university policies and procedures

-Provide information on how to make your concern known to the university

-Assist you in evaluating available options

-Provide feedback to administration when systemic issues/trends occur”

**Equal Opportunity Report and Response Unit**

Information on filing an Equal Opportunity Report in cases of discrimination or harassment based on Protected Classes status can be found here: <http://www.uwyo.edu/reportit/make-a-report/index.html>