

Guide to
Professional
Practice

*The Faculty
Association of the
College of New
Caledonia*

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PROFESSIONAL RESPONSIBILITIES

- 1.1. The primary responsibility of faculty members is the pursuit and dissemination of knowledge and understanding. Faculty members must strive to maintain their competence in their area(s) and improve their effectiveness.
- 1.2. The faculty member maintains his or her expertise and currency in his or her discipline and participates in professional activities related to maintaining currency in that discipline.
 - 1.2.1. The faculty member undertaking research, inquiry, or other actions associated with his or her profession or discipline does so in accord with the ethics guidelines formally adopted by that profession or discipline, whether or not the faculty member is a current member of the formal governing body. If such principles do not exist for a particular discipline, the faculty member shall consult the Faculty Association for guidance prior to the undertaking of any research.
- 1.3. The faculty member acknowledges any academic indebtedness to specific colleagues, students, or individuals in his or her publications or other public presentations.
- 1.4. The faculty member safeguards the rights to privacy of other individuals, whether colleagues or students, by judiciously protecting information of a confidential nature.
- 1.5. The faculty member assumes responsibility and accountability for his or her professional judgements and actions.
- 1.6. The faculty member exercises informed judgement and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating professional activities to other individuals.

RELATIONS WITH STUDENTS

- 2.1 The faculty member must not exploit his or her professional relationship with students for the faculty member's private advantage, whether personal or professional.
- 2.2 The faculty member encourages the free exchange of ideas between himself/herself and the student and respects the right of the student to express his or her own ideas and opinions without fear of reprisal.
- 2.4 The faculty member evaluates students fairly and objectively and on a sound academic basis without reference to a student's opinions or conduct in matters unrelated to the educational objectives of the faculty/student relationship. The faculty member recognizes the student's right to have protection against prejudiced or capricious academic evaluation and to have access to reasonable procedures of review and appeal.
- 2.5 The relationship between a faculty member and a student is a privileged one. Any information gained in confidence from or about students through faculty members acting in their professional capacity at the college is confidential. This includes information concerning the student's academic performance, the student's personal or private life, and the student's views and opinions. Confidential information may be divulged by faculty members only if requests for this information are required by law or come from another legitimate source, or, if in the best judgment of the faculty member, disclosure is in the best interests of the student.
- 2.6 The faculty member must not initiate or permit the initiation of a sexual liaison with a student while in a student/faculty relationship or where it is reasonable to assume they may, in the immediate future, be in a student/faculty relationship.
- 2.7 The faculty member respects the rights of students to participate or not to participate in research and recognizes that research subjects may withdraw participation at any time without fear of recrimination.

RELATIONS WITH FACULTY MEMBERS

- 3.1 The faculty member maintains the confidentiality of information about a faculty colleague gained during participation in institutional committees or during any other aspect of the faculty member's performance of his duties, except where required by law or by another legitimate authority (as decided by the Faculty Association Executive).
- 3.2 Should any person make a complaint to a faculty member about a colleague, the faculty member receiving the complaint encourages the complainant to first discuss the problem with the faculty member who is the subject of the complaint and informs the complainant of the ethical procedures available to him or her.

RESPONSIBILITIES TOWARD THE FACULTY ASSOCIATION

- 4.1 Faculty members have an ethical responsibility to abide by the terms of the Collective Agreement and the bylaws, policies, and the constitution of the Faculty Association.
 - 4.2 The faculty member recognizes and supports the Faculty Association as the agent for negotiating and defending salary, benefits, working conditions, and other terms of employment.
 - 4.3 The faculty member abides by and upholds the rights and obligations contained within the Collective Agreement.
 - 4.4 The faculty member acts in a manner consistent with the collective welfare and common good of the Faculty Association.
 - 4.5 The faculty member refrains from making individual representations to the public or the public media regarding matters that directly affect the collective good of the Faculty Association and that are the proper concern of the Faculty Association in its role as bargaining agent, unless he or she has been authorized to do so by the Faculty Association.
 - 4.6 The faculty member, as an individual or as a member of a group, must not make unauthorized representations to the public or to other persons or organizations in the name of the Faculty Association.
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