

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Administrator and Manager
Statement of Ethics

A Definition of Ethics

We, as the administrators and managers of SOCCCD, define the ethical person as one who is consistently fair, honest, straightforward, trustworthy, objective and unprejudiced. The ethical person must be conspicuously consistent in the exercise of integrity to sustain the credibility that is an expectation of leadership positions.

Importance of Ethics

When people are convinced that public institutions are administered by ethical individuals, questions of trustworthiness and demands for public accountability rarely arise. Therefore, the credibility of our administrators and managers is essential and requires their integrity and ethical behavior. And while statements of ethical standards do not necessarily ensure ethical behavior, they create an expectation that public officials indeed will act with integrity in the public interest.

Expectations for Professional Conduct

Administrators and managers of our District shall be committed to the principles of honesty, equity and professional conduct.

As appointed administrators and managers it is expected that they shall exercise judgments that are objective, fair, consistent and equitable. They shall exhibit openness and reliability in what they say and do as leaders. They shall confront issues and people professionally, with objectivity. They shall do everything they can to demonstrate a commitment to excellence in education, civility, and collegiality without compromise to the principles of ethical behavior.

The consistent exercise of integrity is ethical behavior.

RESPONSIBILITIES OF ADMINISTRATORS AND MANAGERS

Administrators and managers assume the challenge of responding to many constituencies: to elected governing boards; to colleague administrators, faculty and staff; to their professions; and to the students and the community. The following statements of responsibilities are intended as guidelines.

- I. With respect to students, our administrators and managers have the responsibility to:
 - Keep foremost in mind at all times that the college exists to serve students.
 - Provide and protect student access to the educational resources of the community college
 - Protect human dignity and individual freedom, and assure that students are respected as individuals, as learners, and as independent decision-makers.
 - Invite students to participate in the governance process.
 - Protect students from disparagement, embarrassment or capricious judgment.

- II. With respect to colleagues, faculty and staff, our administrators and managers have the responsibility to:
 - Develop a climate of shared trust and mutual support.
 - Foster openness by encouraging and maintaining two-way communication.
 - Encourage, support and abide by written policies and procedures and to communicate clearly to all staff members the conditions of employment, work expectations and evaluation procedures.
 - Challenge unethical behavior in a positive, professional and timely manner.

- III. With respect to the Board of Trustees, our administrators and managers have the responsibility to:
- Provide accurate, objective and clear information so that trustees can act in the best interests of the students, the district and the public.
 - Be guided by the policies established by the board and administrative regulations.
- IV. With respect to the profession, our administrators and managers have the responsibility to:
- Be informed about educational issues and developments in the community college system.
 - Participate in professional activities to strengthen professional skills and knowledge.
 - Encourage, mentor, and assist new colleagues toward growth and effectiveness.
- V. With respect to the community, our administrators and managers have the responsibility to:
- Remain informed of the characteristics, preferences and educational needs of the local community.
 - Treat all individuals with dignity and respect.
 - Act as an ambassador for higher education and the South Orange County Community College District.