

## **Code of Ethics for the Professional Staff**

(found on [www.business.buffalo.edu/Ubbcontent/HRS/facultyhandbook/II.htm#D](http://www.business.buffalo.edu/Ubbcontent/HRS/facultyhandbook/II.htm#D))

Approved by the Professional Staff Senate, June 1987

### **The Professional Staff**

The members of the professional staff recognize their special responsibilities for the administrative, planning, support, and technical functions at the University at Buffalo. These responsibilities derive from their roles as professionals with special knowledge or skills and as public servants affiliated with a public university.

### **Serving the University**

The professional staff should be committed to the purposes of a university and, in particular, to those of the University at Buffalo: to search for new knowledge; to teach; to serve society; and to engage in creative expression. They must assure that the freedom of inquiry and access to knowledge necessary for realizing these purposes are preserved. At the same time, professional staff members are expected to protect the confidentiality of certain information and to facilitate the appropriate communication and dissemination of other information, such as that related to members of the university community; university operations and procedures; and the university's policies, plans, and records.

### **Fostering the University**

The members of the professional staff should promote a keen sense of university community based on shared institutional purposes and values. While recognizing differences in competencies and specializations among themselves, they should acknowledge the interdependence of their roles. Their unique professional concern ought to be the integrity of the institution.

The members of the professional staff must also recognize the rights of each member of the university community. They should respect the individuality of all members of the university community, with their differences in age, race, ethnicity, religion, sexual preference, or handicap.

Professional staff members should contribute to an atmosphere where people are accepted equally and treated honestly.

### **Standards of Performance**

Professional staff members should pursue the highest standards of professional performance and conduct, including those promulgated by their own professional associations. They should seek to improve their knowledge and skills by active

participation in their particular professional associations and in continuing education programs and by reading the current literature. They should encourage and actively assist other members of the university community who are interested in academic or professional growth.

Members of the professional staff must fulfill the full range of their professional responsibilities; they should be neither minimalist nor legalistic in narrowly defining their roles.

### **Responsibilities of the Professional Staff**

Professional staff members should be consistently responsible to their clientele and to the various publics whom they may serve or represent. They must be honest and accountable in their professional activities. They should understand, interpret for others, and carry out the policies of the SUNY Board of Trustees, the University at Buffalo's institutional policies and procedures, and various labor contracts and agreements. They should be efficient and accountable in their allocation and use of university resources, while being responsive to changing but agreed-upon institutional goals.

As members of the university community, professionals must accept their share of responsibility for institutional governance. Although they should be dedicated to the university, they are expected to speak as the "loyal opposition" when the greater good of the institution, the public, or their constituents requires it.

As public servants, professionals at the University at Buffalo should recognize the obligations of SUNY to serve the people of the State of New York and, in particular, of Western New York, by educating its citizenry; providing leadership in areas in which it has expertise; sharing its facilities and resources; and providing social, medical, educational, cultural, and other services related to its teaching and research missions. The professional staff should plan, facilitate, and support these activities, recognizing that the citizens of the State of New York have a right to them.

The members of the professional staff should be committed to achieving such broad and important social goals as promoting equal opportunity, eliminating discrimination, and educating the disadvantaged.

### **Abuse of Privileges**

Positions of leadership, control, or support within the University at Buffalo confer special rights and privileges, such as access to facilities, information, services, and equipment. Professional staff members must avoid abuse of these and other privileges either by themselves or by others.

## **Conflict of Interest**

Professional staff members have the rights and responsibilities of any citizen. However, when speaking or acting as private persons, they should clearly and explicitly dissociate themselves from the university.

They must be especially sensitive to conflicts of interest between their roles in the university and their private activities and interests. Professional staff members should try to avoid conflicts of interest between the university and others, such as granting agencies, financial supports, police and intelligence agencies, government agencies, and special interest groups. Whenever a potential conflict of interest cannot be avoided, they should consult their superiors.