Standards for Professional Behaviour:
Faculties of Science, Social Sciences, and Humanities
University of Victoria
January 2021

The Tri-Faculty of Humanities, Science, and Social Sciences is committed to developing in students the knowledge, skills and values necessary to become leaders in their chosen professions and good citizens, both locally and globally. To that end, faculty, staff and students work together to promote professionalism, including personal responsibility, respect, honesty and integrity in all our students.

Table of Contents:

1. Overview

Like the University, the Tri-Faculty, is committed to providing a respectful and productive learning environment. All members of our community, including students, have both the right to experience and the responsibility to help create such an environment.

Professionalism is expected from all students enrolled in courses in the Tri-Faculty regardless of whether they are enrolled in a degree program in the Tri-Faculty. These standards for professional behaviour apply both to interactions in person and online.

The anonymity that is sometimes available in online interactions and spaces does not excuse behaviour that contradicts these standards.

As part of professionalism, students, faculty and staff are expected to be familiar with University policies.

Like the University, the tri-faculty recognizes academic freedom as a fundamental value. In exercising academic freedom, members of the university community also must act in a responsible manner and respect the rights of other members of the university community: Policy GV0200.

2. The Purpose of this Document

This document explains how University policies regarding student behaviour are interpreted and applied within the Tri-Faculty. A list of the policies this document is based on can be found at the end of this document. This document is subject to these University policies and procedures, including those governing appeals.

This document focuses on expectations of professionalism for students because the procedures and sanctions for addressing concerns about the conduct of faculty and staff are specified in University policies and collective agreements.

This document was drafted by a working group of faculty and associate deans drawn from all three faculties.

2a. Right of Appeal

Students have a right to appeal decisions with respect to professional behaviour. Grounds for appeal might include evidence that was overlooked, procedures that were not properly followed, or a decision that is inconsistent with University policy. Unless explicitly spelled out in the relevant policy document, appeals should be made to the immediate superior of the person whose decision you challenge, as follows:

- Appeal of an instructor's response or decision should be directed to the Chair or Director of the Department, School or program.
- Appeal of a Chair or Director's response or decision should be directed to the Dean (or delegate) of the student's Faculty.
- Appeal of a Dean's or delegate's response or decision should be directed to the Senate Committee on Appeals.

Students are encouraged to bring forward their concerns without fear of retaliation. Students have a right to have their inquiries acknowledged and addressed appropriately and in a reasonable time frame.

If you believe you have grounds for appeal, you may contact the Ombudsperson for help.

2b. If a Faculty or Staff Member Violates These Standards

If you believe that a faculty or staff member has violated these standards, you may discuss your concerns with that individual. If you are not comfortable doing so, please contact the Chair or Director of the academic unit. Where the conduct of concern falls under the [Discrimination and Harassment Policy](#) or the [Policy on Human Rights, Equity and Fairness](#), you are encouraged to consult the [Office of Equity and Human Rights](#). If you are unsure where to report your concerns or what University policies and procedures apply, you may contact the [Ombudsperson](#) for help.

3. What is Professionalism?

Professionalism is a way of conducting yourself that includes:

a) **Personal Responsibility**: Professionalism involves taking responsibility for your own progress by being prepared for classes, labs, meetings and other activities. It also means taking responsibility for how your actions affect others.

b) **Respect for Others**: Courtesy and respect for others are fundamental to professionalism. Being professional means recognizing differences among classmates and colleagues, being respectful in navigating differences in opinion and perspective, providing fair, constructive feedback when asked to evaluate others, contributing equitably to group work, being punctual and avoiding disrupting the learning and work environment. Being professional means respecting others' confidentiality and privacy.

c) **Honesty and Integrity**: Being professional means telling the truth and acting in good faith. It means following through on commitments and avoiding conflicts of interest and bias.

4. Personal Responsibility in Academic Matters

You are expected to take responsibility for your education. For example, you are expected to attend all classes in which you are enrolled and to meet your responsibilities as set out in the course outline.

You are expected to be aware of how your behaviour and choices impact others in the University. For example, you are expected to limit your registration to courses you intend to attempt, engage with courses in ways that respect the rights of other students, and practice civility and respect for academic freedom in your engagements with other students, faculty and staff.

In any course, the instructor has the primary responsibility for creating and maintaining a respectful and productive learning environment. If a student violates the rights of other students to enjoy, or the instructor's capacity to provide such an environment, the instructor may refuse that student admission to a lecture, laboratory, online course, discussion, tutorial or other learning activity set out in the course outline. Refusals of admission may be appealed using the processes outlined in section 2a.

The University is a work environment as well as learning environment. Faculty and staff have a right to a healthy, safe and respectful work environment, including an environment free of bullying, harassment and discrimination. The University has a legal responsibility to ensure that its work environments are healthy and safe.

A student whose behaviour or activities undermine the health and safety of a faculty or staff member's work environment will be required to refrain from that behaviour or activity. Serious or persistent undermining of the work environment may result in denial of access to instruction or services. If you believe that a requirement to refrain is unfair or unreasonable you may appeal using the processes outlined in section 2a.

Serious or persistent violation of other students' rights to a healthy learning environment, or faculty and staff members' rights to a healthy work environment may be referred for investigation under the policy on Resolution of Non-academic Misconduct Allegations or the Discrimination and Harassment Policy, as appropriate.

You are expected to engage in good faith with University processes such as registration, transfer credit, and requests for academic concessions. Engaging in good faith includes using processes for the purposes for which they are intended, as well as being honest in your communications with faculty and staff. Failure to do so may be referred for investigation under the policy on Resolution of Non-academic Misconduct Allegations or the Policy on Academic Integrity, as appropriate.

5. Personal Integrity in Academic Conduct

The University expects students, faculty and staff to be honest, trustworthy, fair and respectful in all activities related to learning, teaching, research and service. Taking advantage of trust in academic settings undermines the effectiveness and integrity of the University's core functions and hurts instructors, other students and yourself.

5a. The Policy on Academic Integrity

Academic integrity and honesty are fundamental to the University's reputation and the regard in which its graduates are held. Students are expected to take personal responsibility for upholding these values. The Policy on Academic Integrity is designed to ensure that the University's standards on academic honesty are upheld in a fair and transparent fashion. Any action that contravenes this standard, including

misrepresentation, falsification, or deception undermines the worth of scholarly work and negatively impacts the research, working and learning environment.

The Policy on Academic Integrity names common examples of academic dishonesty. These are not the only behaviours for which penalties under its provisions apply. Any attempt to subvert the evaluation process, whether for your own benefit or someone else's, falls under the policy. This includes breaking the rules you have been given for completing a test or assignment and presenting words or work that are not yours as though they were original to you. Other forms of academic dishonesty, such as misrepresenting your situation in order to gain an exemption or special permission, also fall under the Policy.

5b. Respect for Intellectual Property

All members of the University community have legal as well as professional responsibilities to respect others' intellectual property.

Any course material (including lecture notes, cases, labs, PowerPoints, syllabi, assignments, exam questions and lecture recordings made available by an instructor) is made solely for the use of students registered in the course. The instructor holds copyright of such materials, which must not therefore be bought, sold, posted online or shared without the instructor's permission.

Serious violations of the Copyright Compliance and Administration Policy may lead to disciplinary or other action.

5c. Respect for the Learning Process

Course materials, assignments or discussion material are crucial elements of teaching. Instructors may re-use cases, problems, labs, and assignments in successive semesters because they help students to learn by doing so. Trying to shortcut this approach by giving, selling, receiving or seeking copies of unauthorized materials hinders your learning, is unfair to classmates and seriously undermines the instructor's course objectives. In many instances, activities that fail to respect the learning process fall under the Policy on Academic Integrity. Even if not, work completed through these strategies will typically fail to demonstrate mastery of the knowledge or competencies that a learning activity is designed to promote and evaluate and so will result in a failing grade.

If you are not sure whether using particular course materials is allowed, ask the instructor.

5d. Personal Integrity in Group Work

When completing projects and assignments as part of a group, demonstrate your professionalism by

- delivering on work commitments, being prepared and on time for meetings, and carrying a fair share of the work; and

- crediting work to all members of the group, especially when using the work for other purposes (e.g. when submitting a group report to a potential employer as a sample).

5e. Confidentiality

Confidentiality means that certain information you acquire is not to be shared with others. For example, personal information shared while working on a group project is typically considered confidential. A story shared by a research subject that is not directly related to the research in which they are participating is also typically considered confidential. Professionalism requires that confidentiality be fully and carefully respected. In some instances, failure to maintain confidentiality may breach legal obligations in addition to being unprofessional.

5f. Conflict of Interest and Bias

Professionalism requires that an individual step away from decisions or activities where they have or could reasonably be perceived to have a conflict of interest or to be potentially biased.

A conflict of interest arises when personal interests interfere with or have the potential to interfere with professional interests and responsibilities. Conflict of interest most often arises when a person's financial interests or personal relationships are in tension with their professional responsibilities. For example, if you or a family member have a financial stake in a company, you must disclose this in applying for a work term with that company or its competitors. If you have a personal relationship with a faculty member (e.g., they are a family member, close friend or romantic partner), you and the faculty member must disclose a conflict of interest in any University dealings with respect to one another.

Bias (which may be conscious or unconscious, positive or negative) is a predetermined opinion or prejudice that affects a person's ability to act or make decisions or assessments fairly. Professionalism means taking steps to prevent bias from influencing your actions and refraining from a decision or assessment where bias might reasonably be perceived to exist. For example, a student representative on a Chair search committee should declare their potential bias against a candidate who was the instructor of a course that the student had failed.

5g. Course and Laboratory Evaluations

The Tri-Faculty conducts student evaluations at the end of courses and some labs. The purpose of this evaluation is to provide feedback to the instructor. These evaluations also

serve as one measure of performance in personnel decisions and form an important part of employment records.

The effectiveness and value of these assessments and comments depend on them being professional, honest and respectful. Professional comments should be relevant to the course delivery, materials, instruction, and methods. Comments directed at the person, particularly those of an offensive nature, are not acceptable.

6. Use of Facilities

Access to facilities is a privilege to be used in a professional manner. Labs, computing facilities, offices and other facilities, including shops and online forums (whether under the control of the Faculty, Department, research group, individual or a company or facility to which you are seconded as part of your degree) are only to be used when you are authorized to do so, have completed any required training, and when you are familiar with the correct and safe use of the facility. Abuse or misuse of a facility may result in restricted or denied use of the facility. Serious abuse or misuse may lead to disciplinary or other action. Use of all computing and communications facilities at the University is governed by the University's policy on Acceptable Use of Electronic Information Resources.

You are responsible for your behaviour when using a facility, be it online or in person. Users are required to make themselves aware of what constitutes appropriate use of facilities and any policies and procedures that apply. Appropriate use includes the following:

1. You must not tamper with the facility, including files, data, lab equipment, or an operating system's security.

2. While using facilities, you must not disguise your identity, try to obtain access to another account, permit others to use your access privileges, or interfere with others' ability to use the facility.

3. Data to which you have access should only be used for its intended purpose and any sharing of data must respect confidentiality. Malicious interference with data is not permitted.

4. When using computing facilities, you must not intentionally permit processes to consume excessive amounts of computer time or resources. You must not modify the system configuration or install or save software other than programs you create as part of your course or research work.

5. You must not create, store, distribute, display or print material that is inappropriate or that violates University's Harassment Policy (for example pornography).

6. You must not use facilities or access privileges for commercial gain.

7. Respecting Human Rights

The Tri-faculty is committed to providing an environment that promotes the rights and dignity of people with diverse backgrounds and needs, and to ensuring a safe learning, living and working environment for faculty, staff and students.

Discrimination and harassment are prohibited. All students, faculty, staff, and visitors have the right to participate equally in activities at the University without fear of discrimination (including unintended discrimination) or harassment (including sexual harassment). Everyone has the responsibility to create and promote a working and learning environment free of discrimination and harassment.

Discrimination and harassment are legal matters as well as being unprofessional. All students, faculty, and staff should consult the Academic Calendar and the Policy on Discrimination and Harassment. The Discrimination and Harassment Policy and Procedures are administered by the Equity and Human Rights Office. Persons who experience or know of harassment or discrimination are encouraged to contact the Office for confidential advice and information.

8. Relevant Policies

Academic Calendar [link: https://www.uvic.ca/calendar//index.php]

Attendance [link: https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/ryNResf_E?bc=true&bcCurrent=03%20-%20Attendance&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies]

General University Policies [link:https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/HkQ0pzdAN?bc=true&bcCurrent=%20General%20University%20Policies&bcGroup=General%20University%20Policies&bcItemType=policies]

Policy on Academic Integrity [link: https://www.uvic.ca/calendar/undergrad/index.php#/policy/Sk_0xsM_V?bc=true&bcCurrent=08%20-%20Policy%20on%20Academic%20Integrity&bcGroup=Undergraduate%20Academic%20Regulations&bcItemType=policies]

Undergraduate Registration [link"https://www.uvic.ca/calendar//future/undergrad/index.php#/policy/S1gRxoMOV?bc=true&bcCurrent=01%20-

%20Undergraduate%20Registration&bcGroup=Undergraduate%20Registration&bcItemType=policies]

Academic Accommodation and Access for Students with Disabilities [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/AC1205_2340.pdf]

Acceptable Use of Electronic Information Resources [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/IM7200_6030_.pdf]

Buildings and Grounds Usage [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/BP3105_6410_.pdf]

Conflicts of Interest in Student- Faculty Relationships [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/AC1200_1320_.pdf]

Copyright Compliance and Administration Policy [link]: https://www.uvic.ca/universitysecretary/assets/docs/policies/IM7310.pdf

Discrimination and Harassment Policy [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0205_1150_.pdf]

Environmental Health and Safety Policy [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/SS9200_3250_.pdf]

Online Student Conduct [link: https://www.uvic.ca/services/studentlife/student-conduct/online-student-conduct/index.php]

Policy on Human Rights, Equity and Fairness [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0200_1105_.pdf]

Resolution of Non-academic Misconduct Allegations [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/AC1300.pdf]

Sexualized Violence Prevention and Response Policy [link: https://www.uvic.ca/universitysecretary/assets/docs/policies/GV0245.pdf]