

## **FACULTY REGULATIONS AND PROCEDURES PERSONAL AND ACADEMIC CONDUCT**

### **PROFESSIONAL AND PERSONAL ETHICS --**

All persons employed by the Board of Trustees of Southwest Texas Junior College assume the obligation to conduct themselves in accordance with the ideals of the higher education profession. Their personal life should reflect integrity and dignity of conduct. Habits of dress, drinking or other activities that may dissipate the morals of the individuals or their students will be considered a breach of professional ethics by the Board of Trustees and will be grounds for terminating employment.

### **ACADEMIC PREPARATION**

Faculty members are expected to maintain themselves as competent scholars in their chosen academic fields, constantly growing in the knowledge of the subject and in the ability to present it effectively.

Faculty members should familiarize themselves with current degree plans in their major field to help students select their college program wisely.

### **FACULTY - DIVISION CHAIR**

It is important for faculty members to realize they are first responsible to the division chair of their academic division. Any question regarding college policy or any academic problem should be referred first to the division chair. This is a matter of courtesy and of policy.

### **FACULTY ADVICE AND COUNSEL**

Faculty are encouraged to:

1. Give advice and counsel to administrative officers regarding matters of academic policy.
2. Assist in the improvement of instructional resources by recommending needed additions to the library, and to classroom and laboratory equipment.
3. Assist in studies to improve college policies and procedures.
4. Assist student groups in the management of extra-curricular activities.