### **BALL STATE UNIVERSITY Self-Study Report for Continuing Accreditation 2013 DRAFT**

Prepared for the Higher Learning Commission of the North Central Association of Colleges and Schools

## Criterion Two—Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

# **Core Component 2.A.**

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows fair and ethical policies and processes for its governing board, administration, faculty, and staff.

Ball State University has numerous well-established ethical policies and processes that guide the day-to-day actions of its community members in all areas of the institution. They are implemented and enforced across the campus to ensure fairness and integrity in everything from employment, promotion, and tenure decisions to academic integrity, purchasing, auditing, alumni data handling, and public safety. The Office of University Compliance provides information, resources, and counsel on some of these policies. The Office of Research Integrity advises on ethical and legal issues related to research.

Many of Ball State's fair and ethical policies, procedures, and regulations approved by the Board of Trustees, the president, and/or the University Senate are found in the university's *Faculty and Professional Personnel Handbook*, which is maintained by the Office of the Provost and Vice President for Academic Affairs. The 2012–13 handbook includes the following policies:

- Statement of Rights and Responsibilities (page iii)
- Bill of Rights and Responsibilities (pages v-viii)
- University Council and Committee System (pages 16–18)
- Campus Council and Committees (pages 18–24)
- Faculty Council and Committees (pages 24–34)
- Equal Employment Opportunity and Affirmative Action Policy (page 61)
- AAUP Statement on Professional Ethics (pages 65–66)
- University Promotion and Tenure (pages 69–74)
- Student Bill of Rights and Responsibilities (pages 316–317)
- Student Code of Conduct (pages 324–327)
- Student Academic Ethics Policy (pages 345–353)

Ball State's *Handbook for Exempt and Temporary Full-Time Exempt Staff* also addresses a number of ethical policies and processes to guide the actions of university employees. Specific policies in this handbook include:

- Equal Employment and Affirmative Action Policy (page 7)
- Grievance Procedure (page 8)
- Codes of Ethics Statement (page 26)

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These same policies are also included in the following employee handbooks, which are available online:

- Handbook for Non-Exempt Staff Personnel
- Handbook for Service Personnel—Bargaining Unit
- Handbook for Service Personnel—Non-Bargaining Unit
- Handbook for Regular Part-Time Service Personnel
- Handbook for Temporary Staff, Temporary Service, Casual, and Substitute Personnel

Examples of fair and ethical policies and processes can be found in different divisions of the university.

**University Advancement**—Each of the four interrelated areas in this division—Advancement Services, Alumni Association, Alumni Center, and University Development—has established ethical policies and processes to guide daily activities. For example, a series of policies has been developed to protect alumni data, including the E-mail List Policy and the Third Party Partnership Policy. In addition, each University Advancement professional must sign a confidentiality agreement to maintain the privacy of the data with which they work and to keep data secure and accessible only to those who have rights to this information.

**Business Affairs**—In this division, ethical guidelines have been developed for Purchasing Services, which adheres to the National Association for Education Procurement Code of Ethics. Also, the internal auditing staff follows the Internal Auditor's Code of Ethics in the performance of its responsibilities.

Student Affairs—The Division of Student Affairs works to foster a fair and ethical campus environment. The Student Rights and Community Standards website is a primary resource that includes the Code of Student Rights and Responsibilities, emergency policies and procedures, and information concerning conduct on and off campus. The Student Code outlines disciplinary procedures and the Student Academic Ethics Policy, which ensures all students adhere to the principles of academic integrity and honesty. Student Affairs also provides up-to-date policies and procedures for the Housing and Residence Life, Student Legal Services, Counseling and Health Services, Disabled Student Development, and Public Safety offices for students and community members. Examples include:

- Counseling Center Confidentiality Policies
- Disabled Student Development Policies and Procedures
- Disabled Student Development Verification Process
- Health Center Mission and Values
- Housing and Residence Life Policies

#### **Beneficence Pledge**

Across the campus, the Beneficence Pledge is a broad statement of expectations that guides fair and ethical practice for all members of the Ball State community, who promise to "maintain high standards of scholarship and excellence," "practice academic honesty," "act in a socially responsible way," and "value the intrinsic worth of every member of the community." The pledge is a campuswide initiative. The Student Government Association first acted on it in fall 2006, and the University Senate passed it in February 2008. The following month, the pledge was unanimously endorsed by Ball State's Board of Trustees.

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#### **Core Component Summary**

Ball State has many sound policies and processes in place to ensure integrity, fairness, and ethical practices in its financial, academic, personnel, and auxiliary functions, and these are communicated to members of the campus community through the university's website and in printed materials. It is recommended that these ethical policies and processes be reviewed periodically to confirm their relevance and accuracy.