

PROFESSIONALISM AND CONDUCT

Faculty members are expected to represent themselves and their curriculum in a professional, collegiate, and respectful manner. At all times they are to set an example of mutual respect by establishing a learning atmosphere where all feel respected and free to express ideas.

UNLAWFUL HARASSMENT AND SEXUAL CONDUCT POLICY

The College is committed to maintaining a learning and working environment free from discrimination and intimidation, including harassment and sexual misconduct. The College's mission is best accomplished in an atmosphere of professionalism which, in turn, is supported by mutual respect and trust. Dunwoody expects all students and employees and others doing business with Dunwoody to work toward this goal.

Title IX laws require that all employees of any institution receiving Title IV funding, receive Title IX training on an annual basis. While adherence to this requirement is critical to Dunwoody, it is as important that the College enhances its culture of treating all individuals fairly and equitably. The College sees Title IX adherence not only a legal requirement, but also as the right thing to do.

Harassment or violence based on a person's race, color, creed, religion, national origin, sex, marital status, veteran/military status, disability, age, sexual orientation, status in regard to public assistance, membership or activity in a local commission, genetic information, or any other protected class status is unlawful and is strictly prohibited. The College prohibits sexual misconduct of any kind.

The complete policy can be found in the student handbook (<https://catalog.dunwoody.edu/catalog-student-handbook/student-rights-responsibilities/unlawful-harassment-sexual-conduct-policy/>) and employee handbook (<https://catalog.dunwoody.edu/employee-handbook/unlawful-harassment-and-sexual-conduct-policy/>).

This policy applies to all Dunwoody students, employees, volunteers, and all individuals and entities that do business with Dunwoody. Violation of this policy will lead to discipline, up to and including termination of employment for employees, expulsion or suspension from Dunwoody for students, or prohibition from doing business with Dunwoody and exclusion from Dunwoody's campus for volunteers and third parties.

CLASSROOM/LAB ETIQUETTE

The classroom or lab is intended as the place where students are prepared for the professional workplace that they will encounter upon graduation. Most classrooms and labs on campus are shared, so each faculty member is expected to leave classrooms and labs in good order by:

- Erasing all writing spaces
- Clearing desks and tables
- Removing any items that do not belong in the classroom or lab

CLASSROOM/LAB MAINTENANCE

Faculty are at the front line in regards to seeing that the best learning environment possible is provided for students. Maintenance issues should be reported by completing the Maintenance Request form found on Launchpad. Appropriate examples of when the Maintenance Request Form should be used include: uncomfortable temperatures that prohibit learning, broken furniture, damaged walls or ceiling tiles, and general repairs.

If immediate clean-up is required, the security desk should be contacted at ext. 3328. Fluids that expose one to bloodborne pathogens require a special clean-up process and should be specially noted when calling security.

PROFESSIONAL DRESS

Faculty should dress professionally based on their industry during the school year. Casual, yet tidy, dress is allowed on Fridays and summer months. Exceptions may be made when the day's activities call for a different style of dress.

Offensive and/or unsafe clothing are always strictly prohibited.

Online dress standards are the same as they would be on-campus.

Communication and professional behavior

Communication Standards

Communication standards have been established to provide students with consistency:

- Faculty will respond to student e-mails or other messages within 24 hours.
- Feedback for assignments/quizzes/tests will be provided within 48 to 72 hours of submission.
- A professional tone should be used at all times. Inappropriate communications with students will lead to disciplinary action.
- Adhere to academic standards related to punctuation and grammar.

When communicating to the class as a whole, the use of multiple forms of communication is recommended. One method of communication, such as a class announcement in Canvas may not be sufficiently accessed by all students. Sending out a corresponding email or Teams message to all class members may also be necessary.

other things to consider

Timeliness

You are expected to be on-time for class. Generally, you should plan to be to your classroom early to make sure it is ready for instruction and learning when the class is scheduled to start.

Presentation

Please prepare an organized, cohesive presentation for class to allow for maximum student engagement.

Environment

In addition to adhering to professional dress, it is important to evaluate your surroundings to make sure it is presentable to students, colleagues, and external stakeholders. When online, it is important to pay attention to lighting and sound. Headphones and/or microphones may be

recommended for some and can be purchased with the approval of your dean or director.

Another thing to consider when presenting online is what is visible in the background. Please check your area for inappropriate items and remove before your presentation begins. Digital backgrounds may also be considered for those who want to keep their personal space private.

Social Media

If not set to private, please be sure your personal social media page(s) contain appropriate content that would be suitable for students, their families, and colleagues to see.