



## **PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY**

**Title: Professional Ethics of Management**

**Policy No. 2500**

**Legal Authority: Accreditation Standard III.A.1.d**

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**It is the policy of the Pasadena Area Community College District** that managers adhere to a code of professional ethics that includes responsibilities to their professions, to students, to their colleagues, to their institution, to the Board of Trustees, and to their community. Managers accused of violating the Professional Ethics of Managers' policy and/or procedures shall be afforded due process.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROCEDURES  
For Policy No. 2500**

**Title: Managers' Ethical Responsibilities**

**Procedure No. 2500 .10  
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**Responsibilities of Managers**

Managers respond to their professions as well as to many constituencies: students, colleague managers, faculty and staff, the Board of Trustees, and the community. The following statements of responsibilities are intended as guidelines:

1.     **Ethical Responsibility to the Professions**  
With respect to the professions, the manager has the responsibility:
  - a.     To improve performance through participation in professional activities
  - b.     To be informed about developments in education in general and in the community college in particular
  - c.     To encourage and assist new professionals toward growth and effectiveness
  - d.     To implement the best educational practices in a service area or discipline
  - e.     To resolve personnel matters as well as other conditions that become contrary to the mission of the college.
  
2.     **Ethical Responsibility to the Students**  
With respect to students, the manager has the responsibility:
  - a.     To provide and protect student access to the educational resources of the community college
  - b.     To protect human dignity and individual freedom and assure that students are respected as individuals, as learners, and as independent decision-makers
  - c.     To invite students to become involved in the participatory governance process
  - d.     To protect students from disparagement, embarrassment or capricious judgment
  - e.     To keep foremost in mind at all times that the college exists to provide quality educational and learning experiences for students.
  
3.     **Ethical Responsibility to Colleagues, Managers, Faculty and Staff**  
With respect to colleagues and staff, the manager has the responsibility:
  - a.     To develop a climate of trust and mutual support through the established participatory governance processes
  - b.     To foster openness by encouraging and maintaining two-way communication
  - c.     To encourage, support and abide by written policies and procedures
  - d.     To communicate clearly to all staff members contract issues relating to the conditions of employment, work expectations and evaluation procedures
  - e.     To provide opportunities for professional growth
  - f.     To provide due process with opportunity for appeal and review of employee evaluation
  - g.     To challenge unethical behavior in a timely manner
  - h.     To consistently carry out the responsibilities of the management position.

4. Ethical Responsibility to the College:  
It is the responsibility of all managers:
  - a. To work together to maintain and enhance the quality of the academic program or services
  - b. To uphold the stated policies and procedures of the college and seek review and revision of policies and procedures as needed
  - c. To avoid situations, in their official college roles, in which they may reasonably be construed to have a conflict of interest
  - d. To clearly define his/her role when speaking as an individual, a manager, a representative of the Management Association, or other role.
5. Ethical Responsibility to the Governing Board  
With respect to the Board of Trustees, the manager has the responsibility:
  - a. To keep the executive administrators informed about critical college, division, or department issues so that they can inform the Board of Trustees as appropriate
  - b. To act in the best interest of the District
  - c. To be guided by the College's Core Values, policies and procedures established by the Board of Trustees
  - d. To represent the Board of Trustees in official statements only when formally designated to do so.
6. Ethical Responsibility to the Community  
With respect to the community, the manager has the responsibility:
  - a. To remain continuously informed of the characteristics, preferences and educational needs of the local community
  - b. To be sensitive to individuals from diverse backgrounds
  - c. To encourage and stimulate communications with community groups.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROCEDURES  
For Policy No. 2500**

**Title: Managers' Rights**

**Procedure No. 2500.20  
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A manager at Pasadena City College should have the right:

1. To be considered for employment without regard to race, sex, religion, creed, age, national origin, disability, sexual orientation, or any other protected class as defined by law.
2. To a clear written statement of the philosophy, goals and objectives of the District.
3. To a clear understanding of the terms and conditions of employment. (For academic managers this is the contract; all other managers are governed under the provisions of the Education Code.)
4. To work in a setting of institutional support and a climate of professional respect.
5. To be assigned authority commensurate with responsibilities and resources adequate to carry out assigned functions.
6. To act independently within the scope of authority to carry out responsibilities assigned.
7. To perform duties and carry out responsibilities without disruption or harassment.
8. To be provided with legal and financial protection from liability in carrying out duties of the position.
9. To participate in formulating and implementing institutional policy at a level appropriate for the position held.
10. To speak for the institution at the level of assign authority.
11. To participate in professional associations.
12. To confidentiality regarding personal matters.
13. To participate in and to be supported at an appropriate level in activities providing for professional growth such as career advancement and promotion, professional leaves, other leaves as defined in the Management Handbook, and conference attendance.
14. To loyal support from supervisors for the proper performance of work assigned.
15. To be evaluated in a professional manner on a regular and systemic basis, and to receive adequate notice of dissatisfaction with performance or action to terminate in accordance with existing statutes.
16. To due process in accordance with written procedures which are communicated to the administrator prior to appointment.