

2. All faculty, regardless of rank, are responsible for monitoring the character and quality of their own contributions to the University. Monitoring can be accomplished through consultation with colleagues, classroom visitations, electronic recording and review of one's own lectures or other teaching modes, formal student evaluations of teaching, and other means as may be appropriate.

### **604 Professional Responsibility.**

The following statement of professional responsibility was adopted by the Academic Senate, The California State University, January 14, 1971, and subsequently approved by the faculty of California State University, Northridge. This statement shall serve as a guide for the professional conduct of the members of the faculty of this University. The responsibilities of a faculty member may be considered from five major perspectives: 1) as a member of the teaching profession; 2) as a teacher; 3) as a colleague; 4) as a part of an institution; 5) as a member of a community.

604.1 As a member of the teaching profession, the professor:

1. Seeks and states the truth as perceived.
2. Devotes energies to developing and improving scholarly competence.
3. Accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge.
4. Practices, fosters, and defends intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus.
5. Avoids allowing subsidiary interests to hamper or compromise freedom of inquiry.

604.2 As a teacher, the professor:

1. Encourages the free pursuit of learning in students.
2. Holds before students the discipline's best scholarly standards.
3. Demonstrates respect for the student as an individual.
4. Adheres to a proper role as an intellectual guide and counselor.
5. Does not participate in the formal evaluation of any student or in any institutional decisions involving a direct benefit to a student who is a member of his or her immediate family, a blood relative, or with whom he or she has an economic, sexual, and/or romantic involvement which could

- reasonably be perceived as impairing objectivity.
6. Makes every reasonable effort to foster honest academic conduct.
  7. Makes every reasonable effort to assure that evaluations of students reflect their true merit and are based on their academic performance professionally judged and not on matters irrelevant to that performance, such as personality, degree of political activism, personal beliefs, race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age.
  8. Treats students with civility, understanding, and respect and does not denigrate, humiliate, or stigmatize students on the basis of race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age.
  9. Makes every reasonable effort to assure that all students are treated with civility, understanding, and respect whenever the professor has responsibility for students and is acting in a professorial, professional, and/or mentoring role and that students do not denigrate, humiliate, or stigmatize other students on the basis of race, religion, color, disability, sex, sexual orientation, national origin, ancestry, or age.
  10. Respects the confidential nature of the relationship between professor and student.
  11. Does not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course.
  12. Refrains from forcing students by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society.
  13. Does not persistently intrude into the presentation of the subject, material which has no relation to that subject.
  14. Presents the subject matter of a course as announced to students and as approved by the faculty in their collective responsibility for the curriculum.
  15. Allows students the freedom to take reasoned exception to the data or views offered in a course of study and to reserve judgment about matters of opinion.
  16. Avoids an exploitation of students for private advantage.

### 604.3 As a colleague, the professor:

1. Respects and defends the free inquiry of associates.
2. Shows due respect for the opinions of others in exchanges of criticism and ideas.
3. Acknowledges academic debts.
4. Strives to be objective in the professional judgment of colleagues.
5. Does not participate in personnel evaluations, such as appointment, retention, tenure, or promotion, of a member of his or her immediate family, a blood relative, or a person with whom he or she has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.
6. Does not participate in decisions, such as awarding of grants, sabbaticals, or other awards that involve a direct economic benefit to himself or herself, a member of his or her immediate family, a blood relative, or a person with whom he or she has an economic, sexual and/or romantic involvement that could reasonably be perceived as impairing objectivity.

### 604.4 As a member of an institution, the professor:

1. Seeks above all to be an effective teacher and scholar.
2. Observes the stated regulations of the institution provided they do not contravene academic freedom.
3. Maintains the right to criticize regulations and seek their revision.
4. Determines the amount and character of the work that can be done outside the institution while fulfilling primary responsibilities within it.
5. Recognizes, when considering the interruption or termination of services, the effect of such a decision upon the program of the institution, and gives due notice of intentions.
6. Requests a leave of absence or resigns an academic position when acute conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of students, colleagues, and institution, on the other, preclude the fulfillment of substantial academic obligations.
7. Refrains from calling attention to grievances in ways that significantly impede the functions of the institution.

8. Accepts a share of faculty responsibilities for the governance of the institution.

604.5 As a member of a community, the professor:

1. Measures the urgency of any obligations as a citizen in light of responsibilities to subject, students, profession, and institution.
2. Makes every effort, when speaking and acting as a citizen, to be accurate, to exercise appropriate restraint, to show respect for the opinions of others, and to indicate that these words and actions do not represent the University.
3. Promotes conditions of free inquiry.
4. Furthers public understanding of academic freedom.

**605 Teaching Service Areas.**

(The policy on Teaching Service Areas has been deleted because the Faculty Bargaining Agreement provides specific guidelines in the event that layoff of academic employees becomes necessary. There is no reference to Teaching Service Area designations in the Faculty Bargaining Agreement, so continuation of the policy on T.S.A.'s becomes unnecessary.)

**606 Personnel Files.**

606.1 Authorized Personnel Files.

1. Professional Information File.
  - a. Each faculty member has the responsibility of establishing and maintaining a record of professional information to be submitted by the faculty member at the appropriate time for use in evaluation for retention, tenure, promotion, and service salary increase. The faculty member shall prepare an index of the contents of the Professional Information File, which shall be placed in the Personnel Action File each year the faculty member is evaluated.
    - (1) The Department Chair shall assist the faculty in the development of the file and alert each faculty member in advance of the time when the file will be required.
    - (2) The Professional Information File shall contain a current resume and such forms as the University may, from time to time, prescribe. The file shall also contain data on: 1) Professional