Part 12: ETHICS

All persons involved in the delivery of Housing and Residential Life Programs (HRLP) must adhere to the highest principles of ethical behavior. HRLP must develop or adopt and implement appropriate statements of ethical practice. HRLP must publish these statements and ensure their periodic review by relevant constituencies.

HRLP staff members must ensure that privacy and confidentiality are maintained with respect to all communications and records to the extent that such records are protected under the law and appropriate statements of ethical practice. Information contained in students’ education records must not be disclosed without written consent except as allowed by relevant laws and institutional policies. Staff members must disclose to appropriate authorities information judged to be of an emergency nature, especially when the safety of the individual or others is involved, or when otherwise required by institutional policy or relevant law.

HRLP staff members must be aware of and comply with the provisions contained in the institution's human subjects research policy and in other relevant institutional policies addressing ethical practices and confidentiality of research data concerning individuals.

HRLP staff members must recognize and avoid personal conflict of interest or appearance thereof in their transactions with students and others.

HRLP staff members must strive to insure the fair, objective, and impartial treatment of all persons with whom they deal. Staff members must not participate in nor condone any form of harassment that demeans persons or creates an intimidating, hostile, or offensive campus environment.

When handling institutional funds, HRLP must ensure that such funds are managed in accordance with established and responsible accounting procedures and the fiscal policies or processes of the institution.

HRLP staff members must perform their duties within the limits of their training, expertise, and competence. When these limits are exceeded, individuals in need of further assistance must be referred to persons possessing appropriate qualifications.

HRLP staff members must use suitable means to confront and otherwise hold accountable other staff members who exhibit unethical behavior.

HRLP staff members must be knowledgeable about and practice ethical behavior in the use of technology.

HRLP staff members should remain abreast of ethical codes and practices through involvement in professional associations.
Overall Questions, Suggestions, Clarifications, Concerns:

- FERPA Tutorial
- All staff participate in Oracle Bootcamp/ Noetix Training/ Auditing SA policies
- All staff participate in Cleary Training

Efforts That Stand Out That are Already Happening:

- Publish RA standards on website review every year Student Affairs handbook-standard
- Full time professional staff training: Duty to Care
- Benefit based- Orientation for new employees
- USD Harassment Prevention Training
- Margaret serves centralized coordinator for assessment and IRB processes
- Residential Agreement includes standards-> Everyone signs (including live-in staff and their live-in families)
- USD Conflict of Interest Policy

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PART 12. ETHICS (Criterion Measures)

12.1 All program staff members adhere to the principles of ethical behavior adopted, published, and disseminated by the program to guide ethical practice.

Training handbooks: for the central office that includes processes and ethical Standards.

12.2 The program has a written statement of ethical practice that is reviewed periodically.

Through professional development opportunities; USD Code of Ethics just reviewed.

12.3 Privacy and confidentiality are maintained with respect to all communications and records to the extent protected under the law and program statements of ethical practice.

A major portion of staff training.

12.4 Information contained in students’ education records is never disclosed without written consent except as allowed by law and institutional policy.

FERPA Tutorial for all RA’s and desk staff
12.5 Information judged to be of an emergency nature when an individual’s safety or that of others involved is disclose to appropriate authorities.

Recommend that the university make an effort to improve emergency information for non-residents; recommend that a system is created to make resident and non-resident emergency information be available through a database.

12.6 All staff members comply with the institution's human subjects research and other policies addressing confidentiality of research data concerning individuals.

It is a centralized process housed in Student Affairs; the staff works directly with Margaret and Cel for the IRP process.

12.7 Staff members avoid personal conflicts of interest or appearance thereof in transactions with students and others.

USD has just updated the conflict of interest policy.

12.8 Staff members strive to ensure the fair, objective, and impartial treatment of all persons with whom they deal and do not condone or participate in behavior that demeans persons or creates an intimidating, hostile, or offensive campus environment.

Housing sign-up for new students based on deposit date; Upper classmen participate in a random lottery based on when you moved onto campus.

Nicki will ask the residential life staff the question- “Are there times when you feel pressured to make a decision that makes you feel uncomfortable from an ethical perspective.”

12.9 Staff members ensure that funds are managed in accordance with established institutional fiscal accounting procedures, policies, and processes.

USD and Student Affairs have tightened university fiscal procedures and policies.

12.10 All staff members perform assigned duties within the limits of training, expertise, and competence and when these limits are exceeded referrals are made to persons possessing appropriate qualifications.

This is a strength.

12.11 Staff members confront and otherwise hold accountable others who exhibit unethical behavior.

12.12 Staff members practice ethical behavior in the use of technology.

Map Works - > well managed information
Part 12: Ethics Overview Questions

A. What ethical principles, standards, statements, or codes guide the program and its staff members?

- NASPA/ACPA
- Student services handbook
- USD’s policies
- Policies for RA’s

B. What is the program’s strategy for managing student and staff member confidentiality issues?

- Confidentiality vs. Privacy definition and training
- Performance evaluation processes

Add:
- FERPA tutorial training for student staff.

C. How are ethical dilemmas and conflicts of interest managed?

- USD’s formal written procedures are followed.

D. In what ways are staff members informed and supervised regarding ethical conduct?

- Training, individual and departmental meetings, performance evaluation process.