

UW Cinema & Media Studies

Statement on Professional Conduct

Statement

The UW Department of Cinema & Media Studies (CMS) values professionalism among its faculty, staff, and students in carrying out the department's work of teaching, research, and service. Professionalism includes demonstrating excellence, integrity, respect, accountability, and nondiscrimination in all our work interactions and responsibilities. It is the expectation of the department that CMS faculty, staff, and students will conduct themselves in a professional manner in all of their interactions with each other, with students, and with the University community. The purposes of this statement are to promote excellence, integrity and respect in all of our activities; to assure that all persons are treated with dignity, fairness, equity, and courtesy; and to promote open communication and collaborative teamwork.

Procedure

Incorporating the principles of professionalism into applicable documents. This statement is intended to provide a common definition and set of principles regarding professionalism in all areas of department life and work. CMS should incorporate these principles of professionalism as appropriate in its policies, procedures, and practices, such as offer letters and evaluations.

Mechanisms for addressing unprofessional behavior. A number of policies and resources within the UW address particular types of behavior. Where individuals have complaints against employees, including complaints alleging violation of UW non-discrimination policies, individuals may address these through local investigation and resolution, the UW Office of the Ombud, or the University Complaint Investigation and Resolution Office (UCIRO) (see University of Washington Handbook, Volume Four, Part 1, Chapter 2). Specific administrative or contractual processes also exist to address specific types of complaints including classified and professional staff complaints and whistleblower complaints. There are also existing processes for addressing student conduct issues and for addressing faculty members' rights to resolve or adjudicate issues under the Faculty Code. An individual should contact his or her supervisor for help determining whether a particular behavior is covered by an established procedure.

Additionally, for unprofessional behavior as defined by this statement that does not require reporting under existing procedures, CMS faculty, staff, and students may raise concerns through one or more of the following avenues:

- Informal and collegial one-on-one resolution;
- Bringing the issue to their supervisor or the next highest individual of authority if concerns involve the supervisor;
- Contacting the UW Office of the Ombud;

- Following applicable grievance procedures under collective bargaining agreements;
- Contacting Human Resources.

Supervisor responsibility. Supervisors are expected to demonstrate leadership in exhibiting and promoting professionalism. This includes setting clear expectations and managing performance of those they supervise in accordance with these standards through regular communication and timely performance reviews. This also includes respecting diversity of opinion and not retaliating against subordinates as a consequence of their offering respectful, dissenting views. Finally, supervisors are expected to address professionalism concerns and deficiencies through counseling, discipline, or other action as appropriate in accordance with policies and procedures within the University of Washington.

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