



BUITEMS

Quality & Excellence In Education



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CODE OF ETHICS– FACULTY

The Department of Management Sciences

Introduction

Teaching is considered one of the noblest professions and requires that display a very strong moral backbone. The importance of a strong ethical character cannot be stressed upon enough, teachers like doctors are held up to higher standards when it comes to ethical behavior. This is due to the daily interaction between teacher and student and the expectation of being a role model for the student. Therefore it is vital that a code of conduct for the faculty is developed so it can provide guidance on how to act in a professional and ethical manner at all times.

In recent times many have pinned the hope for a brighter future with our youth, that they can turn take this country to greater heights, economic prosperity and be an enlighten society. Having a well-qualified faculty that lacks in moral character will do more harm than good to our future business professionals. It is the need of the day to inculcate our students with the latest academic and industry concepts and trends coupled with a strong ethical code that will equip them to face the possible dilemmas that can be faced in the professional arena.

A code of ethics/ conduct will assist faculty to better perform their responsibilities to their students, colleagues, and department and University stake holders. Adhering to a code of conduct will enhance their research capability and contribution to innovation and knowledge. It will provide faculty with a clear guideline how to conduct oneself in the campus, how to deal in their interactions with different stakeholders. As well as providing a motivating role model for the students to aspire to and augmenting the creditability of academic and research work by the faculty.

One of BUITEMS's core values is Integrity and DMS has taken every stride to ensure the faculty code of conduct resonate the promotion and safeguard of the academic and professional integrity of this institution. The University expects its entire faculty regardless of tenure or designation to strictly follow a high level of ethical behavior with all that they do. It is hoped that the code of conduct will provide them with the direction and support they need to fulfill their obligations and expectations their profession and society expects from them.

Faculty's Responsibility

The faculty at DMS should accept, follow and promote the core values of BUITEMS and to engage in activities that promote the attainment of Departments mission. The faculty should ensure the Department is providing equal learning opportunities to all and that no form of discrimination is carried out. Faculty should take responsibility for adhering to the code of conduct and actively participate in its practice and reforms of the code when required. The code of conduct for faculty at DMS consists of 5 parts: Responsibility to Teaching Profession, Responsibility to the Student, Responsibility to Colleagues and Responsibility to BUITEMS.

I. Responsibility to the Teaching Profession

The faculty member upon employment should display high level of moral character, strong level of performance and promotes equal opportunities for all. The faculty should adhere to the following:

- a. Accept responsibility of employment given to him/her.
- b. Strive for excellence in performance. To take measures to stay current and proficient in their respective field of study.
- c. Not to discriminate on the basis of gender, ethnicity, color, religion, political beliefs, income level, marital status etc.
- d. Undertake activities that promote the integrity, values and knowledge of the teaching profession.
- e. Avoid activities that can lead to committing fraud, theft or misuse of Department equipment and resources.
- f. Avoid undertaking any corrupt activities that can undermine the reputation of the Department and University, such as accepting and giving of bribes and other such favors and gifts.
- g. Undertake research activities that can develop and advance your field of study
- h. Avoid providing any special treatment or coercion to students or to other parties to achieve personal objectives.
- i. Avoid committing fraudulent activities such as modifying official documents and records to present ideal results.
- j. Accept credit or appreciation for work done, taking credit for work done by others is unacceptable. This also applies for work done by students and research work.
- k. Treating students, colleagues, and other parties with respect, using abusive and insulting language and tone is not acceptable ever.
- l. Students should be provided with a reasonable access to their academic record.
- m. Any kind of sexual advance or their displaying any intention of a sexual nature verbally or nonverbally is unacceptable.

II. Responsibility to the Student

Teachers by essence are meant to serve the students best interests. The Faculty member must work sincerely imparts their education that results in students to stimulate their thirst for knowledge and to question the standard norms of their world. The following are the responsibilities towards their student:

- a. Recognize each student's potential and work towards developing their potential.
- b. Ensure the student's learning environment is not against any health or safety regulations.
- c. Conduct learning activities that are in accordance with current educational practices.

- d. Provide a learning environment where the student can initiate independent thought and have the freedom to express their views.
- e. Treat all students equally; discrimination of the students is not acceptable. Any comment on a student's academic weakness is also not acceptable.
- f. Faculty members are not allowed to have any physical contact with a student, no form of corporal punishment is allowed.
- g. Passing insulting or racist remarks to students to colleagues or other parties is not acceptable.
- h. Faculty should not offer to disclose sensitive information (question paper) or modifying results for remuneration, gifts or other favors to the students.
- i. Faculty has to play a positive ethical role model for the students.
- j. Faculty has to take some time out to counsel the students regarding academic and professional issues.
- k. Faculty has to promote the idea of being an active citizen in the local community with the students.

III. Responsibility to Colleagues

The success of BUITEMS and its all faculties is due to the symphonic relationship among its employees. This is true for the Department of Management Sciences, the trusting and cooperation among the faculty is evident on a daily basis and is critical in delivering high quality education to the students. It is the obligation of all those involved from the Chairman to the newest inductee to provide and maintain a healthy, trusting and ethical working environment. The faculty member is responsible for the following:

- a. To treat all colleagues no matter their distinction with respect.
- b. Avoid negative comments about colleagues to other parties in reference to their qualifications, professional and personal background.
- c. When working together with colleagues from different disciplines, try to engage fully, sharing own professional and academic experience.
- d. Try to resolve any confrontations from colleagues from different disciplines through recommended channels.
- e. If confidential information is gained by the faculty from a colleague, that confidentially should be respected until a situation calls for its disclosure.
- f. Avoid any kind of harassing behavior towards any colleague.
- g. Assist colleagues who have been unfairly accused of unethical conduct.
- h. Prevent, discourage or report if colleagues are intending to commit or are committing an unethical behavior.

IV. Responsibility to BUIITEMS

Teaching is not just a vocation where for the efforts a salary is earned; it is a chance to change the destiny of those who are the students. Faculty members through their hard work and integrity have raised professional standards to new heights attracting a new wave of hopefuls into education. Each faculty member should take their employment contract as a promise that they will uphold the values the University is based on. Having a strong positive relationship with colleagues and administration ensures a smooth and fruitful outcome for the department. The faculty member in obligation to BUIITEMS and administration should follow:

- a. Be honest in what qualifications they possess when applying for an advertised position.
- b. Accept all the terms and conditions of employment presented to them.
- c. Not to withhold any information from an applicant or administrative officer.
- d. Communicate and carry out tasks through known channels.
- e. Not to use University property or resources for personal use.
- f. To use time in the University for the pursuit of one's professional duties
- g. Not to steal or disclose sensitive information about the Department or BUIITEMS to external third parties.