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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Academic and Personal Freedom** **5.8**
 Responsible Division: Instructional and Student Services
 Date Approved: July 2005

1. The Board of Trustees expects integrity from all employees. Integrity is synonymous with honesty. All employees of Southwestern Community College shall be of such character, habits, philosophy and competence that their influence upon the students, each other, and the public is wholesome and constructive.
2. The college recognizes the intricate relationships between freedom and responsibility. The employees are citizens as well as representatives of the college. When they act as citizens they should be free from college discipline. However, they should be accurate, restrained, and respectful toward others and should clearly establish that they are not speaking for the college. All employees should remember that the public may judge the college and their profession by their activities.
3. Just as employees are expected to respect the student's rights, so the college respects the rights of employees, as well as their authority and expertise.
4. A faculty member's professional and moral right to teach rests upon mastery of the subject and competent scholarship. Faculty have an obligation to keep abreast of the main currents in their field and to incorporate these into their teaching.
5. The principles of academic freedom are accepted by this college. These principles entitle faculty the privilege of organizing their subject matter in such ways and presenting it by such methods as, in their considered judgment, will have optimum value for their students, subject to such guidelines as are reflected in departmental, college and other faculty policies. Faculty are also subject to the obligation to require an amount and quality of work from their students which, under the college standards, justify the course.
6. Employees should avoid expressing personal views on non-academic matters using college letterhead or their position title. Consultation with the college's public information office is required prior to publishing documents using the official title and/or logo of the college. Employees have the right to express or publish their personal views and opinions as private citizens.
7. No employee may use the official title of the college in sponsoring or recommending any commercial service or product or in connection with an outside organization in which he/she has established or is connected and which is not part of his/her official activities.

8. Employees who feel their academic or personal freedom has been compromised may choose to present a grievance, informal or formal, to the college. The process for consideration and determination of a grievance is outlined in Procedure 4.23.1 of this manual.

* Cross-reference Policy 3.35 - Publications Guidelines

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