

2 - Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

2.A - Core Component 2.A

The institution operates with integrity in its financial, academic, personnel, and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty, and staff.

Argument

Integrity within the UW System and at UWGB is ensured by adherence to the Wisconsin Administrative Code, Wisconsin Statutes, policies of the Board of Regents, and University Personnel Policies and Policies of UWGB. Chapter 36 of the Wisconsin Statutes defines the mission of the UW System, responsibilities, and standards of conduct. Contained within [Chapter 36](#) are the Powers and Duties of the Board, Antidiscrimination policies, Conflict of Interests, Accommodation of Religious Beliefs, and Auxiliary operations.

Several policies exist through the UW System that uphold proper standards of conduct, including [UPS Operational Policy WE 3: Workplace Conduct Expectations](#) and [UPS Operational Policy WE1: Code of Ethics](#) that outline use of university resources, conflicts of interest, and acceptance of gifts. Contained within this policy is information on [State Statute Chapter 8: Unclassified Ethics](#), providing guidance on competition with the private sector and guidance that university resources may be used only to further the mission of the University. Also, employees of the University and their immediate families may not accept items of value from outside vendors or prospective vendors. These guidelines ensure that the University conducts its business in an ethical manner and its stance as a state agency may not be used to compete unfairly with the private sector, evidenced by [Regent Policy 12-1](#). Contained within this policy is information on the required [Outside Activities Report](#), which all faculty, academic staff, and limited employees submit annually. Contained within Chapter 19 of the Wisconsin Statutes is [Subchapter III: Code of Ethics for Public Officials and Employees](#).

Contained within Chapter 19 of the Wisconsin Statutes is [guidance on open records requests and open meeting requirements](#). UWGB also maintains a document on [legal issues and open records](#). UW System maintains [guidance on records maintenance](#) and responding to records requests. UWGB also maintains a [website for Records Management](#). Governance committee meetings are listed on the [Campus Master Calendar](#). This includes annual reviews of faculty, notice for University committee meetings, and various other governing bodies of the university. The Special Assistant to the Vice Chancellor of Business and Finance serves as the point of contact for all public record and Freedom of Information Requests.

UWGB is committed to providing an environment free from discrimination based on sex, gender, and gender identification and provides a number of resources and services to assist students, faculty, and staff in addressing issues involving sex discrimination, including sexual violence. UWGB abides by [Title IX of the Education Amendments of 1972](#), which states that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected

to discrimination under any educational program or activity receiving federal financial assistance.” UWGB does not tolerate any violation of Title IX. In addition, UWGB complies with the [Clery Act](#), which requires institutions of higher education to comply with campus safety- and security-related requirements as a condition of their participation in Title IX programs.

Employees and students are also afforded fair and ethical treatment at UWGB. UW System maintains guidelines on [Equal Employment Opportunity](#) and [Accommodations for Individuals with Disabilities](#). UW System also outlines policies related to [Discrimination, Harassment and Retaliation](#), [Consensual Relationships](#), and [Sexual Misconduct](#). These policies provide a high level framework for more campus-specific policies. UWGB’s Human Resources website is a resource for current employees on [Policies and Procedures](#), including [Affirmative Action and Equal Employment Opportunity](#), [Procedures for Determining Reasonable Accommodations in Employment](#), [Consensual Relations Statement](#), [Policies and Procedures Prohibiting Harassment and Discrimination](#), [Policy on Violence and Threats](#). UWGB has designated the Secretary of the Faculty and Staff as [University Ombudsperson](#), to serve as a neutral and confidential resource for work-related complaints and mediation. In addition, the [Committee on Rights and Responsibilities](#) serves as the faculty hearing and appeals body on matters of nonrenewal, dismissal, grievances, and complaints and further acts as the faculty’s ethics committee.

UWGB maintains a variety of employment rules and policies in relation to employment status. All employment policies are developed in accordance with Regent and UW System policy and provide resources for all employees on complaints, grievances, dismissal, and layoffs. UWGB operates with [faculty and staff governance](#) by code and tradition. Shared governance allows for employees to participate in the development of the policies that impact their employment. The Secretary of Faculty and Staff website lists the institution’s governance committees.

UWGB operates ethically in all areas of research. UWGB’s [Institutional Review Board \(IRB\)](#) reviews all research projects to ensure they uphold ethical treatment of human participants. The [IRB Manual](#) contains information on federal, state, and UW System regulations and provides guidelines to assist those performing research on preparing for IRB review. The Office of Grants and Research maintains documents on the [humane care and use of animals](#) involved in research to ensure a high level of care. UWGB also maintains an [Institutional Animal Care and Use Committee \(IACUC\)](#) that reviews and assures all research involving animals meets the requirements for ethical care.

Sources

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2.B - Core Component 2.B

The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control, and accreditation relationships.

Argument

UWGB communicates in multiple forms to make information accessible to its constituents. The [course catalog](#) includes information pertaining to accreditation, admission requirements, specific program expectations, transferability, etc. Expectations for prospective students and parents are readily available on the [UWGB website](#), which also offers easy access to costs, programs, and financial aid information. [Program guides](#) describe specific areas of academic interest.

Program requirements are clearly outlined through various sources. One of the main landing pages from the UWGB home page is [Students](#), which explains life on campus and provides resources for future students. Descriptions of all undergraduate and graduate degree programs are available in the Catalog..

Transferability is a critical issue for many students, with over 1,000 students [transferring to UWGB](#) per year over the past six years. Access to tools such as the [Transfer Information System \(TIS\)](#), [UW College and Wisconsin Technical College Transfer Guides](#), as well as access to [transfer advisors](#) and an [orientation](#) program help students prepare to attend UWGB. The Office of Admissions publishes additional content on its website, including a snapshot of university facts as well as detailed information on areas of study, how to apply, related costs, and a link to the [Net Price Calculator \(NPC\)](#). [Marketing and University Communication](#) is involved with publications such as the [Viewbook](#). Additional publications are available and distributed both online and in hard copy for prospective students.

Information on faculty and staff is made available to students and the public through the online [UWGB Faculty and Staff Directory](#). Contained on this page are a directory and faculty biographies. UW System Administration annually publishes enrollment, degrees granted, budget, and staffing information in its [UW System Fact Book](#). UWGB's governance is overseen by the [Secretary of the Faculty and Staff \(SOFAS\)](#); its website includes information for the Faculty Senate, Academic Staff Committee, and University Staff Committee. The Human Resources Office and SOFAS maintain employee handbooks for faculty, academic staff, and university staff as well as student employees. These handbooks contain resources for a variety of topics, including general campus information, policies, procedures, and campus resources.

[The First-Year Opportunities and Connections for UWGB Students \(FOCUS\)](#) program was initiated in 2001 to help students new to UWGB connect to its resources. [FOCUS and the Registration & Resources \(R&R\) program](#) provide access to the resources students need and help them to feel confident in their choice of higher education institution. [The FOCUS web site](#) provides information for students and their families.

Cost is a factor that impacts all students and their families. The [Net Price Calculator \(NPC\) estimates](#) federal and state aid eligibility for undergraduate students who plan to attend UWGB. Information is available also through the [Financial Aid website](#). Based on [Office of Institutional Research and Assessment \(OIRA\)](#) data, approximately 74% of UWGB's student population received some type of

financial aid in 2015-16, a figure that has remained at or over 70% since 2006-07. The Financial Aid Office describes the steps involved in filing for aid, receiving an award, and receiving aid dollars on its [website](#).

The [Bursar's website also makes cost information available](#). [General information](#) on cost differences based on student residency status can be found there, as well as payment options and links to financial aid. Specific policies related to fee information and refunds for dropped credits is readily accessible. Student-specific charges are available to students via the Student Information System (SIS). SIS allows students to see their charges, pending aid, and numerous other items. Student financial aid refunds for eligible students may be electronically deposited to students' chosen bank account(s).

The Student Services building at UWGB was renovated in 2008 with students in mind. The renovation adopted the "One Stop" concept; the result was a focused effort to make information more readily accessible while creating efficiencies and maintaining accuracy for students. Interaction with the [Green Bay One Stop Shop](#) guides students through general university information, programs of study, and questions on admission, registration, cost, and financial aid. This renovation allows the student to enter one suite, and see advisors in any of the areas mentioned as well as general academic advising.

Distance education students receive the same service benefits as on-campus students. For example, distance education students in several programs are assigned an academic advisor to help them navigate the transition to college. The advisor assignment includes a routine set of [communication connecting points](#) via email, web, and phone that keep distance education students connected, on track, and supported. The relationship gives distance education students a direct link to GBOSS and the offices within Enrollment Services. The goal is to provide comparable service for all students no matter the modality of their degree program.

Graduate programs are administered by the Office of Graduate Studies and information on degrees offered, expectations, accreditation, etc. is available in the Graduate Catalog. The [Graduate Studies website](#) provides key information to prospective and current students. References to cost and financial aid are accessible through the sources noted above.

[Marketing and University Communication](#) is the primary source for information and communication on campus. The office prepares and distributes news releases and university publications. In collaboration with Admissions, they manage the University's [social media presence](#) including UWGB's Facebook, Flickr, Four Square, Instagram, SnapChat, Twitter and YouTube accounts. As noted in 2. A, public record requests are managed by the Special Assistant to the Vice Chancellor through the Office of Business and Finance.

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2.C - Core Component 2.C

The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.

1. The governing board's deliberations reflect priorities to preserve and enhance the institution.
2. The governing board reviews and considers the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
3. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties when such influence would not be in the best interest of the institution.
4. The governing board delegates day-to-day management of the institution to the administration and expects the faculty to oversee academic matters.

Argument

2. C. 1.

Argument

As the governing board of the [UW System](#), the [Board of Regents](#) sets priorities to preserve and enhance each UW System institution. The [Regents Bylaws](#) were created pursuant to [Chapter 36 of the Wisconsin Statutes](#). The Board of Regents is composed of 18 members, 16 of whom are appointed by the governor, subject to confirmation by the State's Senate. Of these 16 members, 14 serve staggered, seven-year terms. The Superintendent of Public Instruction and the president or designee of the Wisconsin Technical College System Board serve on the Board as ex-officio members. Two UW System students are appointed to the Board for two-year terms each; one of the two is a non-traditional student. The Regents serve without pay. The Board is responsible for establishing regulatory policies for the UW System in a manner that allows for a degree of autonomy for each individual UW institution.

2. C. 2.

Argument

The [Board of Regents](#) is tasked with establishing policies for governing the UW system and establishing a framework in which individual institutions are able to operate with as much autonomy as possible in order to meet the State's changing educational needs. The Board accomplishes this by considering the needs and feedback of internal and external constituents during its decision-making deliberations.

Regulated by the [UW System Board of Regents Bylaws](#), the Board holds at least eight regular meetings per year. Special meetings may be called at any time by the Board president or by at least five members of the Board. All Board of Regents meetings and records are subject to Wisconsin's open records and open meetings laws, [Wisconsin State Statute 19.81-19.98](#), as outlined in [Wisconsin State Statute 36.07 \(6\)](#). Constituents internal and external to the UW System are invited to present or

participate in meetings regularly, and meetings are open to the public. The schedule and meeting materials are published to the Board of Regents website. Audio and video of meetings are streamed and archived via the web to allow for wider access.

There are nine standing committees of the Board of Regents: Education; Business and Finance; Capital Planning and Budget; Executive Committee, Personnel Matters Review; Student Discipline and Other Student Appeals, Collective Bargaining; Research, Economic Development, and Innovation; and Audit. These standing committees, appointed by the Board President, have varied duties that serve the interests of the individual institutions and the UW System as a whole.

One member of UWGB's Faculty Senate acts as the University's [Faculty Representative to the Board of Regents](#). This individual attends Board of Regents meetings as well as meetings with fellow Faculty Representatives from other UW institutions. The Faculty Representative reports to both the University Committee and the Faculty Senate on the activities of the Board of Regents.

2. C. 3.

Argument

As the governing board of UWGB, the Board of Regents remains independent from undue influence, as detailed in the [Board of Regents Bylaws](#). For example, the members of the Research, Economic Development, and Innovation Committee encourage policies and strategies that strengthen the UW System's overall contribution to the state's economic development. However, committee members are required to disclose annually any financial or other conflicts of interest as noted in (c) of the [Regent Policy Document 2-2](#) and [Wisconsin State Statutes, Chapter 19.43 \(Financial disclosure\) through 19.46 \(Conflict of interest prohibited\)](#).

In addition, the Chancellor's Council of Trustees and the UWGB Foundation Board of Directors exist to advance the mission of UWGB. As described in its [mission statement](#), the Council of Trustees and Foundation's Board of Directors provide counsel and advice on innovative ideas and initiatives which UWGB may wish to pursue, assists with the acquisition of philanthropic support essential for creating a margin of excellence for all of its activities, and communicates institutional objectives and goals to the community at large.

2. C. 4.

Argument

[Chapter 36.09 section \(f\)](#) states the governing board (UW Board of Regents) delegates each institution's chancellor the necessary authority to operate and administer the institution according to the board's established policies and guidelines. The newly revised [UWGB organizational chart](#) organizes the University under five areas that report to the Chancellor for day-to-day management: Academic Affairs, Advancement, Athletics, and Business and Finance, and Student Affairs. Academic Affairs, led by the Provost and Vice Chancellor for Academic Affairs, is the most complex area within the University, comprising three Colleges, the School of Business, Graduate Studies, Enrollment Services, Continuing Education and Community Engagement, Information Services, the Cofrin Library, and the Secretary of the Faculty and Staff.

As noted in the [UWGB Faculty Handbook](#), section 50.04, the faculty have the jurisdiction for academic matters and policies and requirements for student admission and graduation. Faculty

governance committees, as described in the Faculty Handbook, enable faculty to oversee academic matters. For example, the [University Committee \(UC\)](#) is composed of tenured faculty members and functions as the Executive Committee of the faculty and of the Faculty Senate. The UC considers questions related to educational policies on campus. In addition, the [Academic Affairs Council \(AAC\)](#) oversees the development of academic programs at the undergraduate level, while the [Graduate Academic Affairs Council \(GAAC\)](#) serves a parallel function for graduate programs.

Sources

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2.D - Core Component 2.D

The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.

Argument

UWGB embraces the [Wisconsin Idea](#) that improving the “human condition” depends upon “continual and fearless sifting and winnowing by which alone the truth can be found,” the famous statement on Bascom Hall at the University of Wisconsin-Madison. The Wisconsin Idea is embodied in the UWGB [Idea of an Educated Person](#), an approach promising respect for free inquiry, diversity of thought and experience, commitment, and engagement. This commitment is apparent in UWGB’s dedication to critical thinking and problem-solving, endeavors that demand a commitment to academic freedom in learning and teaching, and its commitment that education should influence people’s lives beyond the boundaries of the classroom. Indeed, “the boundaries of the university are the boundaries of the state,” the origin of which is often attributed to Charles Van Hise (UW President 1903-1918), who in a speech in 1905 stated, [“I shall never be content until the beneficent influence of the University reaches every family of the state.”](#)

UWGB’s guiding principles are to provide – through inquiry, creativity, and scholarship – an experience that challenges students to think critically and solve problems by integrating interdisciplinary and disciplinary perspectives, and to prepare them as engaged and contributing citizens in democratic society. To acknowledge their obligation to this approach, UWGB Chancellors sign a [ceremonial document](#) during their installation as Chancellor proclaiming the values of academic freedom and free inquiry:

The University of Wisconsin-Green Bay is dedicated to the idea of an educated person as one who is guided by the love of learning, committed to inquiry, creativity and scholarship through interdisciplinary and disciplinary approaches to defining and solving problems, and who is an active citizen providing service to the community.

According to UWGB’s [institutional profile](#), “UWGB offers a transformative educational experience that offers students multiple perspectives and viewpoints.” It is explicit in [UWGB’s mission](#) to offer a core of liberal studies that support university degrees in the arts, letters, and sciences, and to expect scholarly activity, including research, scholarship, and creative activities that support its academic programs.

Commitment to academic freedom was reiterated in the [UW System’s Board of Regents’ 2015 Statement Reiterating the Board’s Commitment to Academic Freedom and Affirming its Commitment to Freedom of Expression](#), which binds UWGB as well. Dedication to the principles of academic freedom are found in numerous documents in departments across the campus. [The College of Arts, Humanities, and Social Sciences](#) declares that “faculty engage in scholarly and creative work to generate knowledge, solve problems and contribute to the betterment of society.” The text clarifies the meaning of a liberal education: “A liberal education encourages an individual to think and be creative, to make decisions based on reasoned analysis. It continues to be one of the best ways to educate our students and ensure their success in an ever-changing world.” Similarly, the [College of Health, Education, and Social Welfare vision statement](#) lists among its obligations “supporting academic freedom and autonomy.” Crucially, in [UWGB’s Policy and Procedures Prohibiting Harassment and](#)

[Discrimination](#), “Due consideration will be given to the protection of an individual’s First Amendment rights to freedom of expression and academic freedom.”

The importance of academic freedom is repeated throughout the Faculty Handbook. The [definitive statement](#) recommends the American Association of University Professors (AAUP) policy on the grounds that it has legal standing in case law whereas another policy may require a test in court before having legal standing. The handbook then presents the 1940 Statement on Principles on Academic Freedom and Tenure along with the 1970 Interpretive Comments. In Chapter 3.12, [Appeal of Nonrenewal Decision](#), it states that “conduct, expressions, or beliefs which are constitutionally protected, or protected by the principles of academic freedom” are reasons faculty members may give during appeal of a nonrenewal decision. This phrase appears again in Chapter 5.12, [Review Hearing](#). In Chapter 4.01, [Dismissal for Cause](#), it states, “A faculty member is entitled to enjoy and exercise all the rights and privileges of a United States citizen, and the rights and privileges of academic freedom as they are generally understood in the academic community.” Finally, in [Chapter 6.01 1\(c\)](#), it states, “All faculty members have the right to due process and the rights and privileges of academic freedom. This policy shall be observed in determining if the complaint is substantial and provides sufficient grounds for disciplinary action.”

Sources

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2.E - Core Component 2.E

The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

1. The institution provides effective oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and students.
2. Students are offered guidance in the ethical use of information resources.
3. The institution has and enforces policies on academic honesty and integrity.

Argument

2. E. 1.

Argument

UWGB's administrative, academic, and student affairs units provide oversight and support services to ensure integrity in all areas of research, teaching, and service. Specifically, this involves oversight and support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff, and [students](#). Faculty, staff, and students are expected to adhere to the policies and procedures of UWGB's [Institutional Review Board \(IRB\)](#) as well as the [Institutional Animal Care and Use Committee \(IACUC\)](#) designed for the protection of human and animal subjects, respectively. Specifically, the IRB and accompanying [policies](#) are designed to ensure that the health, well-being, and ethical rights of human subjects are protected in accordance with federal law as mandated through the Department of Health and Human Services. The faculty members comprising the IRB establish and maintain guidelines in accordance with federal regulations, ethical considerations, and best practices; review and approve research proposals according to IRB guidelines; and review and approve research proposals as required by external organizations (e.g., funding agencies, hospitals, clinics.). All research conducted on campus or by UWGB faculty, staff, or students must be approved by the IRB. In the review and approval process, the IRB considers if risks to subjects have been minimized, if the selection of subjects is equitable, if informed consent has been obtained, the appropriateness of the research plan, and if there are adequate provisions to protect the privacy of subjects. Research conducted by students that may be outside of the purview of the IRB, i.e., "research" that is not within the federal definition of research, is overseen by faculty who provide instruction regarding ethical standards and procedures for conducting research.

UWGB is a safe space where faculty and students may conduct research. The [University Safety Manager](#) facilitates [compliance with environmental and occupational safety programs](#) that meet standards established by federal, state, and local agencies. A [safety orientation course is required for all new employees](#), and laboratory safety training is required for any person who uses a UWGB laboratory. The training is available as a D2L course or can be offered in person. Laboratory Safety is also offered as a course, [ENV SCI 207 Laboratory Safety](#), for enrolled students. A similar course, [ART 101 Tools, Safety, and Materials](#), provides training to students preparing to work in art studios.

2. E. 2.

Argument

The Cofrin Library provides instruction and support to students in the proper methods of evaluating sources as well as guidelines for [copyright compliance](#), public performance and streaming licenses, use and acquisitions of visual works in the public domain, and a variety of [resources](#) and tutorials related to proper citation requirements and [plagiarism](#). UWGB's Writing Emphasis (WE) program requires every student to take at least four WE courses. To be designated WE, a course must meet a number of criteria as defined by the General Education Council (GEC). The Writing Center employs writing assistants who are available to help students with issues such as appropriate citation and avoiding plagiarism. The Cofrin Library also assists students with these issues by providing [guides for the proper use of secondary sources](#) and [types of scholarly sources](#). To reinforce the ethical use of information, faculty may employ TurnItIn or other electronic plagiarism tools to [evaluate assignments for plagiarism](#). These programs compare the student's paper to a database of web pages, articles, and student papers and highlight content that matches material in the database.

2. E. 3.

Argument

At UWGB, there is an expectation of ethical conduct by faculty, staff, and students. Ethical expectations include, but are not limited to, matters related to [civility](#), [affirmative action](#), [academic freedom](#), [academic \(mis\)conduct](#), [hiring practices](#), [sexual harassment](#), (mandated) reporting of abuse, and workplace expectations. Ethical conduct by faculty and staff is described in their respective handbooks and in [UW System Statutes](#). Ethical conduct related to students is overseen by the Dean of Students. Expectations of students, policies, and procedures in regard to academic misconduct by faculty or students are clearly explained in documents easily accessible on the Dean of Students website, including [Academic Misconduct](#), [Student Confrontation](#), and [Complaints and Grievances](#). These policies and procedures are in accordance with state, federal, UW System, and UWGB requirements. Instructors are urged to include statements on syllabi related to academic integrity including those related to instances of plagiarism or academic dishonesty.

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2.S - Criterion 2 - Summary

The institution acts with integrity; its conduct is ethical and responsible.

Summary

All faculty, staff, and students of the UWGB are subject to state laws governing the University of Wisconsin System, and the University follows the policies and directives adopted by the UW System and its Board of Regents. UWGB acknowledges the importance of academic freedom and ethical integrity as fundamental values and is guided by the Wisconsin Idea and the history of the UW System. These values are expressed in the institution's mission, personnel rules, and various practices and policies that guide teaching, research, service, administration, and governance. UWGB faculty, staff, and students are guided by UW System codes of ethics, and all employees are subject to background checks as a condition of employment. The University has adopted numerous policies and practices to ensure that the activities of its faculty, staff, and students are conducted in a safe and ethical manner. The Mission Statement emphasize the importance of intellectual integrity and honesty in the production and dissemination of knowledge.

Sources

There are no sources.