

## Code of Conduct

### Acknowledgement Form for Accreditation Councilors, Site Visitors, Program Reviewers and Other Volunteers

CAEP's code of conduct is established in Accreditation Policy. It applies broadly to all individuals involved in CAEP's governance and accreditation activities, including Board members, Accreditation Councilors, site visitors, program reviewers, consultants, and staff.

Incorporated within the code of conduct are the following sections: Code of Ethics (Policy 7.04), Conflicts of Interest (Policy 7.05), Harassment (Policy 7.06), Confidentiality (Policy 7.07.), and Consulting (Policy 7.08) The text of each of these policy sections (from the Accreditation Policy with amendments ratified July 2018) is provided below:

#### Policy 7.04 Code of Ethics

CAEP Accreditation Councilors, site visitors, program reviewers, and annual report reviewers are expected to maintain the highest standards of ethical behavior, which include, but are not limited to, the following:

- Conducting oneself professionally, with truth, accuracy, and fairness.
- Not accepting consulting assignments (consistent with Policy 7.08) related to any EPP's accreditation during their term of service or for a year after their service.
- Declaring potential conflicts or competing interests in the accreditation process.
- Maintaining confidences of all parties involved in the accreditation processes and decisions.
- Not communicating information that might compromise the integrity of an accreditation decision.
- Not undertaking accrediting responsibilities for which they have not been trained comprehensively on CAEP's policies, practices, principles, and standards.
- Not showing bias or prejudice against an EPP being reviewed or others involved in the accreditation process.
- Not accepting gifts, bribes, or anything of value that may give the appearance of favor or partiality in any decisions rendered regarding CAEP's affairs, activities, and policies.

#### Policy 7.05 Conflict of Interest

CAEP Accreditation Councilors, site visitors, program reviewers, and annual report reviewers are expected to maintain relationships and practices in their CAEP activities that do not demonstrate conflicts of interest. They conduct CAEP business, including their private business and financial affairs that might impinge upon CAEP, in a manner that can withstand the sharpest scrutiny by those who would seek to find conflicts and, thus, they exclude themselves from CAEP activities for any reason that may represent an actual or perceived conflict of interest. Conflicts of interest include the following:

- Serving on or having served within the last five (5) years on a statewide or national decision-making board or committee that reviewed an EPP under consideration.
- Serving as a CAEP staff member within the last seven (7) years.
- Being under consideration for employment as faculty or staff at the EPP or institution/organization under consideration.
- Participating in a common consortium or special research relationship with an EPP under consideration.
- Having jointly authored research or literature with a faculty member at the EPP under consideration.

- Having an immediate family member attending or employed by the EPP or institution/organization, or being considered for employment at the EPP or institution/organization under consideration.
- Having been a consultant at the EPP being considered within the past ten (10) years.
- Having been employed by or under consideration for employment at the EPP under consideration in the last ten (10) years as a staff, faculty, or administrator.
- Having advised a doctoral candidate who is now a member of faculty of the EPP under consideration.
  - Having served as a commencement speaker, received an honorary degree from the institution, or otherwise profited or appeared to benefit from service to the institution or the EPP under consideration.

If an EPP by which a Councilor is employed or with which the Councilor has a conflict is under consideration by the Accreditation Council, the Councilor must refrain from any communication with other Councilors regarding the EPP through the entirety of the EPP's accreditation process through notification of final decision.

#### (a) Personal Agendas

CAEP Accreditation Councilors, site visitors, and other CAEP volunteers do not advance personal agendas in the conduct of accreditation business by applying personal or partisan interpretations of CAEP policies. They exclude themselves from participating in CAEP activities if, to their knowledge, there is some predisposing factor that could prejudice them with respect to CAEP's affairs, activities, or policies.

#### (b) Compensation or Gifts

CAEP Accreditation Councilors, site visitors, and other CAEP volunteers do not request or accept any compensation or gifts of substance from an EPP being reviewed or anyone affiliated with the EPP. Gifts of substance would include briefcases, tickets to athletic or entertainment events, and so forth. Small tokens such as key chains, magnets, or cups may be presented to site visitors if appropriate to an EPP culture.

### **Policy 7.06 Harassment**

It is the policy and practice of CAEP to maintain and foster an environment in which all volunteers are treated with decency and respect. Accordingly, CAEP has adopted a policy prohibiting discrimination and all forms of unlawful harassment, including but not limited to sexual harassment. This policy means that no form of unlawful discriminatory or harassing conduct towards any volunteer, employee, EPP, or other person will be tolerated. CAEP is committed to enforcing this policy at all levels within CAEP, and any volunteer who engages in prohibited discrimination or harassment will be subject to immediate removal from volunteer activities.

All investigations of harassment claims are conducted by the Compliance Officer and in alignment with Section IX.

### **Policy 7.07 Confidentiality**

CAEP Accreditation Councilors and site visitors have access to sensitive information in order to conduct accreditation visits and make accreditation decisions and must protect the confidentiality of this information. Specifically, these individuals must treat as confidential all elements of the work of the Accreditation Council and site visits. They should share information and perceptions with discipline and care and not publicly discuss the particulars of Accreditation Council or site visit deliberations.

### **Policy 7.08 Consulting**

Councilors and site visitors may engage in consultative, informational, or collegial activities with an EPP seeking CAEP accreditation. Councilors and site visitors must disclose they do not represent CAEP and will not vote on matters pertaining to the EPP. Councilors and site visitors may not market their position as a Councilor or site visitor for financial or inappropriate personal or professional gain while actively serving and for a year after their service.

In addition, Accreditation Policy 2.07 requires any Councilor currently employed by an EPP that is under consideration by the Accreditation Council to refrain from participation as a Councilor in most Accreditation Council meetings. The full text of that section is as follows:

**Policy 2.07 Restriction on Participation of Councilors**

If the EPP for which a Councilor is currently employed is under consideration by the Accreditation Council, the Councilor will be restricted from participating in their role as an Accreditation Councilor at the Accreditation Council meeting. Such restriction is not required with regard to Accreditation Council consideration of a motion for Good Cause Extension under Policy 6.07.

Any absence from an Accreditation Council meeting resulting from this required restriction may not be used as cause for removal of a Councilor under Policy 2.05(g).

Any Councilor restricted for participation under this section will not be counted as a “voting member of the Accreditation Council then in service” for purposes of establishing a quorum under Bylaws Section 8.10.

**Please answer the following questions:**

- 1) **Have you ever been convicted of a felony?** Yes      No

**If yes, CAEP may contact you to obtain additional information. Conviction will not necessarily disqualify an applicant from selection.**

- 2) **Do you have any current or past affiliations that could be perceived as a conflict when making decisions about accreditation of a preparation program?** Yes      If so, what are those. No

**Acknowledgement of Adherence**

By signing this form, you acknowledge that you have read and understand the CAEP policies included above and that you agree to adhere to them so long as you are or seek to be affiliated with CAEP in any of the roles enumerated in these policies. Failure to adhere to any of these policies, including the failure to provide CAEP staff with timely notification of any conflicts of interest (real or perceived), may result in your removal from any participation in any CAEP body and/or termination of your service to CAEP as a volunteer.

Should you have any questions about the CAEP code of conduct, please promptly seek guidance from CAEP staff.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please print): \_\_\_\_\_