

ETHICS AT TEXAS STATE UNIVERSITY-SAN MARCOS

I. Introductory message from the President

II. Mission and Values

Texas State University-San Marcos

“The noblest search is the search for excellence.”

—Lyndon B. Johnson

Class of 1930

Our Mission

Texas State University-San Marcos is a public, student-centered, doctoral-granting institution dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

Our Shared Values

In pursuing our mission as a premier institution, we, the faculty, staff, and students of Texas State University-San Marcos, are guided by a shared collection of values. Specifically, we value:

- An exceptional undergraduate experience as the heart of what we do;
- Graduate education as a means of intellectual growth and professional development;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- The cultivation of character and the modeling of honesty, integrity, compassion, fairness, respect, and ethical behavior, both in the classroom and beyond;
- Engaged teaching and learning based in dialogue, student involvement, and the free exchange of ideas;
- Research, scholarship, and creative activity as fundamental sources of new knowledge and as expressions of the human spirit;
- A commitment to public service as a resource for personal, educational, cultural, and economic development;
- Thoughtful reflection, collaboration, planning, and evaluation as essential for meeting the changing needs of those we serve.

The mission statement is awaiting approval by the Texas State University System Board of Regents and the Texas Higher Education Coordinating Board.

IV: Comprehensive section of policies, laws, regulations, etc. These are the specific rules we MUST follow...a subsection of ethical behavior.

Note: I had written this section when I was conducting the ethics audit last fall as an example of the components of a comprehensive ethics policy. (There would be links to all the actual UPPS's and such. It includes reporting and training section.)

UPPS Ethics, Compliance and Reporting Violations

The purpose of this UPPS is to provide policies and procedures related to ethics, compliance and reporting violations pursuant to the Texas State University System Rules and Regulations, University policies and procedures, and local, state, and federal laws including the Texas Ethics Commission. Ethical conduct refers not only to knowledge about laws, rules, policies and procedures that are applicable to your job, but also promoting the highest standards of honesty and integrity.

The following are standards of conduct expected of all employees of Texas State. In this UPPS, "employee" refers to all Texas State employees, including full and part-time faculty, staff, and student employees.

Ethics and Compliance areas:

Contacts with Media, Government and Outside Investigators

UPPS 01.04.04 Open Meetings of University Committees to Members of the Press and Public

UPPS 04.04.01 Internal Audit and Advisory Services

UPPS 04.03.03 External Audits and Auditors

Copyright and Intellectual Property

TSUS Rules and Regulations Chapter III, Section 10 Copyright Policy

UPPS 01.04.20 Copyright Guidelines for Musical Performances on Campus

UPPS 01.04.21 Copyright Guidelines for the Texas State Albert B. Alkek Library

UPPS 01.04.22 Copyright Guidelines for Classroom Use and Research

UPPS 01.04.23 Copyright Guidelines for the Use of Motion Pictures and Video and Audio Media on Campus

UPPS 01.04.24 Policy on Copyrighted Microcomputer Software

UPPS 01.04.25 Distance Education: Intellectual Property

Environmental Health and Safety

Gifts and Gratuities

UPPS 03.01.02 Documentation of Expenditures of Gift (Unrestricted) Funds

Political Activities and Contributions

Records and Information

UPPS 01.04.30 Release of Information Pursuant to the Texas Open Records Act

UPPS 01.04.31 Access to Student Records Pursuant to the Family Educational Rights and Privacy Act of 1974

Use of University and State of Texas Resources

UPPS 03.01.01 Use of State Funds for Fund-Raising Activities

Workplace Conduct and Employment Requirements

Reporting

Any employee who suspects unethical behavior, non-compliance with System Rules and Regulations, University policies and procedures, and local, state and federal laws and regulations, fraud, waste and abuse has an obligation to report such violations or suspected violations through the appropriate channels. Employees should initially approach their immediate supervisor when unethical or non-compliant behavior is suspected. If satisfactory resolution is not reached at the supervisory level, the following options are available:

- Reporting form on Audit and Compliance website
- Internal Hotline in Audit and Compliance office
- External EthicsPoint hotline (under development with April target date*)
- Texas State Auditor's Office Special Investigations Unit (SAO/SIU) Hotline

*The EthicsPoint hotline will offer links to the System office and all components. Reporting categories under consideration for Texas State include: ethics, compliance, and fraud, reflecting the current approach used on posters and the Audit and Compliance website. The initial contact will be the Director, Audit and Compliance, with the VP for Finance as the backup. These individuals will ensure the reports are forwarded to appropriate personnel at the University as well as notifying the SAO SIU as required.

The System Office has suggested a direct hierarchy to the Finance and Audit Committee, but the position of Audit and Compliance is that there needs to be an internal review initially to ensure the reports are legitimate at the local level prior to forwarding them.

Ethics and Compliance Training

All employees will be required to complete [web-based] training regarding ethics and compliance annually. Upon completion of such training, each employee will have an opportunity to confirm their agreement to the ethics, compliance and reporting policies electronically. New employees will complete this training upon employment and on an annual basis thereafter.