

## Sample Civility Statements (compiled by Judy Rookstool)

### **Jamestown Community College (SUNY) (Also see Faculty Guide)**

JCC is committed to the highest standards of academic and ethical integrity, acknowledging that respect for self and others is the foundation of educational excellence. As such, we will cultivate an environment of mutual respect and responsibility. Whether we are students, faculty, or staff, we have a right to be in a safe environment, free of disturbance and civil in all aspects of human relations.

### **Bloomfield College (NJ)**

Statement on Civility and Human Dignity - The mission of Bloomfield College is "to prepare students to attain academic, personal and professional excellence in a multiracial and global society."

It is fundamental to our mission to create an unbiased community and to oppose vigorously any form of racism, religious intolerance, sexism, ageism, homophobia, heterosexism, and discrimination against those with disabling conditions. As the College recognizes the presence of gays, lesbians and bisexuals as members of our community, we therefore affirm the legitimacy and right of gays, lesbians, and bisexuals to create and enrich their cultural experience on our campus.

Consistent with this belief, discrimination and/or harassment based upon sexual orientation are prohibited.

### **Coe College (Iowa)**

CIVILITY STATEMENT This statement was written by students in order to address standards of civility and respect within the Coe College community. This statement is a living document and is intended to evolve over time.

We, the members of the Coe College community, expect our campus climate to be safe, mutually supportive, academically encouraging, egalitarian, and tolerant of all its members:

- We expect the academic experience to extend beyond the classroom into our living environment.
- We expect a campus free of incidents that create a hostile living environment.
- We expect a healthy and responsible attitude to accompany all social gatherings.
- We expect that intoxication will not be an excuse for incidents that occur while under the influence.
- We expect that diversity of opinion should be cultivated and encouraged as well as respected within our community.
- We expect that everyone will have the right to be respected for his or her individuality.

- We expect all campus community members to respect the rights of other persons regardless of their actual or perceived age, color, creed, disability, gender identity, national origin, race, religion, sex, or sexual orientation.

A community is made up of individuals who model these standards and hold each other accountable. In order for the community to encompass the goals outlined above, each individual must be responsible and accountable for her or his own actions and words.

**UC Davis (also see The Civility Project within The Humanities Institute)**

The Principles of Community

"The University of California, Davis, is first and foremost an institution of learning and teaching, committed to serving the needs of society. Our campus community reflects and is a part of a society comprising all races, creeds and social circumstances. The successful conduct of the university's affairs requires that every member of the university community acknowledge and practice the following basic principles:

- We affirm the inherent dignity in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore we will endeavor to foster mutual understanding among the many parts of our whole.
- We affirm the right of freedom of expression within our community and affirm our commitment to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view, limited only by university regulations governing time, place and manner. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity and respect.
- We confront and reject all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the university, or any of the other differences among people which have been excuses for misunderstanding, dissension or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.
- We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring."

**University of Chicago (See also Civic Engagement Project)**

Diversity and Respect - In adhering to the institution's shared values, Campus and Student Life encourages a climate of respect and inclusiveness that welcomes and embraces community members with diverse backgrounds and life experiences; deliberately seeks multiple perspectives; and supports the free and open exchange of ideas and civil discourse.

The manner in which we interact with one another is critical to cultivating and maintaining a meaningful and effective intellectual environment. Our community can only continue to thrive when we approach each interaction and conversation with an open mind and when each member can contribute fully.

### **Purdue University- Calumet (Indiana)**

#### Student Civility Code

Purdue University Calumet places a priority on student learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. We believe that in order to achieve these ideas, all Purdue University Calumet students are expected, while in the role as student or representative of the university, to exhibit, and practice civil behaviors that exemplify:

- Respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations.
- Taking responsibility for one's choices and actions.
- Accepting the consequences of one's inappropriate choices and actions.
- Communicating in a professional and courteous manner in all forms, and at all times, whether verbal, non-verbal or written.

### **University of Missouri - Show Me Respect Project (See also Toolbox)**

#### 20 Ways to Promote Civility and Respect

1. Model the behavior you would like to see from others. Do unto others as you would have them do unto you.
2. Do not let your silence condone disrespectful behavior, yet consider carefully when and where to speak up.
3. Without giving up your own convictions, accept that disagreement will exist.
4. Don't take your stress out on those around you. Use the counseling resources for students and employees.
5. Be a respectful listener.
6. Conflict can be healthy if expressed appropriately. Make sure it's a discussion about the ideas or the behaviors, not about the person . . . You can say: "I don't support or like (description of the behavior)" so the comment is not about the individual.
7. Remember that you are not always right—and others are not always wrong.
8. Whatever view you feel strongly about, another may feel just as strongly against . . . and that's okay. Although high emotion is not necessarily the mark of incivility, remember that it may cause a conversation to escalate in unproductive ways.
9. Tone of voice matters.
10. Work collaboratively with your class, colleagues and friends to define and apply respectful behaviors.
11. Consider how your use of technology (e-mail, social media, etc.) helps or hinders a respectful work/organization environment. Remember that with e-mail there is no voice tone to help convey meaning.
12. Rely on facts rather than assumptions. Gather relevant facts, especially before acting on assumptions that can damage relationships.

13. Take time to learn more about a background or culture you are not familiar with to expand your own perspective and interpersonal skills.
14. Have difficult conversations in person or, at a minimum, by telephone, not electronically.
15. Adopt a positive and solution-driven approach to resolving conflicts.
16. Always remember to say please and thank you.
17. Recognize the contributions made by individuals throughout your organization. Show appreciation for contributions at all levels.
18. Kindness has a ripple effect that extends far beyond the initial recipient. Practice treating others with respect and consideration no matter the setting.
19. Understand your triggers or "hot buttons." Knowing what makes you angry and frustrated enables you to manage your reactions and respond in a more appropriate manner.
20. The world always looks better from behind a smile!

### **Penn State University (See also Civility Team Final Report)**

#### University Libraries Civility Statement and Guidelines

Within the University Libraries, civility comprises a conscious demonstration of mutual respect – for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy, and patience. It is expressed not only in the words we choose, but in our tone, demeanor, and actions. All members of the University Libraries community are responsible for and expected to exemplify and promote civility.

The University Libraries is committed to creating and maintaining a positive learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

Examples of civility include:

- Respect and courtesy in language, demeanor, and actions
- Respectful acknowledgement of individual differences
- Empathy and patience
- Refraining from insulting, disrespectful, dismissive, or humiliating language and/or actions

All employees deserve to be treated with dignity and respect at their place of work. They deserve to work in an environment free from incivility, harassment, or bullying. Actions must be evaluated not only in light of what the actor intended, but also by what the recipient felt, i.e., impact as well as intent is important.

The University Libraries management is ultimately responsible for creating a positive work climate, and will deal with civility concerns in a timely manner.

## **Guidelines**

What to do about Uncivil Treatment: Each University Libraries employee and community member is expected to treat others with civility and respect. If you feel that you have been treated in a manner that is inconsistent with these expectations, you have several options:

- Approach the other person and share your feelings about what happened. Think about this: What would you want a coworker to do if they were offended by something you said or did? Often making the other person aware of how his conduct affected you is sufficient. Few people are deliberately hurtful.
- Discuss the matter with your supervisor. Your supervisor may be able to advise you, make suggestions, or if necessary, intervene.
- If you feel you cannot discuss it with your immediate supervisor, it may be appropriate to escalate your concern through your management chain.
- Consult Libraries Human Resources. LHR can provide advice and help facilitate a solution.
- If you are a faculty member, speak to your Ombudsperson. For staff, Libraries HR fulfills the role of Ombudsperson.
- If your concern can't be resolved within the Libraries, you can contact the Employee Relations Division of the University's Office of Human Resources for help.

Any indication of retaliation for concerns about civil and respectful treatment that are raised in good faith will not be tolerated and will be investigated by the Libraries Administration.

## **Vanderbilt University**

### **Civility**

A goal of Vanderbilt University is to foster an open and diverse society where the rights of all members of the community are respected. The free expression of views in orderly ways is encouraged, but personal vilification of individuals has no place at Vanderbilt. Discouragement of personal vilification includes education and assistance in understanding the differing cultures represented at Vanderbilt, peer disapproval of inconsiderate behavior, and provisions of the Student Handbook regulating abusive or harassing conduct.

## **University of Tennessee - Knoxville (See also Chancellor's Task Force Final Report)**

### **Principles of Civility and Community**

1. Inclusivity. We value an environment welcoming to all and hostile to none in which educational goals may be pursued.
2. Diversity. We respect the diverse backgrounds of all members of the UTK community and welcome the opportunity for interpersonal and group interactions.
3. Dialogue. We value, encourage, and facilitate free exchange of diverse ideas and points-of-view along with free speech and expression. However, we discourage uncivil speech or expression that infringes upon the ability of others to express themselves.
4. Collegiality. We value an environment that facilitates collegial relationships, encourages mutual understanding among diverse individuals and leads to addressing issues and differences in an atmosphere of mutual respect and civility.

5. Respect. We believe that a person's views, ideas, and behavior best reflect the goals of the academic community when the dignity of each individual is respected and when members of the community are considerate of the feelings, circumstances, and individuality of others.
6. Knowledge. We encourage development of a civil community that values critical inquiry, debate, discovery, and innovation to better the world through teaching, research and service.
7. Integrity. We value academic honesty and integrity by all members of the academic community.
8. Learning. We believe that learning is an interpersonal growth experience that fosters appreciation for diversity.

NOTE In developing these principles, the Task Force drew liberally from principles and/or codes of civility and community developed by other universities including: Kansas State University, Pennsylvania State University, University of California at Berkeley, University of California at Davis, University of California at Los Angeles, University of California at Riverside, University of California at San Diego, University of Maryland University College, University of Southern California, Vanderbilt University, and Virginia Tech University.

### **Johns Hopkins University (See also Civility Project)**

Statement of School of Education Support for JHU Policy on Civility

JHU has an established policy on Civility that is included in the JHU Human Resources Policies and Procedures Manual. As a School we believe that it is important to emphatically state our support for this policy, as well as to establish some guidelines for addressing concerns about civility.

Civility is manifested by the following behaviors:

- We will share ideas, raise questions, and express differences of opinion in a civil manner and without fear of reprisal or insult or denigration.
- We will listen respectfully while others share their ideas, allow the speaker to complete his or her thoughts and be open to considering new approaches.
- We will not raise our voices at each other in public or in private;
- We will not use a public forum to intentionally create discomfort, disruption or embarrassment for our colleagues regardless of position, rank or title.
- We will not curse or use terms that are derogatory to race, ethnicity, gender, age, sexual orientation, or religion.
- We will be sensitive to the impact of tone, language and content of our written communication, including electronic communication.
- We will respect confidentiality, avoid gossip, and take care not to spread untruths or to undermine the professional credibility of our colleagues.
- We will be respectful of each other's time.
- We will greet and acknowledge each other, regardless of position.
- We will be open to the contributions and talents of persons who may not look, sound, speak or act as we do.
- We will praise in public and share constructive criticism in private.

- We will remember that “please” and “thank you” are always appropriate.
- We will respect meeting starting and ending times.
- We will not engage in acts of or make threats of physical violence.
- We will treat everyone equitably and with respect regardless of their title. and place the same expectations for civility regardless of position, rank or authority.

An individual’s perception of what is or is not civil conduct can be influenced by their culture and life experiences. We all can use assistance from time to time in understanding or seeing a behavior through the eyes of another person. We need to acknowledge these differences and be open to receiving feedback from someone who may perceive something we have done, without intent, as being uncivil. We also need to evaluate our own expectations of civility to ensure that we are not setting an overly high bar.

### **JHU Policy on Workplace Civility**

From the HR Policies and Procedures Manual, Section 9, Standards of Conduct and Performance. Please note that although this policy as written specifically references staff, the School of Education sets the same expectations for faculty. The quality of services and products delivered by Johns Hopkins University is driven by the quality of life of the employees providing the service or product. Working to foster a civil workplace includes, but is not necessarily limited to, the following:

- a. Each staff member is to respect the rights of others (for example, not to threaten or to endanger any person’s life or health, either deliberately or through carelessness).
- b. Each staff member is to be courteous towards fellow staff members, faculty, students, patients, and visitors. Disruptive, discourteous and/or insubordinate conduct will not be tolerated.
- c. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated.

### **University of Nevada – Las Vegas**

#### **Statement of Civility**

UNLV is dedicated to intellectual inquiry in its full depth, breadth, abundance, and diversity. Integral to this overarching duty is the essential commitment to academic freedom and personal expression in their fullest manifestations. We embrace the articulation of unpopular and unsettling ideas as an integral part of intellectual inquiry. To the extent it is consistent with the full pursuit of intellectual inquiry, UNLV fosters a civil, respectful, and inclusive academic community defined by a concern for the common good, by developing relationships and a culture that promotes the rights, safety, dignity, and value of every individual. A civil university community, consisting of faculty, staff, students, and external constituents, is vital to the pursuit of excellence in research, scholarship, and creative activity – appreciating what distinguishes us from one another while celebrating that which binds us together.”

## **University of Maryland**

### Code of Civility

**Respect** – Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

**Kindness** - Refrain from using profanities, insults, or other disparaging remarks.

**Truth** - Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

**Responsibility** - Take responsibility for one's own actions instead of blaming others.

**Cooperation** - Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing quality education.

**Privacy** - Strive to uphold the right to privacy and not talk about others.

**Nondiscrimination** - Respect the differences in people and their ideas and opinions and reject bigotry.

## **San Jose State University (See also Civility Program)**

### Civility Statement

The Civility Program, a function of the Office of Student Conduct & Ethical Development, defines civility primarily as: the demonstration of respect for oneself and for others (e.g., faculty, staff, peers), reciprocity (i.e., treating others as we desire to be treated), and behaviors which promote a safe and supportive climate enabling students to engage as full and active participants where the free flow of ideas is encouraged and affirmed.

### **Guide Posts**

While no civility statement can guarantee considerate and ethical conduct, the ideals set forth here represent institutional standards and should serve as guide posts:

- Respect for the work of all persons
- Courteous discourse (electronic, oral, non-verbal, and written)
- Honest expressions and interactions
- Fair and just treatment
- Integrity and maintaining commitments (academic and person)
- Professionalism and collegiality
- Appreciation for diversity
- Free expression of opinions without malice or intent to harm
- Tolerance of different perspectives
- Zero tolerance for any forms of harassment, stalking, or violence (collegial, dating, electronic, intimate partner, peer, sexual, etc.)
- A community culture of honor that enhances our students' ethical development and clearly communicates and consistently adhered to the definitions of and sanctions for academic dishonesty or unacceptable student conduct behaviors

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