

# University of California San Francisco

## Campus Code of Conduct



### *Letter from the Chancellor*

Members of the Campus Community:

As members of the University of California, San Francisco (UCSF) community, we all share the responsibility to conduct our professional and personal practices with integrity and compassion. This responsibility is the foundation for the UCSF Campus Code of Conduct. There is perhaps no more important obligation that you and I have than to uphold the principles and standards included in this Code. UCSF is a prominent public institution and a major employer in San Francisco. To maintain our status as a leader in the community and to earn the trust and respect we each desire, we must aspire to the highest standards of human conduct. We must never lose sight of our ultimate goal of pursuing knowledge in order to cure, alleviate, or prevent illness.

I am counting on everyone to reach our goal with pride in each other and our work.

A handwritten signature in black ink that reads "Sam Hawgood".

Sam Hawgood, MBBS  
Chancellor

Arthur and Toni Rembe Rock Distinguished Professor

## **UCSF Mission & Vision**

Mission: advancing health worldwide™

Vision: In advancing health worldwide, the University of California, San Francisco (UCSF) will

- Develop innovative, collaborative approaches for education, health care and research that span disciplines within and across the health sciences
- Be a world leader in scientific discovery and its translation into improved health
- Develop the world's future leaders in health care delivery, research and education
- Deliver the highest-quality, patient-centered care
- Build upon its commitment to diversity
- Provide a supportive work environment to recruit and retain the best people and position UCSF for the future
- Serve the local, regional and global communities and eliminate health disparities

## **UCSF Code of Ethics**

The citizens of California entrust UCSF with the responsibility for providing high quality teaching, health care and research, and for assuring that the highest standards of ethical conduct and integrity are practiced in meeting these responsibilities. The professional conduct of each member of the campus community is expected to be consistent with and fully comply with these principles. All members of the campus community are expected to engage in the following:

- Integrity – conducting ourselves with integrity in our dealings with and on behalf of the University.
- Respectful behavior – treating everyone with civility, courtesy, tolerance and acceptance, and recognizing the worth, dignity and unique characteristics of each individual.
- Trustworthy conduct – including dependability, loyalty and honesty in communications and actions.
- Accountability – taking personal responsibility for one's actions and decisions

## **Principles of Community**

The San Francisco campus of the University of California is dedicated to learning and teaching in the health sciences. As a graduate and professional school campus, UCSF serves society through four primary missions: teaching, research, patient care and public service. Faculty, staff and students on the UCSF campus are a composite of many races, creeds and social affiliations. To achieve campus goals, individuals must work collaboratively with mutual respect and with forbearance.

Several principles of community life are established to guide individual and group actions on the campus. Adherence to these principles is essential to ensure the integrity of the University and to achieve campus goals. UCSF faculty, staff and students are asked to acknowledge and practice these basic principles of community life:

- We affirm that members of the campus community are valued for their individual qualities, and members are encouraged to apply their unique talents in creative and collaborative work.
- We recognize, value and affirm that social diversity contributes richness to the University community and enhances the quality of campus life for individuals and groups. We take pride in our various achievements, and celebrate our differences.
- We affirm the right of freedom of expression within the UCSF community and also affirm commitment to the highest standards of civility and decency toward all persons.
- We are committed to creating and maintaining a community where all persons who participate in University activities can work together in an atmosphere free from all forms of abusive or demeaning communication.
- We affirm the individual right of public expression within the bounds of courtesy, sensitivity and respect.
- We recognize the right of every individual to think and speak as dictated by personal belief, to express individual ideas and to state differences with other points of view, limited only by University requirements regarding time, place and manner.
- We reject acts of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation and religious or political beliefs.

- We recognize that UCSF is devoted to public service, and encourage members of the campus community to participate in public service activities in their own communities and recognize their public service efforts in off-campus community settings.
- We affirm that each member of the campus community is expected to work in accord with these principles and to make individual efforts to enhance the quality of campus life for all.

### **Addressing Issues and Concerns**

Employees are encouraged to discuss questions or concerns with their immediate supervisor. If this is not practical or issues or conflicts arise that cannot be resolved between the individual and the immediate supervisor, the individual should raise the concerns through the department administrative or academic hierarchy. This may include the next level of manager, the department head, and the office of the dean or vice chancellor where the unit reports. Faculty with concerns or questions should discuss them with the department chair. MSOs and department chairs encountering ethical conflicts involving any campus member are expected to work through the associate dean of the school or the office of the vice chancellor to which they report. Students with questions or concerns should speak with their faculty of record or advisor, contact the student affairs office in their school, contact the Office of Student Life, or the Graduate Division for assistance. Postdoctoral scholars should address questions to their faculty Principal Investigator/mentor or the Graduate Division.

### **Whistleblower Policy**

Under University policy, individuals are encouraged to use the University Whistleblower Policy if they have a good faith belief that an activity occurred or is continuing to occur that is not in compliance with federal or state law or University policy. Such individuals are protected from retaliation for making such a “protected disclosure.” A “protected disclosure” may be made to the campus whistleblower Coordinator, Clinical Compliance Officer, or any campus administrator, director, manager or supervisor. This policy may be found on the campus website at <http://whistleblower.ucsf.edu/>

Whistleblower Coordinator

(415) 502-2810

### **Faculty Misconduct**

Academic Personnel Manual (APM) Section 015—The Faculty Code of Conduct establishes standards of professional conduct and includes listings of faculty responsibilities, ethical principles and types of unacceptable behavior. Faculty Misconduct occurs when there is a violation of the Faculty Code of Conduct as defined in APM 015 Part II—Professional Responsibilities, Ethical Principles, and Unacceptable Faculty Conduct. Concerns about possible faculty misconduct should be reported to the responsible Academic Dean or the Vice /Associate Provost—Academic Affairs.

### **Research Misconduct**

The campus adheres to the Department of Health and Human Services definition of Research Misconduct as follows: “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” Research misconduct does not include honest error or differences of opinion. Concerns about possible research misconduct should be reported to UCSF Research Integrity Officer Theresa O’Lonegan. Individuals should not undertake investigations of suspected research misconduct on their own.

The UCSF Integrity of Research Policy (Campus Administrative Policy 100-29) can be viewed at <http://policies.ucsf.edu/100/10029.htm>

### **The Clinical Enterprise**

The Mission of the UCSF Medical Center is "Caring, Healing, Teaching and Discovering" and its Vision is "to be the best provider of health care services, the best place to work and the best environment for teaching and research." The UCSF Medical Staff Bylaws and Clinical Compliance Program provide guidance and clarification of roles and responsibilities of all UCSF faculty, staff, students and house staff participating in the delivery of health care.

- <http://manuals.ucsfmedicalcenter.org/AdminManual/IndividualPolicies/CodeofConductPrinciplesofCompliance.pdf>
- <http://policies.medschool.ucsf.edu/internal-controls-ethics-compliance/ethics-and-codes-conduct>

Rev 1-2017