

Ethics Reporting Guide

The Rowan University Senate Professional Ethics and Welfare Committee has prepared this guide to assist AFT members in navigating avenues of redress for ethical issues and other concerns.

Often AFT departmental representatives are approached with ethical issues and concerns. This guide can assist AFT departmental representatives with assisting AFT members in navigating ethical issues. AFT departmental representatives should avoid gathering details about ethical issues and concerns and instead focus on understanding the categories into which ethical issues and concerns fall and understanding what campus entities exist for addressing ethical issues and the avenues of redress. AFT members are entitled to have an AFT representative with them at meetings related to ethical issues or that could result in discipline.

Categories of Ethical Concern

Specific ethical concerns and issues may involve more than one category. This list is not meant to be exhaustive of all possible issues that could be raised, but to provide examples of ethical issues and concerns and direct individuals to the appropriate campus entity.

① There may be a situation that puts me or others in direct/immediate harm:

- Criminal activity
- Workplace violence
- Health or safety concerns

② There may be discrimination impacting me and/or a colleague:

- Sexual harassment
- Employment discrimination
- Discrimination based on race, creed, color, national origin, religion, nationality, age, sex/gender, sexual orientation, disability, or other protected status

③ There may be a situation impacting workload and/or financial status:

- Financial irregularities
- Violations of fair labor practices and/or negotiated labor agreements

④ There may be an issue that may be violating an existing policy:

- Policy violations
- Reporting and records retention violations

⑤ There may be an issue involving privacy or confidentiality

- Violations of HIPAA
- Violations of FERPA

⑥ There is a suspected research-related violation:

- Ethical issues involving research
- Compliance violations
- Conflicts of interest
- Violations of HIPAA

Rowan University Entities

The following entities at Rowan University can address ethical issues and concerns. Specific ethical concerns may involve more than one entity.

- Rowan University Department of Public Safety <https://sites.rowan.edu/publicsafety/>
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- Rowan University Integrity Hotline <https://rowan.alertline.com/gcs/welcome>
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- Rowan University Office of the Ombuds <https://sites.rowan.edu/ombuds/index.html>
②④⑤
- CMSRU Office of the Ombuds <https://cmsru.rowan.edu/students/ombuds/>
②④⑤
- Office of Student Equity & Compliance (OSEC)
<https://sites.rowan.edu/diversity-equity-inclusion/departments/osec/index.html>
④⑤
- The Office of Research Compliance (includes Institutional Review Board)
<https://research.rowan.edu/officeofresearch/compliance/index.html>
④⑤⑥
- SOM / Research Ombuds Dr. Thomas P Stein, 856-566-6036

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- Ethics Liaison Officer
<https://sites.rowan.edu/president/ethics.html#:~:text=Questions%20concerning%20these%20rules%20and,be%20directed%20to%20the%20ELO.>

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- Faculty Senate Committee on Professional Ethics and Welfare
https://sites.rowan.edu/senate/policy_committees/professional_ethics.html

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- AFT Conflict Resolution / Grievance Committee
<https://rowanaft.org/committees/>
Responsible for enforcing the contract and local agreements through processing of grievances.

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- Rowan University Office of Environmental Health and Safety
<https://sites.rowan.edu/facilities/Departments/Operations/EHS/index.html>

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- Office of Diversity Equity and Inclusion
<https://sites.rowan.edu/diversity-equity-inclusion/index.html>

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- Office of Employee Equity <https://sites.rowan.edu/equity/index.html>

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Avenues of Redress

Determining the most appropriate avenue to address ethical concerns and issues can be challenging. Factors such as which parties are involved and the nature of the issue determine which avenues of redress are most appropriate.

- **Rowan University's Whistleblower Policy - Reporting Compliance & Ethics Concerns** <https://confluence.rowan.edu/pages/viewpage.action?pageId=59676524> provides guidance for employees who wish to report ethical issues and concerns. Specifically, Attachment #2 -- Type of Issue -- lists avenues of redress based on the nature of the issue and consideration of the parties involved.
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- **Rowan University's Title IX Sexual Harassment/Sexual Assault Policy** <https://confluence.rowan.edu/pages/viewpage.action?pageId=132646706> provides guidance in pursuing complaints related to sexual harassment and sexual assault.
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- **Rowan University's Student Sexual Misconduct and Harassment Policy** <https://confluence.rowan.edu/display/POLICY/Student+Sexual+Misconduct+and+Harassment+Policy> details issues, concerns, and reporting processes to address sexual misconduct and harassment involving students.
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- **Senate Professional Ethics and Welfare Committee**
Assistance in navigating ethical issues and concerns can be provided to AFT members through the Senate Professional Ethics and Welfare Committee.
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- **The Ombuds Offices**
Rowan University Office of the Ombuds (<https://sites.rowan.edu/ombuds/index.html>) and CMSRU Office of the Ombuds (<https://cmsru.rowan.edu/students/ombuds/>) are useful in assisting faculty, students, and staff with navigating ethical concerns.
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- **Payroll Services** <https://sites.rowan.edu/payroll/>
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- **AFT Conflict Resolution / Grievance Committee**

Responsible for enforcing the contract and local agreements through the processing of grievances.

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Note – AFT Unit members are entitled to have an AFT representative with them at any meeting related ethical issues or any meeting which could result in discipline.

- **Office of Human Resources**

It is recommended that members pursue other options first and only contact HR only if recommended.

This guide was created with feedback from individuals and units across campus. The Senate Professional Ethics and Welfare Committee welcomes suggested edits. Please suggest edits by contacting the current chair of the Senate Professional Ethics and Welfare Committee.

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