

UTA EES Departmental Expectations and Civility Policy

The mission of the College of Science at The University of Texas Arlington (UTA) is to advance Earth and environmental sciences by working across disciplinary boundaries to prepare diverse populations of students to engage in critical inquiry and high-quality practice. As members of UTA Earth and Environmental Sciences (EES) community, we are committed to the advancement of knowledge and the pursuit of excellence. In order to achieve this, we must have healthy and respectful workplace relationships and interactions that provide strong foundations of support and respect between administration, faculty, staff, and students. Realization of this commitment requires awareness and active participation by every member of the community. We achieve the goals of the University when we instill, nurture, and practice the following principles:

Mutual Respect

Mutual respect is the bedrock of our principles, for it sets the stage and paves the way for everything else. We affirm that in times of fast-paced change and potential disagreements, members of our community build trust by finding ways to communicate with one another respectfully. With civil discourse, our other principles will follow. Therefore, we will listen, not just hear, as we attempt to understand.

Constructive Communication

Mutual respect is demonstrated by how we communicate with others, encompassing all forms of communication. Constructive communication begins with honesty and personal integrity, taking responsibility for how and what we state. We affirm that constructive communication is characterized by clarity and transparency, guided by responsiveness to situations and events, and demonstrated by cultivating an atmosphere in which knowledge is shared. Therefore, we will elucidate and illuminate, disseminate and share.

A Supportive Environment

A supportive environment arises from constructive communication. In doing so people feel that they are connected to the UTA community. We affirm that every one of us creates this environment daily through what we do. It exists through our actions and how we behave to one another. Therefore, we will cultivate a supportive atmosphere in which our community can achieve its goals.

Collaborative Relationships

Collaborative relationships emerge when a supportive environment exists. Collaboration requires a higher level of involvement than cooperation; it means actively working together and sharing common goals. We affirm that collaborative relationships often lead to innovation and that innovation is an important part of a dynamic university community; it defines what we contribute to the world at large. Therefore, we will seek to build collaborative relationships in our work and study.

Leadership and Service

From collaborative relationships comes leadership, as well as service to the communities that surround our University—from local to the global levels. We affirm that the expertise and knowledge within our

University are utilized to their fullest extents as we fully engage and interact with the communities of the world. Therefore, we will provide leadership and service in this expansive manner.

Inclusion and Diversity

Leadership and service are best achieved when we are inclusive and value diversity in our community. In a world that requires innovative and creative responses to its problems, reaching out across divisions and differences of all types often offers the best promise in finding solutions. We affirm that inclusion and diversity enable us to be agents of change in an evolving world. Therefore, we will create a deep and abiding culture of inclusiveness that can only be accomplished by returning to our first principle, mutual respect.

It is the commitment of UTA EES to ensure this place of work is free from negative, aggressive, and inappropriate behaviors, and that the environment is aimed at providing high quality education and interactions in an atmosphere of respect, collaboration, openness, safety, and equality. Everyone has the right to be treated with dignity and respect.

Scope of Departmental Expectations Policy

The University of Texas at Arlington is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to the promotion of lifelong learning through its academic and continuing education programs and to the formation of good citizenship through its community service-learning programs. The diverse student body shares a wide range of cultural values and the University community fosters unity of purpose and cultivates mutual respect. In accordance with our UTA mission, the purpose of this departmental expectations policy is to reinforce our commitment to the university values of acting with integrity and personal accountability, to support a culture of inclusion, and to establish guidelines for civility and professionalism in the workplace where all communication and interactions are marked with dignity and respect. We define civility as a pattern of showing regard for all through professional courtesy, integrity, and politeness. In contrast, incivility is defined as a pattern of deliberate discourtesy through disrespect, rudeness, bullying, gossip, or slander/libel. This expectation of workplace civility and the avoidance of incivility applies to all interactions between coworkers, supervisors, subordinates, vendors, contractors, students, and/or visitors. Interactions between parties may be verbal, nonverbal, physical, written, or enacted through electronic or digital means, such as emails and social media.

Behaviors that promote civility

Acceptable and healthy workplace behaviors are any behaviors that promote respect, positivity and civility in our workplace. They include, but are not limited to:

- Assumption of positive intent
- Using respectful, supportive, and encouraging language in all interactions, no matter the subject of conversation
- Openness to new ideas
- Listening to your peer's position with an open mind and take the time for a full explanation
- Giving peers direct, non-personal feedback as opposed to criticism
- Expressing appreciation when a peer does something correctly and in a timely manner
- Respecting each other as adults and trusting their decision-making abilities

- Approaching conflict with maturity and true desire for resolution, utilizing self-reflection and addressing concerns as soon as possible
- Seeking to understand differences through dialogue and discussion
- Maintaining a positive attitude and assuming the best intent of others
- Standing up for others when witnessing incivility
- Citizenship and upholding the highest values in regard to character

Self-reflection is a professional obligation and is essential to promote civility within the workplace. In evaluating one's behavioral patterns it is important to reflect on the following statements:

- Do I always assume the best intent of others?
- Could my words, voice, or actions be interpreted as intimidating, threatening or violent?
- Examine how others respond to what you say and do. Consider the impact you have on others' attitudes toward their work, education and self-esteem.
- Do I seek to resolve conflicts with professionalism and respect?

Behaviors that demonstrate incivility

Inappropriate and unacceptable behaviors are defined as exhibiting a pattern of negative and even aggressive acts or statements aimed at one or more individual and causing them to feel embarrassed, incompetent, disrespected, or anxious. Intimidation, bullying, belittling/demeaning others, and/or verbal abuse, email threads are examples of incivility.

These behaviors are well recognized as having damaging consequences for their recipients, the observers of the behavior, and the organization and are therefore not tolerated. Employees who are subject to a pattern of incivility in the workplace should address concerns with the other party. If the conflict remains unresolved, the immediate supervisor should be utilized to bring resolution. If a satisfactory outcome is not obtained, the employee should contact the Employee Relations department within Human Resources to assist in the resolution of the conflict. The Standards of Conduct Guide for employees at UTA may be found at: <https://www.uta.edu/campus-ops/compliance-services>

Behaviors that extend beyond incivility and the scope of this policy include discrimination, harassment, or threats/actual violence. Any employee with concerns regarding discrimination or sexual harassment should contact The Office of Equal Opportunity Services within Human Resources. Any employee experiencing threats of physical violence or concerns for safety should contact the University Police Department.

Conclusion

As members of The University of Texas at Arlington EES community, we are committed to the advancement of knowledge and the pursuit of excellence. In order to achieve this, we must have healthy and respectful workplace relationships and interactions that provide strong foundations of support and respect between administration, faculty, and employees. Realization of this commitment requires awareness and active participation by every member of the UTA and departmental community.