

# **CODE OF CONDUCT FOR MEMBERS OF ACADEMIC SYNDICATE AND ACADEMIC SYNDICATE COMMITTEES**

## **1. INTRODUCTION**

As the primary governance body with respect to academic matters specific duties and obligations of members of the Academic Syndicate should be defined.

This Code of Conduct is designed to guide the members of the Academic Syndicate and Academic Syndicate Committees in their personal and professional conduct as members.

This Code makes it clear that it is the personal responsibility of each member to comply with all applicable policies and regulations, to refrain from any dishonest or unethical conduct, to act in a professional manner and to treat others with respect.

A copy of this Code of Conduct and a Copy of the respective Ordinance shall be communicated to all members of the Academic Syndicate. It will also be placed on Lyceum Campus's website. Academic Syndicate members must ensure they understand the requirements of the Ordinance and of this Code of Conduct.

## **2. PURPOSE**

The purpose of this Code of Conduct is to;

- ensure the highest standards of integrity in the conduct of Academic Syndicate business and to avoid impropriety;
- provide guidance to the members of the Academic Syndicate of the Lyceum Campus in performing their duties as members of the Academic Syndicate as set down in the Ordinance No. 3;
- uphold the highest legal ethical and moral standards with academic decision making in the Lyceum Campus.

## **3. SCOPE**

- This Code of Conduct is applicable to all members of Academic Syndicate and committees established by Academic Syndicate as well as any member of any other Committee created by Academic Syndicate under Ordinance No 3 for whatever the purpose..
- It is binding on all members and members are therefore advised to be familiar with and abide by the Code.

#### **4. OBJECTIVES**

The Objectives of the Code of Conduct are:

- to set out an agreed set of ethical principles;
- to promote and maintain public confidence and trust in the Academic Syndicate;
- to prevent the development or acceptance of unethical practices in the conduct of the business of Academic Syndicate;
- to promote the highest legal , governance and ethical standards in the activities of the Academic Syndicate; and
- to promote compliance with best current governance practices in the activities of the Academic Syndicate.

#### **5. GENERAL DUTIES AND OBLIGATION OF MEMBERS**

A member shall have the duty to:

- i. act in good faith in the best interests of the Campus and to respect the principles of collegiality and fair;
- ii. developing and maintaining a clear understanding of the functions of the Academic Syndicate;
- iii. developing and maintaining a clear understanding of the role of any Academic Syndicate Committee/s on which they serve;
- iv. stay informed as to the guidelines , policies, and affairs of the Campus;
- v. ensure that information designated as confidential is held in confidence and discussed only when appropriate;
- vi. treating each other of the Academic Syndicate , with professionalism,courtesy and respect;
- vii. not acting as spokespersons for Academic Syndicate in any form unless specifically requested by Academic Syndicate;
- viii. attend all meetings and ensure preparing properly for meetings by reading the Academic Syndicate papers in advance giving them due thought and play an active and participative role in Academic Syndicate meetings;
- ix. acting as a channel of communication by transmitting timely non-confidential information and ideas to relevant bodies. Good practice for some Academic Syndicate members might be to have a standing agenda item on their respective Faculty Board to feedback issues discussed at Academic Syndicate and provide a mechanism to feed up issues from the Faculty into Academic Syndicate's agenda;
- x. where a situation of potential, perceived, and/or actual conflict of interest arises , a member of Academic Syndicate shall make a disclosure of the existence of the potential conflict , in writing , to the Registrar ( copied to the President of the Campus ) as soon as he/she becomes aware of it. Members of Academic Syndicate are required to declare

conflicts of interest at meetings , and to leave meetings when relevant discussions take place as appropriate;and

- xi. dedicate adequate time and effort to matters of Academic Syndicate in order to ensure that the duties and responsibilities owed by them are satisfactorily discharged.

## **6. PARTICIPATION AND VOTING AT MEETINGS**

- i. While a member is elected or appointed by a specific constituency he/she shall serve the best interests of the Campus as a whole and not as a delegate of the constituency by which he/she has been elected or appointed
- ii. while a member may register his/her dissent on critical issues and insist that it be recorded in the minutes he/she shall respect policies and programmes once they are adopted.

## **7. RESPECT OF CONFIDENTIALITY**

All deliberations that take place in closed session meetings of Academic Syndicate and meetings of Committees established by Academic Syndicate are to be treated as confidential. Any information and documents that are discussed at closed meetings of Academic Syndicate and meetings of committees established by Academic Syndicate shall be treated as confidential unless they have entered into the public domain. A member , while in office as well as after having left office , shall be bound to respect such confidentiality.

## **8. ENFORCEMENT MECHANISM**

Quality Monitoring and Enhancement Directorate shall oversee and enforce the application of this Code.

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