

## Colorado State University Department of Atmospheric Science: Code of Conduct

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### **Values:**

Our department focuses on graduate education, cutting-edge research, and public service. CSU Atmospheric Science is a leading global institution, and as such, all members of our community regardless of race, ethnicity, culture, religion/beliefs, sexual orientation, gender identity and expression, physical ability, age, socioeconomic status, or nationality are welcome as equal contributors. We value, appreciate, and embrace diversity, and we believe that diversity on our campus strengthens our entire scientific community.

### **Purpose:**

The goal of the CSU Department of Atmospheric Science Code of Conduct document is to articulate the following: (1) aspirational and guiding principles for our department, (2) individuals' responsibilities to themselves and to the community, (3) various types of misconduct, (4) student and mentor (i.e., faculty, staff, postdoctoral researchers) relationships and expectations, and (5) protocols for reporting misconduct.

### **To whom the code applies:**

This document applies to all members of the CSU Atmospheric Science Department, including faculty, staff, research scientists, post-doctoral researchers, students, and temporary visitors.

### **How this document relates to existing codes and rules:**

This document is an umbrella for conduct within the CSU Department of Atmospheric Science. This document in no way overrides nor nullifies any policy or regulation in the CSU [Student Conduct Code](#), but it is designed for all members of the Atmospheric Science Department and it applies broadly to all individuals associated with the Department in professional settings.

### **Principles:**

The [Principles of Community](#) support the Colorado State University mission and vision of access, research, teaching, service and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

***Inclusion:*** We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions.

***Integrity:*** We are accountable for our actions and will act ethically and honestly in all our interactions. We will own any shortfalls and correct them when identified.

***Respect:*** We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical and respectful discourse, and the advancement of knowledge.

**Service:** We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, national, and global communities.

**Social Justice:** We have the right to be treated with fairness and equity, and in kind, the responsibility to treat others with fairness and equity. We have the duty to challenge prejudice with courage, and to uphold the laws, policies and procedures that promote justice in all respects.

### **Responsibilities:**

**Conduct** - Members of the CSU Atmospheric Science Department will conduct themselves in a way that aligns with the principles established in this document while on CSU campuses, at CSU sanctioned events, or while representing CSU in public and private settings.

**Acknowledgment** - Members will adequately acknowledge the work of those who have contributed to research findings, products, achievements, and community events.

**Research records** - Members will keep a clear record of their research methods and data in order for others to verify and reproduce their work.

**Research methods** - Members will adhere to the Scientific Method to the best of their abilities in pursuit of their research.

**Adherence to law and policy** - Members are expected to be aware of local, state, and federal laws, regulations, and policies that govern their professional conduct.

**Misconduct** - While on campus or representing CSU in a professional capacity in any off-campus setting, members will not participate in any behaviors as outlined in the 'misconduct' section of this document.

**Intervention** - Members should take responsibility for intervening when they are, or become aware of, research misconduct or suspected misconduct. Any misconduct that undermines the credibility, integrity, or trustworthiness of the research should be reported.

**Reporting irresponsible practices** - It is incumbent upon the members to promptly report misconduct through the appropriate channels as outlined in the reporting section of this document.

**Environment** - Members are responsible for fostering and maintaining a welcoming, safe, and professional environment that affirms the dignity of everyone and allows for learning, creativity, productivity, and growth in both research and classroom contexts. The environment should be safe and open while honoring confidentiality and the principles established in this document.

## **Misconduct - Unacceptable behaviors:**

**Research Misconduct** means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- (a) Fabrication is making up data or results and recording or reporting them.
- (b) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- (c) Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- (d) Research misconduct does not include honest errors or differences of opinion.

The CSU Research misconduct and research-related misconduct administrative procedures can be found [here](#), and additional information about the research misconduct policy can be found [here](#). Other information regarding research misconduct and policies can be found on the Research Integrity & Compliance Review Office's website [here](#).

**Harassment** is an aggressive form of discrimination. It is defined as conduct based upon an individual's race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy that is unwelcome and sufficiently severe or pervasive enough to create a work environment that a person would consider intimidating, hostile, or offensive, or that substantially interferes with an individual's work or education. The intent of the instigator is irrelevant in the determination of harassment. Depending upon the facts, harassment could include, but is not limited to, threats, physical contact or violence, pranks, jokes, bullying, epithets, derogatory comments, or vandalism. The CSU Discrimination and Harassment Policy can be found [here](#).

**Bullying** is repeated mistreatment by words or actions that are intended to shame, embarrass, humiliate, degrade, demean, intimidate, and/or threaten an individual or group. One essential prerequisite is the perception (by the bully or by others) of an imbalance of physical, social, or hierarchical power. This imbalance distinguishes bullying from conflict. The CSU Policy on Bullying can be found [here](#).

**Discrimination** is conduct that is based upon an individual's race, age, creed, color, religion/beliefs, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy that (a) excludes an individual from participation in, (b) denies the individual the benefits of, (c) treats the individual differently from others in, or (d) otherwise adversely affects a term or condition of an individual's employment, education, living environment or university program or activity. This includes failing to provide reasonable accommodations to persons with disabilities or to accommodate religious practices. Discrimination can be indirect when a law, policy, or practice is presented in neutral terms (that is, no explicit distinctions are made) but it disproportionately disadvantages a specific group or groups. Intersectional discrimination is when several forms of discrimination combine to leave a particular group or groups at an even greater disadvantage.

**Sexual Harassment** is any unwelcomed sexual advance, request for sexual favors, or other conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement, education or participation in a university or research activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for, or a factor in, decisions affecting that individual's employment, advancement, education or participation in a university or research activity; or
3. Such conduct is sufficiently severe or pervasive to unreasonably interfere with an individual's employment or academic performance or create an intimidating, hostile or offensive environment for that person's employment, advancement, education or participation in a university or research activity.

Examples of various forms of sexual misconduct can be found [here](#).

**Sexual assault** - Sexual assault is any sexual contact such as touching a person or any involuntary sexual contact with a person who has not explicitly consented to the acts, or who has been threatened, coerced, or forced to engage in the contact against their will. This includes attempted rape, rape, touching, groping, kissing, sexual abuse, or torture in a sexual manner. Submission because of fear is not consent. CSU resources are located [here](#).

**Stalking** is defined as harassing someone (i.e., following, contacting, or watching another person) in a way that causes them to feel fearful. CSU resources are located [here](#).

**Retaliation** is any materially adverse action taken against an individual or someone associated with that individual because they have participated or may participate in a protected activity, such as making a complaint or report; serving as a witness; assisting in an investigation, grievance procedure, hearing, or related activity concerning an unlawful practice or violation of university policy; or opposing a discriminatory practice. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy or participating in the complaint processes under this policy. For there to be retaliation, there must be a causal connection between the protected activity and the materially adverse action. The University strictly prohibits retaliation. Depending upon the facts, examples of conduct that may be retaliation may include, but are not limited to, demotion, denial of raise, termination, threats, harassment, and intimidation.

**Deliberate misgendering** - Deliberately, not accidentally, misusing a person's stated pronouns or misrepresenting someone's gender or gender identity with the intent to cause distress, harm, or discomfort. Gender or Gender Identity is one's concept of self as a man, woman, a blend of both or neither. Gender identity is not contingent upon the individual's biological sex and gender identity has no bearing on the individual's sexual orientation.

Anyone **requested to stop unacceptable behavior** is expected to **comply immediately**. Accusations of physical harassment will result in immediate exclusion from Department-related activities until the accusation has been investigated and resolved. Those accused of non-physical forms of harassment will immediately be separated from interactions with any trainees and/or others who have been targets of harassment during the period of any investigation of an accusation.

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Excellence in graduate education and research requires respectful, productive, and professional relationships between faculty advisors, research and administrative staff, and graduate students. Key to the success of these relationships are mutual expectations and a commitment to uphold the dignity of everyone in the Atmospheric Science community. **Toward this goal, mentor-mentee pairs should:**

Establish clear, well-documented, mutually agreed upon expectations and revisit them periodically through a “living document.”;

Establish and maintain clear, on-going, respectful, two-way communication;

Document, communicate, and regularly evaluate the mentee’s progress for the degree program as a whole through an individualized development plan (IDP);

Identify and overcome any barriers to communication due to power differentials and possible cultural differences;

Maintain a willing and open mindset to continuously learn and grow, humility to recognize that we all hold implicit bias, and a commitment to use principles of diversity/equity/inclusion/justice to empower others;

If problems arise, document them.

**In addition to establishing mutual expectations as described above, those in advisory roles should:**

**Promote** an environment that is intellectually stimulating and free of harassment;

Be **supportive, equitable, accessible, encouraging, and respectful**;

**Recognize and respect** all cultural backgrounds;

**Avoid misusing power**;

Provide supervisees with training and oversight in all relevant aspects of research, including the design of research projects, the development of necessary skills, and the use of rigorous research techniques;

**Advise students on the selection of an appropriate thesis topic, assist them in selecting a thesis committee, and ensure that the student’s committee adheres to this code of conduct in their interactions with graduate students**;

Avoid placing **pressure** to produce results that support particular hypotheses, realizing that negative results advance our scientific knowledge as well;

Continue to provide advisees with guidance and supervision in the case of prolonged

absences;

Provide and discuss **clear criteria** for authorship at the beginning of collaborative projects;

Encourage participation in professional meetings and try to secure funding for such activities;

Offer help with interview and application preparation, and write letters of recommendation in a timely manner;

Help advisees acquire **training** in the **skills** needed for a successful career as envisioned and outlined in their individualized development plan (IDP);

**Acknowledge** that students will pursue a diversity of careers and assist them in achieving their chosen career goals;

**Be a role model** by acting in an ethical, professional, and courteous manner toward other students, staff, and faculty. In the event of faculty disagreements, students and staff shall not suffer collateral damage in terms of lack of engagement or exclusion from opportunities.

#### **Graduate students should:**

Recognize that they bear the **primary responsibility** for the completion of their degree, and this can require independent thinking and working through challenges;

Exercise the **highest ethical standards** in all aspects of their research (including but not limited to collection, storage, analysis, and communication of research data);

Complete all tasks assigned by the department, including teaching, grading, and other assistantship responsibilities;

Know the policies governing graduate studies in the department and the graduate school and take responsibility for meeting departmental and graduate school deadlines;

Be **considerate** of other time constraints imposed on faculty and staff, including competing demands;

Take an active role in identifying and pursuing professional development opportunities;

Be proactive about improving their research skills, including written and oral presentation skills;

Inform advisors and teams of potential and/or existing conflicts and work toward their resolution;

**Seek mentoring and support** resources beyond their faculty advisor(s) and immediate research team;

Consult with their advisor, other mentors, or department officers if they prefer to change advisors or research directions;

Reach out to the Associate Department Head (ADH) or the Graduate Advisor if a conflict arises with their primary research advisor.

**Field Campaigns:**

All field campaigns associated with the CSU Department of Atmospheric Science will establish a Code of Conduct and discuss it with their team. Field campaign codes should include safety plans, provisions for access to transportation and communication devices, protection for targets of harassment, multiple avenues for resources if issues arise, a communication plan, clear reporting procedures and corrective actions that will be taken.

**Off-Campus Functions:**

All off-campus functions with participants from the CSU Department of Atmospheric Science should follow this Code of Conduct. This includes small group meals, conferences, and associated conference functions.

**Reporting:**

It is not the intent, but rather the perception and impact which determines if an action is harassment or discrimination. We encourage reporting of any incidents of discrimination, harassment, bullying, bias, and all forms of misconduct. The table immediately below summarizes where incidents can be reported. The subsequent table provides an additional list of both confidential and non-confidential resources. Members of the ATS department should feel comfortable approaching any trusted faculty or staff member with questions or concerns about misconduct whilst knowing that those categorized as *Responsible Employees* (also defined below) are mandated to report to the Office of Title IX Programs and Gender Equity.

If the impacted party is....	And the alleged/accused is...	And the type of incident is...	Report the incident to:
Student	CSU Employee OR non-CSU community member	Discrimination in employment or educational opportunity	<a href="#">Office of Equal Opportunity</a> (970) 491-5836

Student	Student	Discrimination	<a href="#">Student Resolution Center</a> (970) 491-7165
Student	Student	Sexual harassment, sexual misconduct, gender harassment, domestic violence, dating violence, stalking or retaliation related to any of these	<a href="#">Office of Title IX Programs and Gender Equity</a> (970) 491-1715
CSU Employee	CSU Employee OR non-CSU community member	Discrimination in employment, sexual harassment, or retaliation related to any of these	<a href="#">Office of Equal Opportunity</a> (970) 491-5836
CSU Employee	CSU Employee OR non-CSU community member	Sexual misconduct, sexual assault, domestic violence, dating violence, stalking or retaliation related to any of these	<a href="#">Office of Title IX Programs and Gender Equity</a> (970) 491-1715
Anyone at CSU	Anyone at CSU	Conduct, speech, or expression, motivated in whole or in part by bias or prejudice that is meant to intimidate, demean, mock, degrade, marginalize, or threaten individuals or groups based on that individual or group's actual or perceived identities.	<a href="#">Bias Reporting System</a>

**Additional Resources:**

<a href="#">Office of Title IX Programs and Gender Equity</a> Phone: (970) 491-1715 In-Person: 123 Student Services Building (East Drive – Corner of University Ave & Libby Coy Way)	<a href="#">Tell Someone: Support and Safety Assessment office</a> Phone: (970) 491-1350 226 Student Services Building Monday-Friday 8 a.m. – 5 p.m.
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<p><a href="#">Office of Title IX Programs and Gender Equity Report Form</a></p>	<p><a href="#">CSU Support and Safety Assessment</a></p>
<p><a href="#">Research Integrity &amp; Compliance Review Office</a>: Kimberly Cox-York          Phone: (970) 491-5241          Email: <a href="mailto:kimberly.cox-york@colostate.edu">kimberly.cox-york@colostate.edu</a>          /</p>	<p>ATS/WSCOE: Dr. Melissa Burt (Assistant Dean for Diversity and Inclusion)          Phone: 970-491-8706          Email: <a href="mailto:Melissa.Burt@colostate.edu">Melissa.Burt@colostate.edu</a></p>
<p>Confidential:  <a href="#">Women and Gender Advocacy Center: Victim Assistance Team (VAT)</a>            (970) 492-4242 (24-Hour Hotline)          (970) 491-6384 (WGAC Office)            Email: <a href="mailto:wgac@colostate.edu">wgac@colostate.edu</a>            Location for drop-in or appointment:          112 Student Services (corner of Libby Coy Way and University)          Monday-Friday, 8 a.m. – 5 p.m.</p>	<p>Non-Confidential:  <a href="#">Student Case Management</a>            (970) 491-8051            Email: <a href="mailto:help4rams@colostate.edu">help4rams@colostate.edu</a>            Location for drop-in or appointment:          501 W. Lake Street, Suite B (Aggie Village – Walnut Bldg.)          Monday-Friday, 8 a.m. – 5 p.m.</p>
<p><a href="#">Fort Collins Police</a>          Phone: (970) 221-6540 (non-emergency)          In-Person: 2221 S. Timberline Road, Fort Collins          Monday through Friday 8 a.m. – 6 p.m.          Saturday and Sunday 8 a.m. – 2 p.m.</p>	<p><a href="#">CSU Police</a>          Phone: (970) 491-6425 (non-emergency)          In-Person: 750 Meridian Street, Campus Police - Green Hall</p>
<p><a href="#">Bias Reporting System</a></p>	<p><a href="#">Counseling Services</a>  <a href="#">CSU Health Network</a>          Phone: 970-491-7121</p>

**Definitions:**

**Responsible Employee:** Any CSU employee who has the responsibility to report to the Office of Title IX Programs and Gender Equity any incident of sexual harassment of which they become aware. At CSU, this includes:

- An academic or activity advisor such as a faculty advisor, student success coordinator, internship coordinator, advisor to a student organization or club; however, faculty members are not considered responsible employees in the ordinary course of classroom or online instruction.

- All coaches, trainers, and other athletic staff that interact directly with students, including club sports.
- All student affairs employees whose duties require them to have regular or daily contact with students. This includes employees who are responsible for directly providing services to undergraduate and graduate students and to student organizations.
- All employees of the CSU Police Department.
- Employees whose job duties require that they regularly interface with students.
- All supervisors of employees, including student employees.
- A senior administrator (president, provost and executive vice president, vice provost, associate and assistant provost, dean or associate dean, vice president, associate or assistant vice president, director of athletics, senior associate director of athletics department head/chair, executive director, director, associate or assistant director).
- Student employees assigned responsibilities for campus safety or when acting as mentors.

**A list of useful definitions can be found on the CSU Office of Title IX Programs and Gender Equity's website [here](#).**

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