



Statement of Shared Values

Student Development and Enrollment Services (SDES) is comprised of more than 2,000 employees, including faculty, staff and student workers in over 30 departments. SDES's purpose is to engage students in the total collegiate experience at the University of Central Florida (UCF), from matriculation to successful progression, graduation, and employment in the global workforce. SDES strives to work collaboratively and cooperatively to build a community of success at UCF.

In order to achieve our goals, members of the SDES community are committed to the highest standards of professionalism while maintaining an effective living, learning, and working environment. As a means of supporting these commitments, members of SDES will strive to achieve the following set of shared values.

Recognizing the Scope of Ethical Standards:

The purpose of these shared values is to assist SDES staff and student employees in monitoring their own behavior by providing awareness of potential ethical issues, and by providing standards useful in daily practice. Reflection on one's own actions is often the most effective and preferred means of maintaining high standards of professionalism and ethical behavior. However, when conduct by an SDES employee seems contrary to the scope of this document, follow up will be conducted as outlined by your respective department.

Within SDES, it is understood that a statement of shared values centered on professionalism cannot anticipate all situations that have ethical implications. The following shared values will serve as guiding tenets within your specific department in conjunction with other expectations already in place. Every SDES employee should strive to develop virtues, habits, behaviors, and characteristics of the highest professional standards. While each department will have varying degrees of guidelines pertinent to their respective area, the following shared values will be embraced division-wide to ensure consistency and a level of continuity within all departments.

SDES Shared Values:

The following shared values serve as the core tenets by which SDES employees should strive to achieve in their daily interactions with students and fellow colleagues. In addition, the UCF Creed is also embraced as a guiding belief by every SDES employee.

Integrity: As an SDES employee, I will practice and defend academic and personal honesty.

It should be the goal for each SDES staff and student employee to be a positive university representative; by attempting to serve as a leader and role model in the larger community. SDES strives to integrate ethical guidelines into personal and professional decisions consistent with the spirit of this document.

Specifically, as an SDES employee, I will strive to:

- Act honestly and responsibly, holding myself and others accountable for our actions.
- Address and/or report, when appropriate, behavior inconsistent with the mission and vision of the university, the Golden Rule policies, the Code of Ethics for Public Employees, the UCF Handbook for A&P and USPS Employees, the UCF Faculty Handbook, and SDES expectations regardless of status (e.g. student, staff, faculty, and administrator).
- Uphold and support co-workers' dignity, privacy, professional expectations, and personal growth.
- Understand the nature and limits of confidentiality. Information should be shared only in accordance with institutional policies and applicable laws, when given permission, or when required to prevent personal harm to you, the individual, or others.

Scholarship: As an SDES employee, I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.

SDES is committed to providing an environment of empowerment that promotes and provides a full range of opportunities for students, staff, and faculty members to grow intellectually, emotionally, culturally, and socially. SDES inspires learning as a lifelong process and our members strive to develop personally and professionally. As members of the UCF community, we embrace the free exchange of ideas, civility, and intellectual growth.

Specifically, as an SDES employee, I will strive to:

- Serve as a mentor to the UCF community by modeling exceptional behavior.
- Seek opportunities to enhance my personal and professional development through reading, attending webinars and conferences, taking classes, and maintaining membership in professional organizations.
- Recognize conflict and challenges as opportunities for teachable moments for students, staff, and faculty alike.
- Encourage and assist others on their chosen personal journey of growth.

Community: As an SDES employee, I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.

As an SDES community, we are committed to providing a safe environment in which we embrace the similarities and differences we share. Diversity education and social justice are critical to an individual's holistic development, and helps provide the framework in which to create a campus-wide inclusive environment. Embracing the different aspects of various cultures and personal experiences comes with a unique set of challenges. Therefore, we must strive to create a welcoming environment for all who work within SDES or seek the services provided by the division.

Specifically, as an SDES employee, I will strive to:

- Foster an inclusive and socially just environment through the recruitment, hiring, and development of culturally competent SDES staff members and student leaders, and by providing staff, facilities, and programs that support all UCF students.
- Celebrate diversity in a global society by acknowledging different perspectives and opinions exist and by creating forums where different opinions may be expressed and explored in a safe and non-threatening environment.
- Interact respectfully and positively with all university personnel, SDES employees, and students to maintain an empowering and welcoming environment.
- Create an environment where all are equally valued by becoming increasingly aware that privilege exists for certain groups and individuals based on societal norms and work to promote equality among all individuals.
- Recognize the existence of a diverse work environment and practice nondiscrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, genetic information, sexual orientation, gender identity, gender expression, and veteran status.
- Promote inclusiveness in thought, words and deeds for all members of the SDES community – at all levels - as well as our greater UCF community.

Creativity: As an SDES employee, I will use my talents to enrich the human experience.

We strive to be role models for students, for each other, for professional colleagues, and for members of the broader community and are committed to going beyond seeking routine solutions for complex situations and problems.

Specifically, as an SDES employee, I will strive to:

- Allow innovative thoughts and ideas to drive me toward implementing positive change in a thriving environment and allow for continued development of common policies and procedures in an atmosphere that is constantly evolving.
- Be a leader within the SDES community and inspire fellow colleagues to higher levels of teamwork that assist in directing the SDES division towards achieving common goals.
- Recognize the limitations of my training or professional expertise and be responsible to make appropriate referrals as needed.
- Actively promote and support the division and university's goals.
- Embrace change with an open-mind and heart, and accept personal responsibility for my actions.

Excellence: As an SDES employee, I will strive toward the highest standards of performance in any endeavor I undertake.

We strive to interact in a respectful and professional manner with others and support the underlying belief that individuals continue to develop and grow professionally and personally. We strive to set and communicate high expectations for student learning and development.

Specifically, as an SDES employee, I will strive to:

- Contribute to the development and growth of the profession (e.g. recruiting students to the profession, serving professional organizations, advocating the use of ethical thinking through educational and professional development activities, improving professional practices, and conducting and reporting research).
- Engage SDES colleagues in activities and professional practices that support the holistic development of student and staff members' contributions to the professional development, morale, and success of employees within the division.
- Establish a sense of commitment and support of professional development for our colleagues and those whom I supervise within the division. I will communicate clear and consistent expectations of what the division can expect of a well-developed professional.
- Incorporate high standards of excellence and ethical professional practice.

SDES acknowledges the guidelines of the American College Personnel Association (ACPA), The National Association of Student Personnel Administrators (NASPA), the Association of Student Conduct Administration (ASCA) and other professional organizations in the development of this statement for shared values.