

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1996
Division: Academic Affairs	Reviewed: 6/2005, 2/2010, 6/2011, 5/2019, 12/2020 Revised:	

5.5.13 GT Professionalism

The actions of the faculty and staff are expected to be *professional in nature* when performing their respective duties and when representing the institution in formal or informal capacity. Professional actions are those which are characteristic of a responsible and sensitive persons who are conscientiously performing their duties according to the values of the institution.

Professional behavior preserves the mutual respect between staff members and between staff members and students while preserving their freedom to contribute honestly to the operation of the institution. The professional behavior of the faculty and staff *promotes mutual respect* with students and affects a stronger public image for the institution as a whole.

Items of concern to remember as staff members incorporate professionalism in their activities as employees of Gwinnett Technical College and the Technical College System of Georgia include:

1. Professional *preparation* to present quality instruction.
2. Professional *appearance* to portray the model of dress of the current business environment.
3. Professional *respect* for all students.
4. Professional *behavior* to avoid offensive language and actions.
5. Professional *behavior* to avoid undue familiarity with students.
6. Professional *behavior* to avoid socially sensitive issues/sexual harassment.
7. Professional *recognition* of the principles of confidentiality.
8. Professional *helpfulness and patience*.
9. Professional *respect* for public discussions and controversial topics.