

2240 Respectful Campus

1. General

NORTHERN New Mexico College promotes a working, learning, and social environment where all members of the Northern community, including but not limited to the Board of Regents, administrators, faculty, staff, students, and volunteers work together in a mutually respectful, psychologically-healthy environment. Northern strives to foster an environment that reflects courtesy, civility, and respectful communication because such an environment promotes learning, research, and productivity through relationships. Because a respectful campus environment is a necessary condition for success in teaching and learning, in research and scholarship, in public service, and in all other aspects of the College's mission and values, Northern is committed to providing a respectful campus, free of bullying in all of its forms. This Policy describes the values, cornerstones, and behaviors that delineate a respectful campus and applies to all members of Northern's community, including, but not limited to students, faculty, and staff.

2. Values

A respectful campus exhibits and promotes the following values:

- displaying personal integrity and professionalism;
- practicing fairness and understanding;
- exhibiting respect for individual rights and differences;
- demonstrating harmony in the working and educational environment;
- respecting diversity and difference;
- being accountable for one's actions;
- emphasizing communication and collaborative resolution of problems and conflicts;
- developing and maintaining confidentiality and trust; and
- achieving accountability at all levels.

3. Cornerstones of a Respectful Campus

The commitment to a respectful campus calls for promotion of an environment where the following are upheld:

- All individuals have important contributions to make toward the overall success of the college's mission.
- Northern's mission is best carried out in an atmosphere where individuals at all levels and in all units value each other and treat each other with respect.
- Individuals in positions of authority serve as role models in the promotion of a respectful campus. Promoting courtesy, civility, and respectful communication is consistent with the responsibility of leadership.
- Individuals at all levels are allowed to discuss issues of concern in an open and honest manner, without fear of reprisal or retaliation from individuals above or below them in the college's hierarchy. At the same time, the right to address issues of concern does not grant individuals license to make untrue allegations, unduly inflammatory statements or unduly personal attacks, or to harass others, to violate confidentiality requirements, or engage in other conduct that violates the law or College policy.
- Bullying is unacceptable in all working, learning, and service interactions.

4. Destructive Actions

Actions that are destructive to a respectful campus will not be tolerated. These actions include, but are not limited to:

- Sexual harassment – refer to [Northern's Title IX Policy Statement, 1320](#).

- Retaliation - Retaliation is any adverse action taken against an employee who has reported suspected misconduct when business related reasons do not exist for the action or the action is outside of regular practice. Some examples of retaliation are listed below.
 - Giving unwarranted negative performance evaluations to the reporting employee.
 - Moving the reporting employee frequently and/or to undesirable locations, without legitimate business justification.
 - Transferring the reporting employee, without legitimate business justification.
 - Reprimanding the reporting employee, without legitimate business justification.
 - Taking adverse salary actions against the reporting employee, without legitimate business justification.
 - Suspending, demoting, or dismissing the reporting employee, without legitimate business justification.
 - Creating a hostile work environment for other employees.
- Conduct which can affect adversely the College's educational function, disrupt community living on campus, or interfere with the right of others to the pursuit of their education or to conduct their duties and responsibilities – refer to Northern's [Faculty Handbook](#) and [Staff Handbook](#),
- Conduct which compromises the College's public and private resources, including partnerships
- Unethical conduct – Behavior that falls below or violates the professional standards for an educational setting. Examples of unethical conduct include
 - Disregard for policies and/or procedures
 - Unlawful conduct
 - Deliberate deception
 - Dishonesty
 - Demonstration of favoritism among colleagues and students
 - Disregard for the importance of diversity
 - Bullying behavior which is defined in Section 5. herein.

5. Definition of Bullying

Bullying can occur when one individual or a group of individuals exhibits bullying behavior toward one or more individuals. Bullying is defined by the College as repeated mistreatment of an individual(s) by verbal abuse, threatening, intimidating, humiliating conduct or sabotage that creates or promotes an adverse and counterproductive environment, so as to interfere with or undermine legitimate college learning, teaching, and/or operations. Bullying is not about occasional differences of opinion, conflicts and problems in workplace relationships as these may be part of working life. Bullying can adversely affect dignity, health, and productivity and may be grounds for corrective disciplinary action, up to and including dismissal. Northern's Human Resources Department and Workplace Harassment policy, page 58 in the [Staff Handbook](#) can provide guidance for determining whether behavior meets the definition of bullying. Examples of behaviors that meet the definition of bullying above include, but are not limited to:

5.1. Physical Bullying

Physical bullying is pushing, shoving, kicking, poking, and/or tripping; assault or threat of physical assault; damage to a person's work area or property; damage to or destruction of a person's work product.

5.2. Verbal Bullying

Verbal bullying is repeated slandering, ridiculing, or maligning of a person or persons,

addressing abusive and offensive remarks to a person or persons in a sustained or repeated manner; or shouting at others in public and/or in private where such conduct is so severe or pervasive as to cause or create a hostile or offensive educational or working environment or unreasonably interfere with the person's work or school performance or participation.

5.3. Nonverbal Bullying

Nonverbal bullying can consist of directing threatening gestures toward a person or persons or invading personal space after being asked to move or step away.

5.4. Anonymous Bullying

Anonymous bullying can consist of withholding or disguising identity while treating a person in a malicious manner, sending insulting or threatening anonymous messages, placing objectionable objects among a person's belongings, leaving degrading written or pictorial material about a person where others can see.

5.5. Threatening Behavior Toward a Person's Job or Well-Being

Making threats, either explicit or implicit to the security of a person's job, position, or personal well-being can be bullying. It is not bullying behavior for a supervisor to note an employee's poor job performance and potential consequences within the framework of College policies and procedures, or for a professor or academic program director to advise a student of unsatisfactory academic work and the potential for course failure or dismissal from the program if uncorrected.

6. Reporting Destructive Actions

The destructive actions described in Section 4. herein should be reported in accordance with the applicable policies and procedures listed herein; however, extreme incidents may be reported directly to Northern's Safety & Security Department. Bullying behavior should be reported as follows:

6.1. Students

An individual who believes a student has engaged in bullying behavior should report the behavior to the Dean of Students Office. All students who believe that a staff or faculty member has engaged in bullying behavior towards them may follow the procedures listed in Sections **6.2.** and **6.3.** below. Students may also report bullying behavior by contacting the Dean of Students Office.

If the bullying of students is based on race, color, religion, national origin, physical or mental disability, age, sex, sexual preference, gender identity, ancestry, medical condition, or spousal affiliation, it should be reported to Northern's Human Resources Department.

6.2. Staff

An individual who believes a staff member has engaged in bullying behavior may report the behavior to Human Resources. Suspected bullying behavior will be reported and investigated in the same manner as misconduct.

6.3. Faculty

An individual who believes a faculty member has engaged in bullying behavior should follow

the procedures listed in Northern's [Grievance Policy & Procedures](#) and [Northern's Title IX Policy Statement, 1320](#).