

9. Code of Conduct for On-Site Evaluators

High standards of honesty, integrity, and impartiality by on-site evaluators are essential for the proper performance of the DETC Accrediting Commission's business and the maintenance of confidence by institutions in the accreditation process. This confidence is influenced not only by the way an on-site evaluator conducts him/herself, but also in the way he/she conducts him/herself in the eyes of other accredited institutions and the public. To help on-site evaluators avoid any misconduct and conflicts of interest and to ensure that DETC's accreditation activities are conducted in an environment free of bias, DETC has adopted the following code of conduct.

As an On-Site Evaluator, I agree to:

1. conduct myself in a manner which seeks to avoid a conflict of interest or any appearance of conflict of interest;
2. read, sign, and abide by DETC's D.8. Conflict of Interest Policy and D.8.1. Conflict of Interest Disclosure Form and;
3. not engage in outside employment or other outside activity not compatible with the full and proper discharge of the responsibilities of a member of the DETC Examining Committee;
4. not recruit any staff or offer my services, nor shall I take any information or materials for personal interest or gain during the on-site evaluation;
5. not state any opinion or make any prediction concerning possible action by the Commission that may result from the on-site evaluation;
6. direct any inquiries I may have, or request for additional information after the on-site visit, to the DETC staff;
7. treat all information obtained through the institution's participation in the accreditation process as confidential, and not disclose such information to parties other than members of the examining committee, the Commission, and the DETC staff except pursuant to valid governmental regulation or judicial procedure;
8. not participate in litigation or other legal proceedings involving institutions that are or may seek to become accredited by DETC without consulting with DETC's counsel and the Executive Director;
9. not discuss accreditation matters on behalf of the Appeals Panel or Commission with members of the media, referring any media inquiries to the Executive Director;
10. not discuss legal matters involving the institution evaluated or to be evaluated with counsel for the institution or any third party;
11. exercise due diligence in becoming familiar with, and authority on, DETC accreditation standards and policies;

12. participate in a training program prior to my participation in on-site evaluations that include training on DETC’s Conflict of Interest Policy, and exercise due diligence in preparing for the institution’s on-site evaluation, and come to the on-site evaluation familiar with all assigned materials and prepared to fully participate in the process;
13. participate fully in the process and otherwise conduct myself during the on-site visit in a manner consistent with my best, impartial and unfettered judgment, and in furtherance of the Commission’s purpose;
14. conduct myself professionally, impartially, and courteously during the on-site evaluation; and
15. report any alleged violations of the Code of Conduct immediately to the DETC Executive Director.

I have read and agree to the conditions, and received a copy of the DETC Code of Conduct for On-Site Evaluators (must be signed annually):

Name: (please print) _____

Signature: _____

Today’s Date: _____

If the DETC staff member or Commission member should determine that an on-site evaluator has violated the DETC Code of Conduct, he/she may sanction the offending on-site evaluator through an oral or written reprimand or prohibit that individual from being a member of any DETC evaluation team in the future.

Adopted October 2011