

UW Department of Biological Systems Engineering Code of Conduct

Department Vision:

The vision of the Biological Systems Engineering Department is to be a preeminent Biological Systems Engineering Department in learning, discovery, and delivery in our focused engineering disciplinary areas of agricultural machinery, natural resources, food production and bioprocessing.

Department Mission:

The mission of the Biological Systems Engineering Department is:

- To promote student learning of agricultural and biological systems through a cross-disciplinary approach of agriculture, engineering and biology.
- To discover both basic science and applied engineering solutions in the fields of agriculture, bioprocessing, natural resources protection and sustainable food production.
- And provide these solutions for the state of Wisconsin and Beyond through our extension work and outreach.

Department Diversity Statement:

The UW-Madison College of Agricultural and Life Sciences is committed to maintaining and growing a culture that embraces diversity, inclusion, and equity, believing that these values are foundational elements of our excellence and fundamental components of a positive and enriching learning and working environment for all students, faculty, and staff.

Purpose of this document:

This document establishes the UW-Madison Biological Systems Engineering Department Code of Conduct. It outlines standards for everyone in the Department to uphold to provide an inclusive and equitable environment that allows all members to thrive. We are guided by the [Code of Ethics of the ASABE](#), namely the Fundamental Canon to “...act in such a manner as to uphold and enhance the honor, integrity, and dignity of the profession”. (See also the [NSPE Code of Ethics for Engineers](#).)

GENERAL DEPARTMENTAL CODE OF CONDUCT

Our Department upholds the following values:

- **Respect:** treat all individuals with respect and uphold values described in this document in all of our interactions
- **Inclusion:** BSE is a space for everyone, no exceptions, and we strive to make our department welcoming for all
- **Integrity:** strive to conduct fair, ethical research and hold ourselves to the highest standard of academic honesty in all aspects of our work
- **Honesty:** we hold honesty and integrity in interpersonal interactions as core values in our department
- **Collaboration:** we aim to create an environment where there are no barriers to interactions, collaborations, and sharing resources and knowledge
- **Community:** we strive to cultivate a community where everyone feels welcome and supported in the work they do
- **Enthusiasm:** we share a collective enthusiasm for science and engineering
- **Environment:** we strive to protect and improve the environment and all within it

The following behaviors are not acceptable in our Department:

To learn more about these behaviors, click on the individual title hyperlinks.

- **Discrimination**: “conduct that adversely affects any aspect of an individual’s employment, education, or participation in an institution’s activities or programs, or has the effect of denying equal privileges or treatment to an individual on the basis of that individual’s protected status or another category” as defined in the campus policy, including, but not limited to, race, color, creed, religion, age, sex, sexual orientation, gender identity or expression, national origin, ancestry, disability, pregnancy, marital or parental status, or any other category protected by law, including physical condition or developmental disability.
- **Harassment**: a form of discrimination consisting of unwelcome verbal, written, graphic or physical conduct, directed at an individual or group on the basis of actual or perceived protected status, or affiliation/association with person(s) within a protected status and that is sufficiently severe or pervasive enough to interfere with employment, education/academic environment or participation in institution programs or activities and creates a working, learning, or living environment that a reasonable person would find intimidating, offensive, or hostile.
- **Hostile and intimidating behavior**: unwelcome behavior, pervasive or severe enough that a reasonable person would find it hostile and/or intimidating, that makes conditions for work inhospitable, and undermines a person’s ability to carry out their responsibilities to the university.
- **Microaggressions**: Brief and commonplace daily verbal, behavioral, or environmental slights, whether intentional or unintentional, that communicate hostile, derogatory, or negative indignities toward marginalized groups.
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational experience or their participation in a University program or activity, (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic, or program-related decisions affecting such an individual, or (3) creates a hostile environment.
- **Retaliation**: adverse action taken against an individual in response to, motivated by or in connection with an individual’s complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting.
- **Academic and research misconduct**: All work should be conducted according to the highest standards of academic and research integrity. Policies are clearly outlined by the Office of Student Conduct and Community Standards, and should be upheld in all research and educational efforts

What to do if you experience these behaviors:

Reporting. Faculty and students are to follow [campus requirements](#) for reporting any of these behaviors. There are different reporting obligations mandated by the UW-Madison Office of Compliance and every employee is asked to review their responsibilities for [mandatory reporting](#). The BSE Department Chair, Department Administrator, CALS Human Resources Personnel, and all BSE faculty are mandatory reporters of sexual harassment.

Campus resources (alphabetical)

- [ADA Coordinator](#): responsible for campus-wide compliance with ADA, appeals can be filed with the ADA Coordinator.
- [Dean of Students Office](#): provides support for students and connects them with appropriate resources on campus. Students can report instances of hate, bias, sexual harassment and other concerns to this office.
- [Divisional Disability Representative](#): receives accommodation requests from employees to assist in responding to disability matters and complying with ADA
- [Graduate School Grievances & Appeals](#): this process can be used by graduate students to address unfair treatment by faculty, staff, or other students.
- [McBurney Disability Resource Center](#): works to design accessible environments and provide academic accommodations for students with disabilities.
- [Mental health resources](#): University Health Services provides many resources for mental health, including a 24 hour crisis line, free counseling, survivor services, and more.
- [Office of Compliance](#): promotes compliance with University laws, regulations, and policies including Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA) privacy, Title IX, public records, and discrimination. An [Equal Opportunity Complaint](#) can be filed with the Office of Compliance to address discrimination.
- [Office of Employee Assistance](#): provides solutions to personal challenges for employees, including life transitions, physical or emotional health issues, and relationship challenges. Offers free counseling and consultation to faculty, staff, graduate student employees, significant others, and family members.
- [Office of Workforce Relations](#): addresses conflict resolution and grievances for employment issues. If a supervisor has broken a policy specific to the terms of employment, employees can contact the Office of Workforce Relations for assistance. Instances of sexual harassment can also be reported here.
- [Ombuds Office](#): provides confidential guidance for employees (graduate students, postdoctoral scholars, faculty, staff) regarding workplace concerns, and can assist in mediating resolution processes.
- [TAA Labor Union](#): labor union representing and protecting graduate students. TAA can provide confidential support to students to discuss options for employment concerns including hostile and intimidating behavior.
- [Title IX Office](#): investigates issues of sexual harassment, sexual violence, dating/domestic violence, stalking, and discrimination on the basis of sex. Reports of these instances can be made directly to the Title IX office.