Instructor Code of Conduct/Ethics
Ethical Leadership for Instructors

(REV. 11/26)

Mission Statement

The instructor, believing in the worth and dignity of every person, recognizes the importance of the pursuit of truth and devotion to excellence. Essential to these goals is the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The instructor accepts the responsibility to adhere to the highest ethical standards.

The instructor recognizes the magnitude of the responsibility inherent in the teaching process. The respect and confidence of colleagues, students, peers, and members of the community are earned through consistent ethical conduct.

To achieve this endeavor, you are expected to read, understand, and follow the Instructor Code of Conduct/Ethics as outlined below.

Principle 1 – Commitment to the Student

The instructor strives to help each student realize their potential as a capable and worthy member of the fire service. The instructor works to stimulate inquiry, support knowledge acquisition, and promote thoughtful professional development. In fulfillment of the obligation to the student, the instructor:

1) Shall create a positive learning environment for all students.
2) Shall encourage students to think and act independently in their pursuit of learning.
3) Shall encourage critical thinking and respectful expression of varying points of view.
4) Shall make reasonable efforts to protect students from physical conditions harmful to learning or to, health and, or safety.
5) Shall not be under the influence of illicit drugs or alcohol during any portion of a course.
6) Shall foster and support the diversity each student brings to the classroom.
7) Shall treat all students with equal respect and provide equal opportunities.
8) Shall ensure that the student is provided with a learning environment free of distractions to aid in the learning process.
9) Shall establish and maintain the student/instructor professional relationship.
10) Shall not intentionally expose a student to embarrassment or disparagement.
11) Shall promote an environment free of harassing, discriminatory, or unprofessional comments, including those related to race, ethnicity, religion, politics, or sex.
12) Shall not use profane or abusive language.
13) Shall maintain each student's right to privacy and confidentiality.
14) Shall do everything possible to ensure reasonable accommodations are provided for students with verified disabilities
15) Shall impart knowledge relevant to the student's success.

Principle 2 – Commitment to the Training and Education Profession

The training and education profession is vested by the public with trust and responsibility requiring the highest ideals of professional service. In fulfillment of the obligation to the profession, the instructor:

1) Shall be honest when presenting their instructional qualifications by giving only accurate information.
2) Shall maintain classroom integrity by allowing only authorized instructors to teach.

3) Shall disclose information obtained in the course of professional service only when disclosure serves a compelling professional purpose or is required by law.
4) Shall maintain professional integrity by not accepting any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
5) Shall commit to leveraging technology to enrich the learning environment while maintaining ethical, inclusive, and human-centered practices.

Principle 3 – Commitment to State Fire Training (SFT)

In recognition that the quality of instruction directly influences the fire service and the citizens it serves, the instructor shall exert every effort to raise professional standards and promote sound professional judgment. In fulfillment of the obligation to SFT, the instructor:

1) Shall maintain exam integrity by not distributing old or new exams for student review.
2) Shall teach courses to meet the objectives and course goals established by SFT.
3) Shall administer all summative and formative examinations under direct visual supervision.
4) Shall adhere to the policies and procedures of SFT.
5) Shall monitor student attendance daily and promptly document approval of any absences.
6) Shall remain current on the topics they are registered to teach.
7) Shall prepare students to meet course objectives and competency standards.
8) Shall adhere to all copyright laws.
9) Shall meet or exceed course content requirements.
10) Shall use, at a minimum, the course materials identified by SFT as required.
11) Shall request course approval prior to course delivery in accordance with SFT policy.
12) Shall return all SFT course materials promptly and in accordance with SFT policy.
13) Shall confirm with the registrar that all students meet the course prerequisites.
14) Shall ensure the student/instructor ratio is maintained at all times.
15) Shall inform SFT on any issues found with the curriculum or course delivery.
16) Shall ensure that maximum and minimum enrollment parameters are adhered to.
17) Shall inform SFT of any issues within the curriculum or course delivery.
18) Shall report to SFT any courses and/or instructors that do not meet established standards.
19) Shall report to SFT any negative or harmful classroom dynamics that occurred during the delivery of or in relation to an SFT course.
20) Shall teach only courses or portions of courses for which they are qualified.
21) Communicate about SFT with honesty and professionalism and avoid false or defamatory statements at all times.
22) Shall support the mission of SFT at all times and assume the responsibility of an ambassador of the program.

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Instructor Information

I have read, understand, and agree to comply with SFT's instructor code of ethics.

Full Name & SFT ID: _____

Signature: _____

Date Signed: _____