

**CAS Dean's Office Core Values and Behaviors: March 17, 2021**

**ADAPTABILITY**

Thriving within a diverse and changing set of colleagues, contexts, and issues

**Behaviors:**

1. Be open-minded to others' approaches and perspectives.
2. Accept new processes and policies. Understand that compromise is often necessary; the perfect process doesn't exist.
3. Find ways to have professional and productive relationships with a diverse set of colleagues.

**INTEGRITY**

Being honest and having strong ethical principles

**Behaviors:**

1. Be truthful, open, and honest.
2. Take responsibility for your work, actions, and commitments.
3. Ask for help when you need it.
4. Be sincere in your opinions when dealing with co-workers.

**COOPERATION AND RESPECT**

Working as a team, valuing colleagues' diverse contributions, and treating colleagues as you want to be treated

**Behaviors:**

1. Practice empathy and try to understand reasoning behind others' ideas.
2. Praise good efforts and/or results. Avoid gossip and speaking negatively about colleagues.
3. Be on time and present.
4. Be aware of your impact on others and power dynamics.

**TRANSPARENCY**

Work consultatively and respectfully to build trust

**Behaviors:**

1. Be timely in giving and responding to information.
2. Provide clear expectations and feedback.
3. Share context to assure full understanding of questions, ideas, and decisions.
4. Create clear roles and responsibilities.