

Administrative & Operational Scenarios

- 1. If a long-standing process in your department doesn't align with current policy, but changing it would disrupt operations, what should be considered?**
 - What are the risks of continuing the outdated process?
 - How can you lead change while minimizing disruption?
- 2. If you're asked to sign off on something when there wasn't time to properly review it, and questioning it might cause tension, what's the best approach?**
 - What are the consequences of approving without full review?
 - How can you express your concerns diplomatically?
- 3. If a colleague is consistently late on deadlines but is otherwise well-regarded, how do you balance fairness with team morale?**
 - How does this behavior affect others' workload and expectations?
 - What strategies can promote accountability without damaging relationships?
- 4. If you notice a pattern of decisions that seem to favor certain individuals, but there's no clear violation, how do you raise concerns?**
 - What are possible explanations for the pattern?
 - How can you frame your concern around fairness and transparency?

Academic & Student-Facing Scenarios

- 5. You hear a student's private situation being discussed in a shared space by faculty or staff members—how can you respond without escalating the situation?**
 - What are respectful ways to redirect or pause the conversation?
 - How can you protect the student's privacy while maintaining professionalism?
- 6. A student asks you to change their grade due to personal hardship, but they don't provide documentation—how should you approach that?**
 - How can you balance compassion with academic integrity?
 - What support services or referral options are available?
- 7. A faculty member pressures students to participate in research outside of class, and no one feels comfortable speaking up—how can you respond and address the risks?**
 - What are the power dynamics at play, and how can they be addressed?
 - Who can you consult to ensure ethical boundaries are maintained?
- 8. A student tells you they feel uncomfortable with a staff member's behavior but doesn't want to file a formal report. This situation does not involve sexual misconduct or Title IX concerns. What options do you have to support the student and address the situation appropriately?**
 - How can you validate the student's experience while respecting their wishes?
 - What informal or confidential support channels are available?
- 9. You notice a faculty or staff member giving one student preferential treatment—how should you respond to ensure fairness and uphold institutional values?**
 - What are the potential impacts of favoritism on other students?
 - How can you raise the issue constructively and without accusation?

Financial & Resource Use Scenarios

10. If someone uses a university purchasing card for a personal expense and says they'll fix it later, what's the ethical response?

- What are the risks of allowing exceptions to financial policy?
- How can you address the issue without making assumptions?

11. If a grant-funded project is running out of money and someone suggests shifting costs to another account, what are the risks?

- What are the compliance implications of moving expenses?
- Who should be consulted before making financial adjustments?

12. If travel expenses are submitted that don't match policy, but questioning them might cause conflict, what's the right move?

- How can you approach the issue objectively and respectfully?
- What documentation or guidance can support your review?

13. If you're asked to approve a reimbursement that feels questionable, but others have done it before, how do you decide?

- How do past practices influence current decisions?
- What standards should guide your approval process?

Interpersonal & Workplace Culture Scenarios

14. If a team member is being excluded from meetings and no one wants to address it directly, what's the impact on the team?

- How does exclusion affect collaboration and morale?
- What's a constructive way to raise inclusion concerns?

15. If a supervisor makes jokes that make others uncomfortable, but no one feels safe speaking up, what can be done?

- What are the risks of letting the behavior continue?
- How can you create space for respectful feedback?

16. If someone is being praised publicly while others' contributions are overlooked, how do you raise recognition without sounding critical?

- How can you advocate for balanced recognition?
- What's a positive way to highlight team contributions?

17. If a colleague confides in you about feeling bullied but fears retaliation, what are your options for support?

- How can you offer support while respecting their confidentiality?
- What resources exist to address workplace bullying?

Technology & Data Scenarios

18. If you accidentally gain access to confidential files and no one notices and you didn't think to address this the first few times it happened, what's the ethical thing to do now?

- What are the risks of continued access without disclosure?
- How can you report the issue responsibly?

19. If login credentials are shared to make work easier, but it violates policy, how do you address it while minimizing friction?

- What are the security risks of shared credentials?
- How can you encourage compliance without blame?

20. If someone stores sensitive university data on a personal device for convenience, what are the risks and alternatives?

- What vulnerabilities does personal storage introduce?
- What secure options can you recommend?

21. If a suspicious email comes from a trusted UA address, how do you decide whether to report it or ignore it?

- What signs should raise red flags, even from familiar senders?
- What's the process for reporting potential phishing?

22. If you think you clicked on a malicious link but you're not sure if this caused a risk to the university, what actions should you take?

- What immediate steps can help contain potential damage?
- Who should you notify to ensure proper follow-up?