November 6, 2026

Dear Colleagues:

Operating with honesty and integrity is foundational to our work at Chicago State University. I appreciate your commitment to and support in maintaining an ethical workplace. In order to make sure that we all understand the expectations of ethical behavior for State employees, the State of Illinois requires, pursuant to the State Officials and Employees Ethics Act (the "Ethics Act"), that each of us participate in the annual Ethics Act Training program.

All current Chicago State University employees are expected to complete the Ethics Act Training on an annual, calendar-year basis using a training program approved by the Office of Executive Inspector General for the Agencies of the Illinois Governor (OEIG). Chicago State University will conduct the 2025 Ethics Act Training for all full-time, part-time, and temporary employees (including employees on sabbatical) **November 9, 2026, through December 9, 2026, 11:59 P.M. The training module is accessible via Brightspace.** Graduate assistants and student workers will complete a paper-based training packet administered by the Ethics Office during the same time period. All employees are strongly encouraged to complete the Ethics Act Training early during the stated training period. Failure to complete it during the training period may result in disciplinary action.

It is important to note that the 2026 Ethics Act Training program consists of **TWO** (2) training mandates in one, on-line program: the **Annual Ethics Training** program and the **Annual Harassment and Discrimination Prevention Training**. The combined self-administered, interactive training program will take approximately one and a half to two hours to complete. It can be completed during regular work hours or as directed by your supervisor. You will need to simply sign into Brightspace with your University email and your ITD-issued password. Upon completion of the training program, you will receive a Certificate of Achievement for your own records. Your department head may request a copy of your certificate. Please be aware that the online course may be monitored.

If you do not have access to a computer or experience difficulty accessing the training program, please contact Ethics Training Administrator Maya More at (773) 995-3519. Individuals who, because of a disability, need a reasonable accommodation to complete the training should contact Human Resources as soon as possible. Please contact the ITD helpdesk for assistance with re-setting your password.

If you have questions regarding an ethical issue as it relates to your State employment, please contact Robin Hawkins, Ethics Officer at ethicsoffice@csu.edu. If you have questions regarding harassment or discrimination, please contact Kendra Moore, Title IX Officer at kmoore60@csu.edu.

Thank you for your cooperation and continued efforts on behalf of Chicago State University.

Sincerely,

Zaldwaynaka Scott

Zaldwaynaka Scott, JD.
President

Chicago State University
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