

EXPECTATIONS REGARDING FACULTY

Faculty members are expected to be engaged in teaching; research supervision; academic research, policy consulting and services consistent with ISET's mission, and perform administrative duties.

Teaching activities include: offering courses and moderating course-related discussion sections; supervising teaching and research assistants; developing courses or course materials, counseling students regarding future graduate study and professional careers;

Research supervision: each ISET faculty member is expected to advise and actively participate in the guidance of 2nd years students in their MA thesis work. This involves becoming a supervisor of MA theses, leading Research Groups and conducting Research Workshops in their area of expertise. The ISET Director will ensure that there is an equitable distribution of the research supervision workload among all the teaching staff.

Academic research: ISET faculty are expected to be actively engaged in academic research activities. Their performance in this area will be evaluated by their publication record in internationally refereed journals.

Service to the community and outreach activities: ISET encourages faculty involvement in policy analysis relevant to the South Caucasus and their active participation in the public policy discussion that enhances ISET's visibility in the region; ISET will approach media, government, private sector and civil society organizations in order to promote its publications and research results. ISET will also engage faculty in raising funds for policy research and consulting activities. ISET faculty may also be invited to provide guidance or instruction to faculty and students of partner universities.

Administrative duties: To promote self-governance, faculty are expected to participate in committees dealing with such issues as faculty and student recruitment, library development, disciplinary actions, appeals; they may also be asked to perform auxiliary duties e.g. participate in ISET admissions campaigns, serve on organizing committees for conference and seminars;

In consideration of the important role our host university, Tbilisi State University (TSU), plays, we ask our faculty to make every effort to cooperate with TSU officials when called upon. Service activities with organizations outside ISET, including with other units within TSU, which would require a significant commitment of your time should be approved by the ISET Director or his/her designate.

The following are ISET expectations of faculty:

1. On the first day of class, instructors will distribute a course syllabus. Although there will be variations, this document should contain the following information:
 - A general description of the course
 - Required textbooks and other readings
 - Course outline, if possible by week
 - Grading procedures
 - Due dates for papers/projects and exam dates
 - Expectations of students
 - Office hours
 - Reminders about academic integrity, arrangements for students with disabilities, and excused absences.

Course syllabi for all courses must be submitted to the ISET Academic Affairs Office in electronic format before the start of the miniterm. Professors must e-mail the syllabus at least two weeks before the start of the course to the Director, Eric Livny eric@iset.ge and to the Academic Affairs Officer, Ia Gelashvili ia@iset.ge.

Textbook preferences should be communicated to the Director and Academic Affairs Officer as soon as possible and no later than 2 months before the beginning of a course. This is vital due to the time required to order and ship books and, occasionally, the need to find an alternative.

2. ISET shall have the right to post the course syllabus on the Internet and to use, copy, translate, distribute, publish, or modify works based on the syllabus and course assignments without limit.
3. Students shall have reasonable access to the instructor during regular office hours or by appointment. Instructors are expected to hold regular office hours and make themselves available for other informal discussions and review sessions with students at a mutually agreed time. The norm is two hours of office hours per hour of class time.
4. Faculty must teach all scheduled class meetings except if prevented by circumstances beyond the control of the faculty member. If a faculty member cancels a class due to illness or emergency, he or she must schedule a make-up session as soon as possible.
5. Faculty shall comply with the requirements and procedures of ISET, TSU, and the Ministry of Education and Science; local laws; and the prevailing ethical and professional standards of the international economics profession.
6. Faculty are expected to create and update their profiles on ISET website, including education background, current teaching/research topics, personal interests, and photo. We post faculty profiles and photos on ISET's web page: <http://iset.ge/people.faculty.php>