

PROFESSIONAL CONDUCT NORMS

ISET faculty are expected to adhere to the highest academic and ethical standards in all aspects of their work, and particularly in regards to student/faculty relations, real and perceived conflict of interest, and issues of confidentiality. Faculty, students, and staff should be treated with respect, fairness, and sensitivity at all times.

Faculty-student relationships should be friendly and professional. Faculty should not enter into personal relationships that may raise questions of conflict of interest or complaints of favoritism or coercion. ISET prohibits discrimination and all forms of harassment based on ethnic origin, national origin, race, color, sex, sexual orientation, marital status, age, or physical disability.

Of particular importance for ISET is to maintain an international spirit in dealings among students and faculty. The only language of professional interaction at ISET is English. In particular, faculty and teaching assistants are expected to not use any other languages during instruction and when proctoring tests.

Semi-annual activity reports. Faculty members shall submit to the Director semi-annual reports detailing their teaching, research, and outreach performance during the relevant period, as well as engagement in outside consulting and teaching activities.

Faculty absences. Faculty members are expected to teach all class sessions scheduled. If a faculty member must miss a scheduled meeting for a foreseeable reason, he or she must either arrange for a qualified substitute instructor or reschedule the class at a time when all participating students are able to attend. ISET administrative staff should be notified of any rescheduled classes and will assist in finding appropriate meeting times. In cases of unforeseeable illness or emergency, faculty members must notify the Academic Affairs Office and arrange for a rescheduled meeting as soon as possible.

External contracts. From time to time, faculty members may have opportunities to provide consulting or other professional services to organizations other than ISET. Faculty may take advantage of such opportunities so long as the activity does not conflict with their primary responsibility to ISET. The faculty members are prohibited from making any commitments that conflict with their commitment to ISET.

Outside compensated work must be limited to an average of no more than one day per week during the academic year and must be reported to the Director of ISET in their semi-annual report. If any activity is found by the Director to be inconsistent with ISET's mission, it must be terminated immediately.

Any remunerated teaching outside ISET must receive prior approval from the Director of ISET.

ISET resources are not to be used in rendering consulting services unless there have been prior arrangements with the Director, including arrangements for reimbursement where appropriate. If costs are to be reimbursed, there must be a written identification of the costs, and written agreement specifying when and how the costs will be reimbursed.

Research Grants and Overhead Policy. In recognition of the substantial benefits affiliation with the organization provides, ISET expects faculty to administer all research grants through ISET or, where appropriate, PEER or other ISET-affiliated bodies. All research grants should provide a total of 25% of their budget to ISET in the form of overheads or offsets. Overheads are defined as unrestricted funds paid to ISET or an ISET-affiliated organization for general administrative purposes. Offsets are defined as expenses charged to the grant that would otherwise be paid for from ISET's general budget. Examples of such charges include stipends paid to research assistants, purchases of books that remain in the ISET library, purchases of data that is generally accessible to students. In cases where funding agencies prefer to make grants to individuals rather than institutions, ISET expects that members of the faculty will arrange to administer their budget consistent with the above policy. All budgets for research grants must be preapproved by ISET management before submission to ensure that they are in compliance with the organization's overhead and offset policy. ISET management has the authority to negotiate lower or no overhead/offset policy in cases where in the judgment of management such concessions are necessary to obtain the grants.