



## **ACADEMIC STAFF CODE OF CONDUCT**

### **Introduction**

The Code of Conduct is approved by ESLG College as a statement of ethical principles and guidelines that are relevant to the institution in general and academic staff.

### **Purpose**

The purpose of this Code of Conduct is to help academic staff employed at the university to identify and resolve ethical issues that may arise during the work of academic staff.

### **Article 1**

#### **Academic freedom and responsibility**

1.1 Academic staff is responsible for advancing and disseminating knowledge to students and beyond;

1.2 Academic staff is responsible for ensuring excellence in research and teaching process;

1.3 Academic freedom is essential for teaching and research process;

1.4 Academic staff should be engaged in teaching, and research process in those areas where they have the most expertise;

1.5 The role of academic staff is to ensure equality by affirming equal educational and employment opportunities.



## **Article 2**

### **Academic staff as teachers and supervisors of students**

- 2.1 Academic staff should treat students with respect at all time;
- 2.2 Academic staff should not allow personal relationships with students that would affect the professional relationship between them;
- 2.3 Academic staff should recognize that all forms of student maltreatment are completely unacceptable;
- 2.4 Academic staff should encourage students to think independently and exchange their ideas freely;
- 2.5 Academic staff should develop and maintain expertise in the areas in which they teach;
- 2.6 Academic staff should communicate effectively in the context of formal and informal teaching and allow students a reasonable approach to them;
- 2.7 Academic staff should develop assessment procedures that are fair and effective and that contribute to student learning and manage their success assessment in a fair and efficient manner, and should provide their recommendations for improving students in a timely and constructive way;\
- 2.8 Academic staff should ensure that they are aware of college regulations that relate to their teaching and assessment procedures;
- 2.9 Academic staff should continually seek to improve teaching effectiveness based on all available information on their performance and impact on students;
- 2.10 Academic staff should develop professional and developmental activities which aim to improve teaching effectiveness;



2.11 As appropriate, academic staff should provide advice and assistance to former students during their academic and professional development;

2.12 Academic staff should refrain from disclosing confidential information pertaining to students without the permission of the student unless permitted by law.

2.13 Academic staff should deliver lectures on the subjects they deliver within a specified and detailed timeframe.

2.14. Academic staff is required to develop high quality teaching and research;

2.15 Academic staff is obliged not to favor any student by showing him the exam, or giving him the undeserved grade, and thereby acting in complete disagreement with his status as a college examiner;

2.16 Academic staff is obliged not to be involved in plagiarism of the other author's work.

### **Article 3**

#### **Academic staff as researchers and scholar**

3.1 Academic staff should treat researchers and other scholars with respect at all times;

3.2 Academic staff should develop new forms of enhancing their expertise, both for their own benefit and for the general public interest;

3.3 Academic staff should strictly recognize the contribution made by others in their research and study, especially the contribution of peers and students;

3.4 Academic staff must accept the obligation to disseminate the results of their research through publication, conference presentations and other means;

3.5 Academic staff must respect the standards of professional ethics, both at the national level and internationally accepted.



## **Article 4**

### **Academic staff as external consultants**

- 4.1 Academic staff shall not in any way engage in activities that interfere with the performance of their duties as college employees;
- 4.2 Academic staff should not engage in any work that would compromise their integrity and independence as academic staff;
- 4.3 Academic staff must represent their academic competence in a credible manner;
- 4.4 Academic staff should not represent themselves as acting on behalf of the College during the development of private consulting work .

## **Article 5**

### **Academic staff in relation to other staff**

- 5.1 Academic staff should respect other college staff at all times;
- 5.2 Academic staff should assist peers as needed and act as mentors for new colleagues;
- 5.3 Academic staff should not damage the reputation and career chances of other staff;
- 5.4 Academic staff should not allow personal relationships with other staff not to affect professional relationships between them

## **Article 6**

### **Academic staff as a college employee**

- 6.1 Academic staff should contribute to the achievement of college goals.
- 6.2 Staff must participate appropriately in the institutional life of the college;



6.3 Staff shall refrain from representing the College as a spokesman unless they are authorized to do so;

6.4 Staff should support the college's reputation and not engage in activities that would damage its reputation.

### **Article 7**

#### **Disciplinary liability**

7.1 In case of failure of the academic staff to comply with the provisions of the Code of Conduct, disciplinary action shall be taken against him/her by the Disciplinary Committee of the Faculty, appointed by the College Senate with the prior consent of the College Board. The academic staff has the right to appeal the decision of Disciplinary Committee of the Faculty before the Disciplinary Committee of the College.

### **Article 8**

#### **Entry into**

8.1 This Code shall enter into force on the date of its signature by the President of the Management Board.

Prof. Dr. Edmond Hajrizi, 20.08.2019

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