



## **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;



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- 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;



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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**

#### **Types of violations**

##### **8.1. Types of violations of the academic staff as a teacher are:**

1. Repeated failure to supply unique final examinations;
2. Using offensive words towards students;
3. Student's physical or psychological maltreatment;
4. Disclosing confidential information pertaining to students without the permission of the student;
5. Inappropriate relationship with students;
6. Moral offense with students;
7. Unfair assessment procedures for a student belonging to a particular community;
8. Discrimination and harassment;

##### **8.2. Types of violations of the academic staff as a researcher are:**

1. Fabrication of research data, which includes the fabrication of data, source materials, research methods and research results;



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2. Falsification of research data, which includes the manipulation of data, research methods and findings without proper acknowledgment;
3. Plagiarism which includes the presentation of other author's published and unpublished work as its own, including theories, concepts, data, source materials, research methodologies without references;
4. Lack of recognition of contributions of others, including the use of unpublished material of others without permission;
5. Attribution of authorship to persons other than those that contributed sufficiently in line with the intellectual content, including acceptance to be listed as an author although the listing is highly inappropriate in terms of contribution and discipline;
6. Self-plagiarism and redundant publication whereby own's previous publication is re-published without adequate acknowledgement of the source or justification.
7. Failure to protect researchers, human subjects, the health and safety of the public, or the welfare of lab animals;
8. Lack of disclosure of conflict of interest with regards to the College ESLG and research sponsors;
9. Misconduct in financial management of research funds and research projects of the College;
10. Including the names of co-applicants, or partners on grants, and co-authors in papers, conference abstracts, and research articles without their written or explicit agreement;

### 8.3. Types of violations of the academic staff as a colleague:

1. Using offensive words towards colleagues;
2. Peers' physical or psychological maltreatment;
3. Inappropriate relationship with other colleagues;
4. Discrimination and harassment;
5. Moral offense with peers;

### 8.4. Types of violations of the academic staff as a College employee:

1. Sustained refusal or failure to perform in an appropriate manner reasonably assigned College responsibilities or to comply with established College policies;
2. Repeated abuse of the powers of professor's professional position to solicit personal benefits or favors from students, other staff, or other stakeholders;
3. Possession, use, and distribution of alcohol and illegal substances,



4. Conviction of a felony offense or an offense of sufficient gravity;

### **Article 9**

#### **Types of sanctions**

9.1 The following sanctions shall be rendered for the different types of violations:

1. Oral Warning;
2. Written warning;
3. Reprimand;
4. Temporary suspension from work;
5. Termination of tenure;

### **Article 10**

#### **Sanction guidelines**

The Ethics and Disciplinary Commission may take into consideration the following guidelines when recommending the sanctions:

As a teacher:

1. Repeated failure to supply unique final examinations – The range of sanction should be from Written Warning to Reprimand noted in the HR record;
2. Using offensive words towards students – From written warning to suspension from work;
3. Student's physical or psychological maltreatment – From reprimand noted in HR record to temporary suspension;
4. Disclosing confidential information pertaining to students without the permission of the student - Reprimand
5. Inappropriate relationship with students – From reprimand to termination of tenure;
6. Moral offense with students - From reprimand to termination of tenure;
7. Unfair assessment procedures for a student belonging to a particular community – Reprimand;
8. Discrimination and harassment – From reprimand to termination of tenure;



### **As a researcher:**

1. Fabrication of research data, which includes the fabrication of data, source materials, research methods and research result – From temporary suspension to termination of tenure;
2. Falsification of research data, which includes the manipulation of data, research methods and findings without proper acknowledgment - From temporary suspension to termination of tenure;
3. Plagiarism which includes the presentation of other author's published and unpublished work as its own, including theories, concepts, data, source materials, research methodologies without references - From temporary suspension to termination of tenure;
4. Lack of recognition of contributions of others, including the use of unpublished material of others without permission – From reprimand to temporary suspension;
5. Attribution of authorship to persons other than those that contributed sufficiently in line with the intellectual content, including acceptance to be listed as an author although the listing is highly inappropriate in terms of contribution and discipline - From reprimand to temporary suspension;
6. Self-plagiarism and redundant publication whereby own's previous publication is re-published without adequate acknowledgement of the source or justification – Temporary suspension;
7. Failure to protect researchers, human subjects, the health and safety of the public, or the welfare of lab animals – From temporary suspension to termination of tenure;
8. Lack of disclosure of conflict of interest with regards to the College ESLG and research sponsors – Reprimand;
9. Misconduct in financial management of research funds and research projects of the College – Termination of tenure;
10. Including the names of co-applicants, or partners on grants, and co-authors in papers, conference abstracts, and research articles without their written or explicit agreement – From suspension to termination of tenure;





As a colleague:

1. Using offensive words towards colleagues - Reprimand
2. Peers' physical or psychological maltreatment – From reprimand to temporary suspension;
3. Inappropriate relationship with other colleagues – From warning to reprimand to suspension;
4. Discrimination and harassment – From reprimand to termination of tenure
5. Moral offense with peers – From reprimand to termination of tenure;

As a College employee:

1. Sustained refusal or failure to perform in an appropriate manner reasonably assigned College responsibilities or to comply with established College policies – From suspension to termination of tenure;
2. Repeated abuse of the powers of professor's professional position to solicit personal benefits or favors from students, other staff, or other stakeholders – From suspension to termination of tenure;
3. Possession, use, and distribution of alcohol and illegal substances – Suspension
4. Conviction of a felony offense or an offense of sufficient gravity – Termination of tenure;

## Article 11

### **Entry into force**

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

Prof. Dr. Edmond Hajrizi, 20.10.2022

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