

CASP015- FACULTY CONDUCT POLICY

STATUS	<input checked="" type="checkbox"/>	New Policy	
	<input type="checkbox"/>	Continuation of Existing Policy	
	<input type="checkbox"/>	Revised Policy	
SCOPE	<input checked="" type="checkbox"/>	All CAS	
	<input type="checkbox"/>	Some CAS (.....)	
	<input type="checkbox"/>	One CAS (.....)	
TARGET AUDIENCE	<input checked="" type="checkbox"/>	Staff: <input type="checkbox"/> All	<input checked="" type="checkbox"/> Academic staff
			<input type="checkbox"/> Non-academic staff
	<input type="checkbox"/>	Students: <input type="checkbox"/> All levels	<input type="checkbox"/> UG
			<input type="checkbox"/> PG
		<input type="checkbox"/> All specialisations	<input type="checkbox"/> Some (.....)

1 Rationale and Purpose

Faculty members disseminate knowledge not only through the formal courses they deliver, but also through their behaviour. As the way they handle their daily issues constitutes a precious source of learning for students, faculty members are expected to provide their students positive role models to emulate. Regulating faculty conduct also helps create a positive environment in the institutions and boosts staff retention.

This policy aims to provide a framework for the identification and resolution of issues concerning the conduct of faculty members in the colleges (CAS). It informs all CAS faculty of the minimal standards of professional conduct expected of them as CAS employees in dealing with the students, colleagues, and other employees.

2 Definitions

For purposes of this policy, unless otherwise stated, the following definition shall apply:

Conduct Code Policy: A guide for the minimum standards of the behaviour (conduct) all CAS faculty members are expected to observe.

3 Policy Content and Principles

CAS expect their faculty members to adhere to this policy and show commitment to the required standards of conduct. Faculty members are expected to:

- 3.1 Accept that their conduct is assessed in relation to different categories, including, but not limited to:
 - a) Academic responsibilities
 - b) Faculty members' conduct inside the classroom
 - c) Faculty members' relationship with students outside the classroom
 - d) Faculty members' relationship with colleagues and other staff
- 3.2 Familiarise themselves with CAS policies and procedures and fully adhere to them, especially those directly relevant to their work;
- 3.3 Be present in the workplace as required by the regulations in force;
- 3.4 Ensure that their superiors are informed of any emerging circumstances that may affect their performance of their duties;
- 3.5 Ensure that their activities outside the Colleges (e.g. leave, mission, etc.) are duly documented;
- 3.6 Maintain satisfactory standards of work and a standard of personal behaviour appropriate to their role and responsibilities;
- 3.7 Perform their duties with the honesty and integrity;
- 3.8 Dedicate working time to perform their stated duties;
- 3.9 Be accurate, objective and transparent in performing the tasks assigned to them;
- 3.10 Comply with the terms and conditions of their work contract;
- 3.11 Respect the Islamic teachings and culture of the Omani society as well as the cultures of their colleagues;
- 3.12 Cooperate with their superiors and colleagues to honestly and accurately implement instructions and directives within the limits of the effective laws, bylaws and regulations;
- 3.13 Act honestly, fairly and reasonably in all dealings with managers, colleagues, staff and students;

- 3.14 Maintain the standards of confidentiality required for their job;
- 3.15 Maintain honest and true academic records;
- 3.16 Ensure that their work is free of any kind of conflict of interest;
- 3.17 Ensure their actions and behaviour are always ethical and professional;
- 3.18 Ensure that any relationships formed in the workplace do not compromise the professional standards expected of them;
- 3.19 Respect the rights, interests and diversity of colleagues and students, and working harmoniously and courteously with them; and
- 3.20 Respect the hierarchy of communication channels.

Faculty members are deemed to have violated their code of good conduct if they are involved in any of the following:

- 3.21 Taking another simultaneous job without the explicit permission of the superiors;
- 3.22 Negligence or default that causes financial loss to the MoHE or incurs financial liability on any other party;
- 3.23 Disclosure of confidential information or any data they have access to. This ban shall remain effective even following the termination of their contract unless this disclosure is needed as a part of testimony or legal proceedings;
- 3.24 Accepting gifts, rewards or commissions in any sort and from any person or any party in a way that would compromise the efficient execution of their duties;
- 3.25 Promoting or being a party to the spreading of false claims or rumours that may harm any Ministry department;
- 3.26 Publishing or giving a press release or other media activity that may be injurious to the general interests of the State or work status including:
 - (a) Divulging professional information about their job
 - (b) Impeding the implementation of public plans and programs
 - (c) Damaging the government's relations with another government
 - (d) Damaging relations between the employees and citizens

