

## Charter of Conduct for IEP Pool Members

The following outlines the responsibilities of pool members who participate in the Institutional Evaluation Programme. Pool members agree:

- To engage with the whole evaluation process, follow the separate sets of **Guidelines** (for teams and for universities) provided by the Steering Committee, and to adhere to the formative **philosophy** of the Programme, namely to analyse an institution within its institutional and national context and constraints, to promote its capacity for change and to uphold a fitness for purpose approach.
- To **identify themselves as IEP pool members**: all pool members potentially serve as representatives of the Programme when they discuss it with “potential clients”. In this situation, pool members are required to keep the Steering Committee chair informed of their activities through the IEP secretariat, in order to ensure congruence with the Programme’s philosophy especially when the requests for an evaluation depart from the usual format.
- To be committed to **acting as members of a team** at all times, i.e., to work cooperatively, under the direction of the team chair and to refrain from having bilateral discussions with any staff members or students of an institution that is being evaluated during all phases of the evaluation process.
- To ensure that no perceived or actual **conflict of interest** take place: in this respect, pool members are required to disclose to the IEP secretariat all current, past or foreseeable future associations with institutions IEP is about to evaluate. This is primarily done when answering the preference survey carried out among pool members before assigning the teams. Associations that may constitute appearance of conflict of interest include, but are not limited to, current, past, or potential:
  - employment, e.g., as consultant by the institution
  - professional relationship with senior members of the institution
  - attendance as a student at the institution
  - discipline-related co-operation with any member of the institution
  - recipient of an honorary degree from the institution
  - unpaid official relationship with an institution, e.g., membership on the institution’s board

Such association will not automatically preclude their participation in a specific evaluation: IEP will assess each case according to its merits.

- While an evaluation is ongoing, to keep **confidential** all matters related to that evaluation. When the evaluation is completed, to avoid mentioning any institution by name in public, orally or in writing. The evaluation reports are the intellectual property of IEP: once published they are in the public domain. Pool members are invited to use their judgement in applying this confidentiality clause while promoting appropriate use of the knowledge accumulated in the Programme.

- Pool members, who are engaged in their individual capacity in institutional development activities **following an evaluation**, will do so as representatives of IEP and will publish any special follow-up report under the aegis of IEP unless the Programme Steering Committee authorises them to act independently. They will inform the Steering Committee Chair through the IEP Secretariat before accepting this individual assignment. The principle underlying such activities is to support institutional development while avoiding doing so for personal gain. Therefore, pool members are invited not to use any information related to the evaluations as a means of making **monetary profit** (e.g., doing consultancy or similar work for an institution that they have evaluated) without notifying the IEP Secretariat.