



## **Code of Ethics for Engineering Educators**

The American Society for Engineering Education (ASEE) is a nonprofit organization committed to furthering education in engineering and engineering technology. ASEE members, including educators and the industry partners who work with them, occupy positions of significant authority, and that authority is accompanied by significant ethical responsibilities. Those members who perform professional work as a representative of a specific disciplines are guided by the code of ethics of their professional society, including, in engineering codes, the requirement to hold paramount the safety, health, and welfare of the public.

In addition, all ASEE members shall be guided by the following:

1. Work to cultivate students' abilities to recognize ethical and professional responsibilities in engineering situations and make informed judgments, including consideration of the impact of engineering solutions in global, economic, environmental, and societal contexts.
2. Encourage students to use their knowledge and skills for the betterment of human welfare.
3. Encourage students to be aware of the need for sustainable development and social justice and how engineers can contribute to both.
4. Maintain and improve their expertise by continuing professional development
5. Recognize the limits of their knowledge and areas of competence and act with humility to engage others with complementary knowledge and competence when pursuing professional responsibilities.
6. Be honest, transparent, and impartial, taking care to recognize and mitigate hidden biases, with no tolerance for bribery, fraud, corruption, and academic dishonesty, and instill those same principles in their students.
7. Respect the intellectual property of others by properly attributing previous works and

sharing appropriate credit with co-authors, including students.

8. Avoid or disclose actual or apparent conflicts of interest.
9. Build their professional reputations on the merit of their own work while acknowledging the contributions of the professional partnerships they form and the students they work with.
10. Treat all persons equitably and with fairness regardless of race, religion, gender, gender identity, gender expression, sexual orientation, disability, age, or national origin.
11. Demonstrate and model respect for students and professional colleagues, never engaging in nor tolerating any forms of harassment.
12. Protect confidential information concerning students and professional colleagues.
13. Provide fair evaluations of students and professional colleagues that reflect the true merit of their work.
14. Support other professional colleagues in following this code of ethics.

## **Code of Conduct for ASEE Meetings**

### American Society for Engineering Education

Members of the American Society for Engineering Education will conduct themselves professionally and in accordance with this code of professional conduct any time they represent the organization. Further, ASEE is committed to ensuring a safe environment at all ASEE- sponsored events: international, national, zone, section, and local. Participants—including attendees, vendors, staff, volunteers, and other stakeholders—in meetings of ASEE will adhere to the code of professional conduct, creating a safe and welcoming atmosphere and avoiding discrimination, intimidation, harassment, or retaliation.

Participants, including attendees, vendors, staff, volunteers, and other stakeholders, will conduct themselves professionally at meetings of the American Society for Engineering Education (ASEE), creating a safe and welcoming atmosphere and avoiding discrimination, intimidation, harassment, or retaliation. ASEE is committed to ensuring a safe environment at all ASEE- sponsored events: international, national, zone, section, and local.

To create and maintain a professional ambience of scholarly interaction, ASEE expects participants to

- Treat others, their reputations and property, and facilities with respect and consideration, emphasizing collegiality, inclusivity, and safety.
- Create a supportive environment to facilitate open discourse.
- Avoid inappropriate actions or statements based on individual characteristics including age, religion, race, ethnicity, sexual orientation, gender identity, gender expression, marital status, nationality, political affiliation, ability status, and educational background.
- Avoid disruptive or harassing behavior. Harassment includes, but is not limited to, inappropriate or intimidating behavior and language, unwelcome jokes or comments, unwanted touching or attention, offensive images, photography without permission, real or implied threat of physical harm, physical assault, and stalking.

Violations of this code of conduct policy should be reported to meeting organizers, ASEE staff, or the ASEE director of meetings, who will take appropriate action. Formal ethics complaints should be filed as detailed in the “Policies and Procedures of the Committee on Ethics and Member Conduct” document. Retaliation for complaints is unacceptable.

# **Volunteer Code of Conduct**

## **American Society for Engineering Education**

The American Society for Engineering Education has more than 10,000 members, including faculty, administrators, staff, students, and industry professionals. Of these, hundreds hold volunteer leadership positions and are indispensable for ASEE to run effectively.

ASEE requires that each volunteer and staff member exhibit the highest standards of professionalism, honesty, and integrity. The services provided by ASEE require impartiality, fairness, and equity. All persons involved with society activities must perform their duties under the highest standards of ethical behavior. This code details the standards under which we agree to operate.

***Principle 1:*** Be honorable, responsible, ethical, and lawful in all activities to enhance the effectiveness of ASEE.

***Principle 2:*** Promote a respectful, inclusive, and safe professional community.

- Treat all volunteers, employees and community members with respect, courtesy, professionalism, fairness, justice, and dignity.
- Follow organizational policies.
- Refrain from engaging in physical or emotional violence toward others.
- Avoid offensive language or behavior and any form of discrimination, intimidation, harassment, or retaliation at ASEE events or when representing the organization.
- Refrain from retaliation in response to reports of violations of codes.

***Principle 3:*** Conduct the volunteer job in a competent and professional manner.

- Know the responsibilities and duties for an office or position before volunteering to run or accept that position.
- Perform services only in areas of competence. If this is not possible, inform the appropriate person to arrange for training or a replacement.

***Principle 4:*** Act as faithful agents or trustees of ASEE, avoiding real or perceived conflicts of interest whenever possible and disclosing them to affected parties when they exist.

***Principle 5:*** Report concerns regarding accounting, internal accounting controls, or auditing matters.

***Principle 6:*** Ensure fairness and minimal bias when participating in a peer-review process.

***Principle 7:*** Participate in adjudication of alleged violations promptly and fairly.

***Principle 8:*** Assist colleagues and co-workers in their professional development in ASEE and support them in following this code of conduct.

# **Policies and Procedures of the Committee on Ethics and Member Conduct**

American Society for Engineering Education

## **Introduction**

The Committee on Ethics and Member Conduct (hereafter simply “the Committee”) provides general oversight for ASEE’s ethics-related policies: “ASEE Code of Ethics,” “Code of Conduct for ASEE Meetings,” and “Volunteer Code of Conduct.” The Committee reviews complaints about violations of these policies. The “Policy on Plagiarism and Duplicate Publication” has its own procedures for handling allegations of plagiarism.

The chair of the Committee is appointed by the ASEE Board of Directors (hereafter “the Board”) for a three-year, renewable term. Six additional members of the Committee are appointed by the Board for staggered three-year, renewable terms.

**Resolving Complaints**  
Initial Screening Complaints must be submitted in writing to the ASEE Vice President Member Affairs within 180 days of the alleged violation, using the Ethics and Member Conduct Complaint Form. The complainant must specify the exact provisions of an ASEE policy that the respondent might have violated and include any supporting documentation. Complaints from both ASEE members and non-members will be considered without prejudice.

The vice president will immediately forward the complaint to the chair of the Committee. The chair will determine whether the complaint fits the scope of the named policy. In consultation with one other member of the Committee, within 14 days the chair will decide whether to dismiss the complaint, pursue an informal resolution, start an investigation, or refer the complaint to a different adjudicating body. The chair will report this decision to the complainant. In the case of informal resolution or investigation, the chair will so inform the respondent, with copies of the complaint and the supporting materials. The chair will also send the respondent a copy of these policies and procedures.

The complainant may request that their identity be withheld from the respondent throughout the process of resolving the complaint.

## ***Informal Resolution***

To begin an informal resolution, the chair will appoint one member of the Committee as a mediator. While maintaining confidentiality, the mediator may take any reasonable steps toward the goal of achieving an informal resolution of the complaint. The mediator may meet separately or jointly with the complainant and the respondent, in person or electronically. If

the mediator is unable to find a resolution that satisfies both parties within 30 days, the chair will then start an investigation.

### ***Investigation***

The chair will appoint an investigation panel consisting of three Committee members. The chair will send the names of the panel members to the respondent and ask whether the respondent has a conflict of interest with any panel member. The respondent must reply within 14 days.

At its discretion, the panel may interview the complainant, the respondent, or other witnesses. If the panel gathers additional documentary evidence, they must share that evidence with the complainant and the respondent.

The panel will submit a written draft report with its findings about the facts of the case and its recommendations for sanctions, if any, to the chair within 60 days. The chair will forward the draft report to the respondent and request a written response within 14 days. The panel will consider this response and finalize its report within 14 days.

The chair will deliver the panel's final report with recommendations to the Board through the Vice President Member Affairs. The Board will review the report and reach a decision within 30 days. The Board may accept the panel's recommendations or modify them as appropriate. The vice president will then notify the respondent in writing about the decision of the Board.

The respondent may appeal the decision of the Board, in writing, to the president of ASEE within 14 days of the decision. Upon reviewing the evidence in consultation with the chair of the Committee, the president may reduce the severity of the sanction but may not increase it. The president will then convey the decision on the appeal to the respondent. The president's decision is final.

### **Sanctions**

The investigation panel may recommend appropriate sanctions, such as

- Denial of participation in ASEE activities for up to five years, including
  - Attending ASEE conferences and meetings
  - Publishing in ASEE conference proceedings and journals
  - Serving as an officer or committee member in ASEE, at any level
- Suspension of ASEE membership for up to five years
- Expulsion from ASEE

In choosing an appropriate sanction, the panel should consider the severity of the violation of ASEE policy and the respondent's prior violations, if any, of an ASEE policy.

### **Additional Policies**

***Confidentiality.*** All persons involved in resolving complaints will maintain the confidentiality of the identities of the complainant and respondent and the confidentiality of all correspondence and materials regarding a case and its disposition. ASEE staff may be informed as necessary to implement sanctions.

***Conflicts of interest.*** All members of the Committee who have a conflict of interest with the complainant or respondent must recuse themselves from the resolution process.

***Non-retaliation.*** Any act of retaliation against the complainant will be considered a violation of ASEE's Code of Ethics.

***Records.*** After the resolution of a case, all records will be maintained in a secure location at ASEE Headquarters for five years. At the end of this period, if an ASEE member was sanctioned, only a record of that sanction and the reason for it will be maintained.

**Modifications.** The Vice President Member Affairs may make minor modifications to these procedures during the handling of a case. For example, the vice president may extend a time period for good reasons or appoint a substitute for the chair in the case of a conflict of interest.

## ASEE Ethics and Member Conduct Report Form

Use this form to electronically file a formal complaint against organization members regarding violations of any of the ASEE ethics-related documents [\[add hyperlinks to policies\]](#).

1. Name \_\_\_\_\_ of \_\_\_\_\_

Complainant:

Address:

Telephone:

E-mail:

ASEE Member: Y       N

2. Name(s) of person(s) against whom this complaint is being filed:

3. Describe the conduct involved and attach any supporting documentation.

4. Indicate specific violations of ASEE policy and provisions.

By signing this form, I certify that this information is true and accurate to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form and all attachments as an email attachment addressed to the ASEE Vice President Member Affairs [\[add a generic email address\]](#).