

The document that follows, “Program Guidelines—Faculty and Staff” was prepared by the Field Manager, located at the Center for Advanced Energy Systems, Rutgers, The State University of New Jersey, Piscataway, New Jersey (<http://caes.rutgers.edu>). It is made available here with the disclaimer that it may not be current and that important change from what is written here might occur at any time. (7/15/2003)

Program Guidelines – Faculty and Staff
December, 2002

This document lays out guidelines for center faculty and staff. Details on student issues are discussed in another guideline.

1. Center Directors and Assistant Directors

- 1.1. Directors and Assistant Directors should have faculty status¹ at their institutions
- 1.2. Directors normally will have tenure and an appointment in an ABET accredited engineering program
- 1.3. Directors must lead a minimum of five assessments per year; DOE wants to have directors who are significantly involved in the base program and normally this number should be higher
- 1.4. Directors are ultimately responsible for all aspects of the operation of the IAC
- 1.5. An assistant director should be involved in most aspects of running a center so that the center can continue to function well if, for example, the director takes a sabbatical leave
- 1.6. Centers can have multiple assistant directors
- 1.7. Changes in Director or Assistant Director require approval from DOE
- 1.8. Copies of resumes of all senior staff are maintained by the field manager. This allows DOE to assemble information about the qualifications of the IAC team and to identify individual areas of expertise

2. Other Center Full Time Staff

- 2.1. Centers are encouraged (where funds are available) to hire full time staff to support work of the center
 - o Normally these staff members should be engineers
- 2.2. Staff members who enjoy faculty status may lead assessments

3. Part Time Faculty and Consultants

- 3.1. Centers may find it useful to hire other faculty or consultants who have particular expertise or to handle extra work
- 3.2. Faculty from the IAC institution should not be paid as consultants but as summer pay or released time
- 3.3. Consultants should adhere to all conflict of interest considerations which apply to full time staff
- 3.4. Consultants should not lead assessments unless approved by DOE

¹ Faculty status is determined by the rules and procedures at individual institutions. It includes research faculty, emeritus faculty, coadjutant faculty and extension faculty. Normally any staff member who is involved in teaching can obtain faculty status.

4. Conflicts of Interest

- 4.1. IAC's should avoid any activities which could possibly be perceived as creating a conflict of interest
- 4.2. Center personnel are explicitly prohibited from consulting for clients they have served or for vendors working for these clients for a period of 2 years following the submission of the assessment report
- 4.3. IAC's should not take research funds, gifts, or other support from vendors of equipment or products which might be recommended in an assessment report unless;
 - Such an interaction is approved by DOE,
 - The details of support are clearly included in the assessment report

5. Presentations and Publications

- 5.1. Centers are encouraged to discuss their center experiences and lessons learned through scholarly publications and presentations
- 5.2. Where available, programmatic travel funds can be used to cover costs for presenting papers on IAC related topics at domestic meetings
- 5.3. Any activities outside of the US have these special considerations:
 - No DOE funds can be used to cover travel costs
 - DOE should be provided with details about any international presentations or meeting participation related to the IAC program or research resulting from center activities
 - This notification should be made significantly in advance of the travel period
 - DOE recognizes faculty academic freedom, but wants to be able to provide guidance especially for meetings in sensitive countries or with high visibility
- 5.4. Copies of papers presented, details of participation in panels, or any other invited lecture should be sent to the field manager. This is to allow us to promote your good works and to better measure the impact of the IAC program

6. Training of Professional Staff

- 6.1. DOE encourages extensive training of senior center staff. Some of the available options include:
 - Training with Field Management Staff
 - Training with other IACs
 - Training through workshops and seminars
- 6.2. DOE has a goal to have at least one member of each IAC senior staff officially trained and certified in a Best Practice topic as a 'Qualified Specialist' or 'Qualified Instructor'
 - Normally this will be either the Director or an Assistant Director. Others need to be approved by the Field Manager or DOE
 - Where possible, IACs should develop facilities to host training and qualification sessions

- Training topics will vary depending on interest, funding and availability
- 6.3. DOE cannot pay for training which results in individual professional development (such as training for a PE license or other certifications – except DOE sponsored programs)
 - 6.4. IAC travel funds can be used to cover most other training costs. Center Directors should consult with the Field Manager for any special cases.