

**AISGW PRINCIPLES OF GOOD PRACTICE
HIRING OF FACULTY AND STAFF**

While each AISGW school may differ in its size, configuration, and philosophy, all members subscribe to standards and principles grounded in ethical conduct. These standards and principles are designed for the protection both of individuals and institutions and presume that contractual commitments will be honored, that appropriate confidentiality will be maintained, and that schools will deal with each other in a forthright manner. In short, integrity must guide all member schools in their dealings with applicants, with their current constituencies, and with one another.

While many individuals in an AISGW school may participate in the employment process, the head of school is responsible for ensuring that the following standards are met:

1. A school will not take any action intended to encourage an employee of another school, whether a member of AISGW or not, to break a contract.
2. A school will ascertain whether the candidate is under contract at another school.
3. A school will recognize the right of an employee to visit and consider employment in another school without notifying the employee's present school. A school will also recognize and respect the right of another school to hold discussions about the possibilities of employment without notifying the present school. In both cases, it is understood that the period of employment under consideration does not coincide with a period to which the employee is already committed by contract.
4. Promptly upon entering into an employment contract with an employee of another AISGW school, the school head will notify the head of the employee's present school and will also direct the employee to do so.
5. A school head will not stand in the way of an employee who wishes to move to another school after the employee has fulfilled all contractual obligations.

*Adopted by AISGW Board of Trustees, September 2002
Amended by AISGW Board of Trustees, January 2004*