

The Mises Institute's Visiting Scholar Manual

We are pleased that you have applied to be a student guest or fellow at the Mises Institute. The opportunity to spend time with great economists and historians, and doing research in the Mises Institute's library, is an investment that will pay high intellectual returns for years to come. The following tells you a bit more about the Institute and provides some general guidelines concerning what is expected of you during your time here.

If there is something about your fellowship, visit, or this manual that you do not understand or that is bothering you, it is best to settle the matter before you begin your fellowship term. Bring your concerns to Pat Barnett (pat@mises.org). If you are not satisfied with the way your question has been answered or your problem handled, speak to the president Jeff Deist, or write him at jeffdeist@mises.org

Confidentiality

Stipends are confidential and not to be discussed with anyone but Dr. Salerno.

Hours and holidays

Except during announced holidays, the Mises Institute is open 8:00 a.m. – 5:00 p.m. Monday through Friday, with special evening hours during weekdays for Summer Fellows. Stipend payments are dependent on days in the office. Summer Fellows absences during weekdays must be approved by Dr. Salerno.

Drug or alcohol abuse

Institute personnel and students are prohibited from possessing, using, selling, or purchasing illegal drugs. Be advised, too, that Alabama law prohibits anyone under the age of 21 to consume alcoholic beverages on Mises Institute property or during the course of an event sponsored or hosted by the Institute.

Policy regarding discrimination and harassment

The Mises Institute is committed to providing an environment of equal opportunity for employment and study. Accordingly, hiring and fellowship decisions are made without regard to the applicant's age, sex, color, race, national origin or any other category protected by law. The Mises Institute has adopted a strict no discrimination and no harassment policy.

The Mises Institute will not tolerate the harassment of applicants, employees, students, or vendors. Any form of harassment relating to an individual's race, color, religion, national origin, sex (including same sex), pregnancy, childbirth, or related medical conditions; age, disability or handicap, citizenship status, veteran status, or any other category protected by federal, state, or local law is a violation of this policy and will be treated as a disciplinary matter. Violation of this policy will result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, discuss the questions with your immediate supervisor or one of the contacts listed below. At a minimum, the term "harassment" as used in this policy includes: Offensive remarks, comments, jokes, slurs, or verbal conduct pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; veteran status; or any other category protected by federal, state, or local law; Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or communications, including

email, faxes, and copies pertaining to an individual's race; color; religion; national origin; sex (including same sex); pregnancy, childbirth, or related medical conditions; age; disability or handicap; citizenship status; veteran status; or any other category protected by federal, state, or local law; offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved; offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

The Mises Institute also absolutely prohibits retaliation, which includes but is not limited to threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers, and all staff, are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Non-employees are also covered by this policy. The Mises Institute prohibits harassment, discrimination, or retaliation of our employees in connection with their work by nonemployees. Immediately report any harassing or discriminating behavior by nonemployees, including contractor or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below. If you have any concern that our No Harassment policy may have been violated by anyone, you should report the matter to Dr. Salerno, Pat Barnett, or Jeff Deist.

Persons who violate this or any other Institute policy are subject to discipline, up to and including immediate termination of your fellowship.

Community relations

Students and fellows are not permitted to speak officially on behalf of the Mises Institute, and may not claim to be doing so in any verbal or written manner, whether in email correspondence, public writings, or private conversation.

Students and visiting fellows may not call on extraordinary favors from Auburn residents or otherwise borrow sizeable sums of money from private individuals without the Institute's permission. You may not write letters to the editor of the newspaper or involve yourself in any local political activities, sign any petitions, or stir up or weigh in on any local political and ideological controversies during the term of your fellowship.

Other general rules

Because you are here on scholarship, your attendance at daytime lectures and sessions of events is mandatory. Attendance at social functions is not required. If you seek an exception to this, speak to Dr. Salerno.

Book Purchases: Fellowship and scholarship students are eligible for discounts on certain books. Books may be purchased with cash or credit card at the bookstore. For books to be mailed, charges apply. For more information, write Drew Owens at drew@mises.org

Envelopes and Stamps: They are available for purchase at the front desk. Outgoing mail deadline is 2:00pm.

Families: If you have family members with you, the Institute will hold you accountable for their well-being and behavior while you are on scholarship.

Health Coverage: Unless special arrangements have been made, you are responsible for all medical expenses. The Institute will gladly direct you to physicians or clinics in the area as the need arises. For the Institute to obtain medical assistance for you, in the event you are unable to do so yourself, the Institute requires a written, signed release from you.

Kitchens: The staff kitchen near the front desk is available for your use anytime. Clearly mark any food or drink that you consider your personal property. Please wash your own dishes.

Library: See Barbara Pickard on the third floor or write her barbara@mises.org with any questions pertaining to use of Ward and Massey Libraries within the Mises Institute.

Personal appearance and grooming: Business-casual attire is appropriate. Due to staff allergies, please refrain from using perfume or cologne.

Phones: For long-distance domestic or international calls, please purchase a phone card from the front desk.

Photocopying: Inquire at front desk.

Smoking: There is no smoking allowed in the building. There are designated outside smoking areas, and notice that they are all placed far from entryways, so that the smoke does not waft into the building. Dispose of any smoking waste in the receptacles provided.

Solicitations: Apart from the Mises Institute's book and gift store, the selling of goods or services to Institute personnel is prohibited on the property of the Mises Institute.

Staff Offices: Staff offices are work areas and should not be entered unless a staff member is present. Do not pick up, move, or otherwise examine items on the desks of staff members.

Termination: Some conduct can result in an immediate termination of your status with the Mises Institute: theft of Institute property; deliberate or careless damage to property; excessive tardiness or absenteeism; arguing and fighting with Institute personnel; using or possessing illegal drugs; failing to carry out reasonable expectations concerning your research, writing, or other work; making false statements concerning your student status or other professionally relevant matters; violating a house rule; discrimination and harassment; abuse of property; or illegal or uncivil behavior in or outside the office.

Disputes

Any dispute of a legal nature arising under federal, state, or local law between you and the Institute-- including any claim regarding Institute property, discrimination, harassment, or any other legal dispute relating to your fellowship under any labor, employment, or civil rights law--will be subject to final and binding arbitration in accordance with the Institute practice to arbitrate all such disputes.