

Policy Name: Academic Honesty for Faculty and Staff Policy	Responsible Owner: President	Effective Date: July 28, 2025
Policy Number:	Approval Body: Board of Governors	

A. POLICY:

PURPOSE/COMMITMENT:

The purpose of this Academic Honesty Policy is to uphold the principles of integrity, fairness, and ethical conduct. This policy ensures that faculty and staff model and promote academic honesty, fostering a culture of trust and intellectual rigor in all academic activities.

DEFINITIONS:

Academic Honesty: The commitment to ethical practices in teaching, research, and academic administration, including truthful representation of work, proper attribution of sources, and adherence to institutional standards.

Academic Misconduct: Any action that violates academic honesty, including but not limited to plagiarism, fabrication, falsification, misrepresentation, or assisting others in dishonest academic practices.

Plagiarism: The act of using another person's ideas, words, or work without proper acknowledgment or citation.

Fabrication: Creating or altering data, results, or information in academic work to misrepresent facts.

Falsification: Manipulating or misrepresenting research processes, data, or academic records.

Misrepresentation: Providing false or misleading information about academic credentials, contributions, or activities.

SCOPE:

This policy applies to all faculty members (full-time, part-time, and sessional) and staff involved in academic processes, including but not limited to teaching, research, curriculum development, and academic administration. It covers all activities related to academic work, including instruction, assessment, research, publication, and administrative duties that impact the academic environment.

POLICY STATEMENT:

1. **Commitment to Academic Honesty:** Faculty and staff are expected to model academic honesty in all professional activities. This includes providing proper attribution in teaching materials, research, and publications, and ensuring transparency in academic processes.
2. **Prohibited Conduct:** Faculty and staff must not engage in academic misconduct, including plagiarism, fabrication, falsification, or misrepresentation. This includes:
 - a. Using unauthorized materials or sources without proper citation in teaching, research, or publications.
 - b. Falsifying academic records, credentials, or data.
 - c. Assisting or enabling students or colleagues in committing academic misconduct.
3. **Responsibilities:**
 - a. Faculty and staff must uphold academic standards by designing assessments and research practices that minimize opportunities for dishonesty.
 - b. They are responsible for educating students about academic integrity and reporting suspected violations in accordance with institutional procedures.

- c. Staff must ensure that policies and procedures related to academic honesty are clearly communicated and consistently enforced.
- 4. **Research Integrity:** Faculty and staff engaged in research must adhere to ethical standards, including obtaining necessary approvals, accurately reporting findings, and acknowledging contributions of others.
- 5. **Consequences of Violations:** Violations of this policy may result in disciplinary actions, including but not limited to warnings, professional development requirements, suspension, or termination, in accordance with institutional policies and applicable laws.
- 6. **Reporting and Investigation:** Suspected violations of academic honesty must be reported to the appropriate institutional authority. Investigations will be conducted fairly, confidentially, and in accordance with due process, ensuring all parties have an opportunity to respond.