
Academic Integrity Standing Committee

Terms of Reference

Policy Number:	E-1.08.03
Category:	Educational
Effective Date:	September 1, 2020
Approval Process:	Section 24
Approval Date:	May 27, 2020
Date Last Reviewed:	May 27, 2020

MANDATE

The mandate of this committee is to provide adjudication as required by the policy, interpretation as needed by stakeholders, maintenance of the appendices, and support in the application of the Academic Integrity Policy.

PROCEDURES

- The Committee will maintain the definitions and examples included in Appendix A (Lesser and Serious Infractions) by motion and approval.
- The Committee will maintain the definitions and examples included in Appendix B (Penalties) by motion and approval.
- The Committee will share best practices around preventing and investigating incidents of cheating, plagiarism, or fraud.
- The Committee will establish a weekly meeting schedule for adjudication. Only adjudications will be considered at these meetings. A minimum of three Committee members that are not directly connected to the incident must be present to carry out adjudication. The Chair bringing forward the incident must be present. Decisions will be made by consensus of the three members present, such that outcomes are consistent and defensible.
- The Committee may alter its Terms of Reference by approval of Education Council.

MEMBERS

The Members are expected to be/become cognizant of current proceedings and judgments pertaining to Canadian copyright legislation and academic integrity. The committee will consist of the following:

- all Program Chairs
- Information Technologist as appointed by the Chief Information Officer
- all Associate Deans
- up to two faculty at large appointed by the Vice-President Academic

LENGTH OF TERM

- Faculty at large will serve a term of one academic year, being renewed September 1.
- All other members are on-going by virtue of office.

MEETINGS AND CONDUCT OF BUSINESS

- Meeting of the entire group will occur a minimum of once per year or at the discretion of the Committee Chair.
- The Committee Chair will be elected from within the membership by the members.
- Quorum of the Committee is at least 50% plus one of members, plus one.
- The Adjudication Working Group will meet weekly at a scheduled and convenient time for all Program Chairs. All decisions will be shared with the committee of the whole.
- If a committee member is also involved in a case as the instructor associated with the incident, they must recuse themselves from adjudication for this incident.
- The Chair may invite guests to meetings as their discretion such as when expertise is required.

History

Created/Revised/Reviewed	Date	Author	Approved By
Created	May 2020	Policy Subcommittee	Education Council