

FINAL REPORT OF THE COMMITTEE OF ELEVEN

TO THE FACULTY SENATE

1976-1977

The organizational meeting of the Committee of Eleven was held on August 26, 1976, at which time Donald Myers was elected Chairman and H. Muramoto was elected Secretary.

Members of the Committee of Eleven:

C. Ares	F. Roby
V. Christopherson	C. Steelink
S. Fahey	R. Tindall
A. Grant	M. Webb (Student Representative)
W. Matlock	A. Federhar (Student Representative)
H. Muramoto	C. Zukoski
D. Myers	

Professor Zukoski resigned in October to leave on a years sabbatical in Australia. He was replaced by H. Stewart.

The Committee met eighteen times and discussed the following items:

1. INTERCOLLEGIATE ATHLETICS

The Subcommittee on Intercollegiate Athletics is in the final stages of its inquiry and expects to present its report in the fall. The subcommittee has continued to press for information concerning the athletic program and has received additional information from Director Strack as well as from other

sources. In addition to several meetings with Mr. Strack, the subcommittee attended a luncheon meeting with the Intercollegiate Athletic Committee during which there was a general discussion of the purpose of the Committee of Eleven's inquiry. Subsequently, members of the subcommittee have met with members of the Department of Physical Education and Athletics and with Vice President Carr regarding financial matters. President Schaefer has provided copies of the minutes of meetings of the Intercollegiate Athletic Committee.

In general, the subcommittee's inquiry is intended to develop an understanding of the extent to which state and other resources are devoted to intercollegiate athletics, the academic and administrative implications of a major program in intercollegiate athletics, the extent to which the principle of equality between the sexes is being implemented in the intercollegiate athletic program and the extent to which various components of the university community participate in shaping and guiding the intercollegiate athletic program.

Considerably more fact finding remains to be done but the subcommittee fully expects to be able to report in the fall.

## 2. CHANGES IN THE BYLAWS REGARDING CAPT

Discussion on the possible need to make changes in the Bylaws regarding CAPT was held when the Committee of Eleven received a letter from a faculty member questioning some of the procedural matters of the CAPT. Dr. S. Alcorn, present chairman of the CAPT, met with the Committee of Eleven to discuss the operational procedures of the CAPT. Dr. C. Lytle, who served as chairman

of an ad hoc panel of the CAPT last year, also met with the Committee of Eleven to discuss more specifically the items of hearing procedures referred to in the letter of June 30, 1976. After hearing and discussing the complaints filed by the faculty member with Drs. Alcorn and Lytle, the Committee felt that the current hearing procedures were sound and is not making any recommendation for changes at this time.

### 3. TEACHING SUPPORT SERVICES

The Committee received a letter from V. Christopherson expressing concern about the support system for the teaching function of the university, particularly audio-visual aids/services, computer assistance, course evaluation, and physical plant. Dr. L. Aleamoni, Director of IRAD, Dr. Clarence Eddleblute, Audio-Visual, and Professor David Woloshin, Chairman of the IRAD advisory committee, were invited to Committee meetings. It appears that diffusion of responsibility and insufficient budgets are some of the sources of difficulty. In particular, some A-V services are obtained through A-V Bureau (films, projectors, overhead projectors) but others such as sound systems are handled by Physical Plant. Audio-Visual does not participate in the production of films, this being under Radio-TV. Both A-V and Radio-TV were under V.P. Johnson's office, but IRAD reports to V.P. Weaver.

Drs. Eddleblute and Aleamoni were asked to prepare a report on the extent and nature of audio-visual services available for teaching support at other universities.

The Committee urged the IRAD advisory committee to be more aggressive in identifying problems and providing solutions.

4. REVISION OF THE FACULTY MANUAL

During the 1975-76 year a subcommittee consisting of Shirley Fahey and Victor Christopherson was appointed to inquire into the progress being made in revising the Faculty Manual. This was conveyed to Dean Gaines. Subsequently, the subcommittee was provided with a draft. The subcommittee with the concurrence of the full Committee made suggestions for minor changes in several sections and these were accepted.

Two serious difficulties were noted and brought to the attention of the Faculty Senate.

(1) Faculty Constitution and Bylaws

The general faculty approved the new Constitution and Bylaws in the spring of 1975. Subsequent elections were conducted, including the selection of members of the CAPT under the new Bylaws. The draft, however, retained the version in the 1973, 13th Edition. The Committee recommended that either the new Constitution and Bylaws be printed or none at all, the difficulty being that the Regents have not yet approved them. Since the Faculty Senate, Committee of Eleven, CAPT, etc., are operating under the new rules, it would create chaos to print the old ones.

(2) Chapter VIII

Upon reviewing the draft of Chapter VIII in the Faculty Manual, it was found that substantial changes had been made in the version approved by the Faculty Senate, these changes having been made without the consent or knowledge of the Senate. The Committee recommended that the Senate reaffirm its prior approval of Chapter VIII which it did at the May 1977 meeting.

5. SICK LEAVE POLICY

The Committee of Eleven found little or no consistency in regard to sick leave policies. There are various unofficial practices in departments for faculty members. Staff sick leave policy is more standard in that there are prescribed reporting periods of 3 days, 3 weeks, and 3 months. The Committee understands also that an official sick leave policy is being prepared by the administration.

6. VOTING FACULTY STATUS

It was brought to the attention of the Committee that a number of appointments, made since June 30, 1975, were designated as voting faculty in a manner not provided for in the Faculty Constitution. Since there is a committee provided for in the constitution to determine faculty status, this matter was referred to them and also brought to the attention of the Faculty Senate.

7. MINUTES FROM LAST YEARS MEETINGS AND FINAL REPORT FROM LAST YEAR

Minutes from meetings of the Committee of Eleven of 1975-76 are not complete because some minutes were never officially recorded and distributed. Chairman Myers contacted last years secretary, Dr. Ray Thompson, in an effort to get the Minutes and final report for 1975-76.

8. ITEMS STILL UNDER CONSIDERATION OR TO BE CONSIDERED NEXT YEAR

Athletics	Student "Illiteracy"
Sabbatical Leave Policies	Humanities Program
Overhead Funds Distribution	Student Parking Fees
Teaching Support Services	



THE UNIVERSITY OF ARIZONA  
TUCSON, ARIZONA 85721

COLLEGE OF LIBERAL ARTS  
DEPARTMENT OF POLITICAL SCIENCE

Faculty Senate  
9-12-77  
July 25, 1977

David L. Windsor  
Secretary, Faculty Senate  
Campus Mail

Re: Proposed Code of Academic  
Integrity -

Dear Dave:

At the Faculty Senate meeting in May, the Committee to Review University Procedures Concerning Dishonest Scholastic Work presented a Proposed Code on Academic Integrity. The meeting terminated before the Senate could vote on the proposed Code. Attached you will find a revised copy of the Code to be distributed to the Senate members so that the issue may be presented again at the September meeting. Our committee has made several revisions in the document which shall be explained at the September meeting.

The committee formally requests that the Proposed Code on Academic integrity be inserted on the September agenda.

Sincerely,

Clifford M. Lytle  
Chairperson  
Committee to Review University  
Procedures Concerning Dishonest  
Scholastic Work

PROPOSED CODE  
of  
ACADEMIC INTEGRITY

Absolute integrity is expected of every student in all academic undertakings. He/she must in no way misrepresent his/her work or be party to another student's failure to maintain academic integrity.

GENERAL INFORMATION

1. Guidelines:

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that the student's submitted work, examination, reports, or projects must be his/her own work. Sources shall always be cited and collaborative effort, consultation during take home examinations or similar actions shall be permitted only at the expressed permission of the faculty. Students may, however, consult with others and receive advice and assistance on course assignments unless otherwise directed. Copying of another's work without appropriate acknowledgement is prohibited.

Actions constituting a violation of the Code shall include those outlined below. A student shall be guilty of violating the Code and be subject to proceedings under it if he/she:

- a. Represents the work of others as his/her own.
- b. Uses or obtains unauthorized assistance in any academic work.
- c. Gives unauthorized assistance to another student.
- d. Modifies, without faculty approval, an examination, paper, record or report for the purpose of obtaining additional credit.
- e. Fails to meet other conditions of academic integrity as required by the faculty member for his/her course.

2. Penalties and/or Dispositions:

Students found guilty of violating the Code may have any one or combination of, the following actions taken against him/her:

- a. A failing grade assigned in the course.
- b. Disciplinary probation, including specific limitations, for a specified period of time.
- c. Suspension from the University for an indefinite or specified period of time.
- d. Have the notation "Declared guilty of violation of the Code of Academic Integrity" placed upon his/her permanent record for an indefinite or specified period of time.
- e. Urge the student to obtain counseling from the Student Counseling Service or the Student Health Service or from another source approved by the Committee on Academic Inte-

- grity (herein after referred to as the Committee).
- f. Receive other penalties as determined by the individual faculty member or by the Committee.

Students shall have the right to petition the Committee for the removal of any of the above sanctions, except a failing grade, after a period of time deemed sufficient by the Committee.

### 3. Faculty Responsibility:

Faculty members should inform students in written form of regulations in their courses and make clear to what extent they will accept prior work, papers submitted for another course, collaborative effort, and the exchange or use of aid or information. They shall also indicate what they consider to constitute an act of plagiarism.

Faculty members shall be responsible to prevent Code infractions and shall make every reasonable effort to avoid situations conducive to infractions. All examinations should be adequately proctored. Additional preventive measures should also be utilized where needed. (See Appendix 1)

### 4. Student Responsibility:

Students bear the major burden of responsibility in preserving the principle of Academic Integrity. It must surely be clear that students engaging in academic dishonesty short change their own education and bring discredit to all in the academic community. Students shall avoid placing themselves in any position likely to compromise their academic integrity.

### 5. Student Rights:

Students accused of a violation of the Code shall have the following due process rights:

- a. The right to a presumption of innocence until guilt is proved beyond a reasonable doubt.
- b. The right to notice of charges.
- c. The right to be present when charges and/or evidence are presented.
- d. The right to present his/her case and to challenge the charges or evidence.
- e. The right to present witnesses.
- f. The right of access to all records and materials pertaining to the case.
- g. The right to appeal as herein after described.

PROCEDURES IN CASES OF ALLEGED VIOLATION

1. Alternatives:

Cases may be adjudicated by one of the following:

- a. A Faculty Hearing
- b. A Committee Hearing

In cases of alleged violation of the Code, a faculty member shall proceed by one of the following means:

- a. Holding a Faculty Hearing as herein outlined with the student or students.
- b. Referring the case to the Committee by notifying the Committee in writing of the charges including all pertinent facts.

Graduate teaching assistants serving as instructors in independent class sections are considered to be faculty members when a violation occurs in one of their classes.

2. Grades before hearing:

Should a grade be required before a Faculty or Committee Hearing can be arranged, the faculty member shall record a grade of ~~no~~ *Incomplete* credit (0) which shall be changed after the hearing.  
(I)

*David Butler*  
2/13/77

3. Students continuation in class:

It is imperative that students have the right to continue to attend and fully participate in a course until charges against him/her have been completely adjudicated, including appeal. A Faculty member shall not assign a final grade in a course until all judicial procedures, including appeal, are completed. In the interim period, between accusation and adjudication, the student shall continue in the course without prejudice.

4. Notification of the Committee:

Whenever notification of the Committee is herein referred to, it shall be interpreted to mean that the Committee shall be notified by contacting the Chairperson whose name and campus location may be obtained from the Office of the Dean of Students.

FACULTY HEARING

## 1. Limitations:

The maximum penalty that may be imposed as a result of a Faculty Hearing is a failing grade in the course. Should the faculty member feel a more stringent penalty to be appropriate to the violation or should the violation involve other persons not in his/her course, the faculty member shall refer the case to the Committee. A Faculty Hearing need not be convened in such cases.

## 2. Notification:

A student who is believed to have violated the Code shall be presented with the charge after the alleged infraction has come to the attention of the faculty member. Subsequently, he/she will be called to a hearing with the professor concerned. The student shall be given a minimum of 48 hours notice of the hearing but the student may waive the waiting period. In the case of charges brought by a teaching assistant working under the guidance of a professor, the hearing shall be with the professor in charge with the teaching assistant present. The professor shall conduct the hearing and shall make the decision as to guilt or innocence and penalty. In instances where the faculty member is unable to contact the student the charges shall be referred to the Committee.

## 3. Composition:

A student may bring to the hearing an independent witness whose function shall be to observe the proceedings impartially and be prepared to testify as to the procedures followed in the event of an appeal. In all cases the faculty member's department head shall assign a witness as a departmental representative who will fulfill the same function. The student may also bring, among other proof of his/her innocence, other witnesses.

## 4. Procedure:

At the hearing, the faculty member shall present evidence in support of the charges against the student. The student shall be given the opportunity to respond and to present evidence and/or witnesses refuting the charge.

## 5. Decision:

After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of the evidence. The faculty member shall inform the student of his decision in writing as soon as possible thereafter. If the student is found innocent, he/she shall continue in the course without prejudice.

If the student is found guilty, the faculty member shall advise the student of the penalty to be imposed. If the student does not initiate an appeal, the faculty member shall impose the penalty. In the event a student initiates an appeal, the faculty member shall not impose a penalty and the student shall continue in the course without prejudice until the Committee renders its decision.

6. Penalties:

A failing grade in the course is the maximum penalty which may be imposed for a violation of the Code in a Faculty Hearing. However, lesser penalties may be imposed if the faculty member deems it appropriate.

7. Report:

In instances where the student is found guilty, the faculty member shall send a brief note outlining the Charge, the evidence, and the penalty imposed to the student, the Chairperson of the Committee on Academic Integrity, the Dean of the student's college and where appropriate, the student's Department Head.

8. Appeal:

A student may appeal the decision of the Faculty Hearing to the Committee on Academic Integrity, if he/she believes he/she was not given due process or if he/she contests the judgement of the faculty member. An appeal may be initiated by notifying the Chairperson of the Committee in writing. Failure to initiate an appeal within thirty (30) days of notification of the judgement of a Faculty Hearing shall constitute a de-facto acceptance of the Faculty Hearing decision.

COMMITTEE HEARING

1. Notification and Composition:

Faculty members shall, whenever possible, notify students of the charges against them prior to referring the case to the Committee. Hearings will not be conducted before the Committee on Academic Integrity as a whole. Rather, the Chairperson of the Committee on Academic Integrity shall notify the student of the forthcoming hearing and appoint an ad hoc Hearing Committee composed of three faculty and two student members for the purpose of hearing the specific complaints and appeals. The Chairperson of the Committee on Academic Integrity will appoint one member of the ad hoc Committee not from the student's College to serve as its chairperson. At least one faculty member of the

Hearing Committee must be from the student's college. The Chairperson of the Hearing Committee shall convene a hearing after notification of charges or filing of appeal at the earliest time mutually agreeable to all parties. Those present at the hearing shall include:

- a. The student, who has the right to be accompanied by an advisor and/or by witnesses. If the student's advisor is an attorney, notification of this should be given to the Chairperson of the Hearing Committee three days prior to the hearing so that the University may also have access to an attorney in an advisory capacity.
- b. The faculty member who has the right to bring witnesses.
- c. The third party independent witnesses in cases on appeal.
- d. Any other persons called by the Chairperson.

Hearings will be closed to the public unless the student requests the contrary in writing 24 hours before the hearing.

## 2. Procedure:

The Hearing committee will question all available parties to the dispute and examine all the available evidence presented. It may solicit further advice or assistance. The student shall have the right to present his/her case and to challenge the charges and evidence. The Committee's deliberations shall be conducted in a private session not open to the public or the contesting parties.

## 3. Decisions:

When a complaint is brought directly before the Hearing Committee in the first instance, the Hearing Committee shall find the student guilty or not guilty. In the event of a guilty decision, the Hearing Committee shall impose a penalty or combination of penalties from those outlined in the Code. In the event of a not guilty decision, the student shall continue in the course without prejudice.

In cases on appeal from a Faculty Hearing, the Hearing Committee shall vote to uphold or void the faculty member's decision. If the decision is upheld, the Hearing Committee may impose additional penalties to that imposed by the faculty member. However, the imposition of additional penalties must be justified by an articulable set of facts and reasons as to why the initial penalty was inappropriate. If the decision is voided, the student shall continue in the course without prejudice.

## 4. Record:

The Hearing Committee secretary shall keep a record of the proceedings which shall remain confidential and may be examined only

by the parties to the dispute, committee members, the Dean of Students or other University officials approved by the Chairperson or persons authorized by the student. The student shall have the right to copy the records of the proceeding if he/she desires.

The Chairperson shall notify each party in writing of the Hearing Committee's decision. Where appropriate or necessary, the Chairperson shall also notify the Dean of Students, the Registrar, the Dean of the Student's college, and/or the student's Department Head, and the Chairperson of the Committee on Academic Integrity.

5. Failure to Appear:

Should the student or the faculty member or any witness voluntarily fail to appear before the Hearing Committee after receiving notification, the Hearing Committee shall have full authority to proceed to an adjudication of the matter and to impose a penalty.

6. Appeal:

A student may appeal the decision of the Hearing Committee to the University Vice President for Student Relations.

7. Multiple Violations:

In the event of more than one violation of the Code by a student, the Chairperson of the Committee on Academic Integrity may convene the Committee to consider additional sanctions against the student in addition to those already imposed. Such a hearing will follow the procedures outlined under the section entitled Committee Hearing. Faculty, Department Heads, and Deans shall notify the Chairperson on the Committee on Academic Integrity should any knowledge of multiple violations come to their attention.

THE COMMITTEE ON ACADEMIC INTEGRITY

1. Responsibility:

The Committee on Academic Integrity is charged with preventive as well as judicial responsibility. The Committee shall adopt such means and methods as it deems advisable to:

- a. Foster the principle of academic integrity throughout the University
- b. Prevent violations of the Code (See Appendix 11).
- c. Serve as a judicial body as herein outlined.

## 2. Composition:

The Committee shall consist of one faculty representative from each College of the University and eight (8) students, two of which shall be graduate students. Faculty appointments shall be for a period of three (3) years and shall be made by the President of the University upon the recommendation of the Dean of the College. Student appointments shall be for a period of two (2) years and shall be made by the President of the University upon the recommendations of the President of the Associated Students (undergraduates) and the Dean of the Graduate College (graduate students). Appointments shall be staggered so that approximately one third of the Committee shall be replaced each year. Alternate members may be appointed upon the request of the Chairperson of the Committee.

The President will appoint one member as Chairperson and another as Vice Chairperson. The Committee will select its own secretary and may adopt such by-laws as it deems necessary.

## 3. Procedures:

The Committee shall establish procedures as necessary for the fulfillment of its responsibilities. The Committee shall maintain clear records of its proceedings. The Committee shall meet upon the call of the Chairperson. Each member shall have one vote except the Chairperson who shall vote only to break a tie. A simple majority of members present shall decide all issues.

## 4. Jurisdiction:

The Committee shall have jurisdiction over all cases of alleged Code infractions for graduate and undergraduate students. Individual colleges may propose to the Committee a plan to administer cases of academic dishonesty involving students registered in that college. The Committee may approve or disapprove such a plan. Upon approval, the college shall be authorized in writing to adjudicate its own cases. The decisions of a college committee may be appealed by the student to the Committee on Academic Integrity. College committees shall send a summary report of the proceedings, including the names of involved students, to the Committee on Academic Integrity at the end of each academic year.

## 5. Annual Report:

The Committee shall submit a summary report of its activities and proceedings to the Dean of Students and the President of the University at the end of each academic year.

## 6. Handling of cases during Summer Sessions:

The Committee shall make whatever provisions it deems necessary, consistent with the guidelines herein, to facilitate the handling of cases during summer sessions.

## APPENDIX 1

### GUIDELINES FOR ENCOURAGING ACADEMIC INTEGRITY

Faculty members have a major responsibility to take every reasonable measure to avoid situations wherein a student may compromise his/her academic integrity. Prevention is obviously more important than punishment.

The Committee has prepared the following guidelines for prevention and suggests that each faculty member use as many of them as possible.

1. Adequately proctor examinations.
2. Utilize alternate seats and/or alternate row seating arrangement.
3. Provide alternate sets of examination questions.
4. Ensure that all materials belonging to students not utilized during the examination are placed in a location where the students do not have access to them, preferably in a remote location, e.g. along the front or side wall.
5. Require students to place name and number on examinations in ink.
6. Check student I.D. cards as examinations are turned in.
7. Employ a check system identifying who has been given an exam and who has turned one in.
8. During grading, use colored ink to line the end of each written item where there is additional room to write.
9. Take every precaution to secure examinations both before and after they are given. Examinations should be kept in a locked desk or file or, preferably, should be removed from the premises.
10. Grade books and examination records should be kept separate from the examinations and should also be kept in a locked desk or file.
11. At the beginning of each term, or prior to each examination, require each student to purchase and turn in sufficient blue books for all examinations during the term. Blue books may then be returned at the time of the examination.

## APPENDIX 11

### GUIDELINES FOR THE COMMITTEE ON ACADEMIC INTEGRITY

The Committee shall maintain a preventive posture and shall use any reasonable means to ensure that students:

1. Receive a copy of the Code of Academic Integrity.
2. Understand the underlying principle that a student is responsible for his/her own work.
3. Are informed of the moral imperative to maintain academic integrity.
4. Are informed of the potential serious consequences of violating the Code.
5. Are informed of his/her rights in case of alleged Code violation.
6. Are informed of the procedures for conducting hearings in case of alleged Code violation.

The Committee shall also use any reasonable means to ensure that faculty:

1. Receive a copy of the Code of Academic Integrity.
2. Explain to his/her students the rules to be followed in his/her class.
3. Take every reasonable precaution to avoid situations conducive to Code violation.
4. Understand and follow the requirements and procedures of the Code in situations of alleged violation.

Suggested means to accomplish these goals include, but are not limited to, articles in the Wildcat, letters to the faculty, letters to the student body, dissemination of information during freshman orientation, and faculty or student seminars.