

USM Bylaws, Policies and Procedures of the Board of Regents

GUIDELINES FOR POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF MISCONDUCT IN SCHOLARLY WORK

I. PURPOSE

It is the purpose of these guidelines to provide institutions in the University System of Maryland a framework for policies, procedures, and practices designed to instill and promote the principles of professional integrity, to prevent scholarly misconduct, and to discover and censure instances of misconduct when they occur. Using these guidelines, each institution in the System must prepare, implement and publicize policies and procedures appropriate for its unique organization and administration.

These guidelines apply primarily to faculty, staff, and student research, scholarly writing, and the creation of works of art. They are not intended to address issues, such as the conduct of students in examination and in fulfilling course requirements, which are covered by other policies. Neither are they intended to fully address compliance with laws and regulations. These guidelines address compliance only to the extent that it relates to academic integrity.

II. POLICY

The inherent requirement for integrity in the quest for knowledge and in the creation of scholarly and artistic works is fundamental to the academic purpose. Deviations from the proper conduct of scholarly work erode the public's confidence in scholarship and in institutions of higher education. The University System of Maryland expects that the highest ethical standards as well as compliance with public laws and regulations will prevail in the conduct of its activities. The University System considers misconduct in scholarly work by any of its employees a breach of contract. Accordingly, institutional policies should include the following statements:

- A. It is the policy of the University System of Maryland to maintain high ethical standards in scholarly work, to prevent misconduct where possible, and promptly and fairly to evaluate and resolve instances of alleged or apparent misconduct.
- B. It is the policy of the University System of Maryland to terminate the employment and/or to take other disciplinary action against any individual found guilty of misconduct.
- C. It is the policy of the University System of Maryland to award no degree if misconduct in scholarly work contributed to that degree, and to revoke such a degree if misconduct is discovered after its award.

III. ward.

USM Bylaws, Policies and Procedures of the Board of Regents

A. Policies that fix responsibilities for the conduct of research and other scholarly work and that assure adequate supervision or oversight of students and academic or research teams.



writing when an inquiry into an allegation of misconduct is being initiated and again when an investigation is being initiated.

1. Inquiry

- a. An inquiry into an allegation of misconduct should be made by a small committee appointed by the director or president of the institution, or by the director's or the president's designee.
- b. The purpose of an inquiry is to determine whether there is sufficient basis for the allegation to warrant a full investigation. Thus an inquiry need not seek all the relevant information or documentation.
- c. An inquiry may be conducted informally, although records of its findings should be kept to justify its recommendations, and, if no investigation is recommended, to indicate
- d. Institutional procedures should indicate which official should receive and act upon the report of the committee of inquiry. If no investigation is initiated, that official must take appropriate action as indicated under Section VI.B, below. If an investigation is to be initiated, the official shall take or recommend whatever steps are necessary to protect the health and safety of research subjects, students, and colleagues.
- e. Any respondent in an inquiry is required to cooperate in furnishing materials and responding to questions.

2. Investigation

- a. An investigation should be initiated as soon as possible after an inquiry indicates the need. It should be conducted by a special committee appointed by the institutional official indicated in Section V E.1.d. above. Its membership should be specifically chosen to evaluate the particular allegations under consideration. At least one member should be an individual not primarily associated with the institution.
- b. The committee may hold hearings and should have the authority, responsibility and resources to collect and consider all of the evidence relevant to the allegation. It should be charged with obtaining expert opinions, if necessary to reach firm conclusions, and to do so by seeking the advice of external experts if that is required to avoid conflicts of interest, or for other appropriate reasons. An investigation must be thorough. It must obtain sufficient evidence to permit the committee to reach a firm decision about the validity of the allegation, or to be sure that further investigation could not alter an inconclusive result.

c.