National Academy of Professional Studies (NAPS) Academic Integrity Policy and Procedure for Academic Staff

| Related Documents | A002 Academic Freedom Policy
004 Professional Code of Conduct
HR028 Employee Handbook
HR012 Performance Development policy
HR021 Employee Grievance Policy
A009 Student Academic Misconduct Policy and Procedure |
|---|---|
| HE Standards Framework (Threshold Standards) 2021 | 3. Teaching
4. Research and Research Training
5. Research
6. Governance and Accountability |

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1. Policy Rationale

This policy has been developed in order to provide clear expectations to staff regarding the principles, standards and procedures relevant to and expected of academic staff in their professional role as NAPS academics. The rationale for this policy is to provide guidelines for NAPS staff particularly in relation to handling allegations of academic misconduct.

2. Overview and Application

NAPS staff are encouraged to engage in scholarship and research, even those who are not 'research active'. It is expected that academic staff will be engaged in scholarship as they update their knowledge base in their particular discipline and continue to reflect and constantly improve upon their teaching. As they do so, as in all areas of their conduct, they are expected to maintain high standards of integrity.

This policy applies to all academic staff at NAPS. Student academic integrity is covered in NAPS Student Code of Conduct and NAPS A009 Student Academic Misconduct Policy and Procedure.

3. Definitions

Academic Integrity relates to the values of ethical conduct in relation to research, learning and teaching in higher education. It includes, among other things, the acknowledgement of sources, recognition of co-authorship and other contexts related to honesty and integrity in academic work.

4. Procedure

4.1 Academic staff will be made aware of this Academic Integrity Policy and Procedure through induction, orientation and ongoing staff development.

4.2 Academic staff uphold academic integrity in relation to their teaching, scholarship and research. They uphold traditional values of academic integrity as defined above and give appropriate acknowledgement or recognition in relation to the ideas of others and document the sources of their information.

4.2 If an incident of academic misconduct is raised, the Dean from the relevant discipline will investigate the alleged misconduct and attempt first to resolve the issue with the staff member concerned.

> 4.2.1 The staff member will be provided with an opportunity to explain and all available evidence will be submitted to the Dean for consideration.
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> 4.2.2 Principles of impartiality, equity, representation, an opportunity to be heard and natural justice will apply.
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> 4.2.3 Academic staff will be entitled to representation (not including legal) at all stages of the process of determining academic misconduct,
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> 4.2.4 A written record of findings and recommendations will be made.
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> 4.2.3 Upon a finding of a breach of academic integrity, the Dean will make a written recommendation to the President who will decide upon the appropriate form of discipline.

4.3 All proven allegations of professional academic misconduct and serious misconduct will be recorded on staff files.

4.4. An academic staff member who has been found to be in breach of academic integrity may appeal the decision via NAPS Employee Grievance Policy.

5.   Policy Review

NAPS is committed to good governance so will be reviewing this policy at least every three years to ensure it is still relevant and promoting best practice in this area. There may also be changes to this policy and related procedures at other times to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the NAPS Registrar.

6.   Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor who is responsible for the implementation and operation of these arrangements in their work area. Should further advice be required staff should contact the NAPS' Registrar.

7.   Additional Resources

Higher Education Standards Framework standard 5.2 (Academic and Research Integrity), which specifies that:

"1. There are policies that promote and uphold the academic and research integrity of courses and units of study, research and research training activities, and institutional policies and procedures address misconduct and allegations of misconduct."

and:

"2. Preventative action is taken to mitigate foreseeable risks to academic and research integrity including misrepresentation, fabrication, cheating, plagiarism and misuse of intellectual property, and to prevent recurrences of breaches."

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