

# **Academic Integrity Council Bylaws**

## **ARTICLE 1 NAME AND REPORTING CHAIN**

- A. The name of this group is the Academic Integrity Council (AIC).
- B. The Academic Integrity Council is a council of the Faculty Senate, to which it reports.

## **ARTICLE 2 PURPOSE**

The purpose of the Academic Integrity Council is to supervise academic integrity issues at Idaho State University. The AIC oversees ISU's policies regarding academic integrity, especially as stated in ISUPP #4000, and provides resources for ISU students and faculty in addressing questions and problems regarding academic integrity. In consultation with the Registrar's Office, the AIC monitors data on instances of academic dishonesty on the ISU campus, and in consultation with Educational Technology Services (ETS), it sets the terms with software companies such as Turnitin that detect plagiarism and cheating on ISU learning management systems. The AIC also deliberates on individual cases of academic misconduct that meet the requirements of ISUPP #4000.

## **ARTICLE 3 MEMBERSHIP, SELECTION, AND RECALL**

- A. The voting membership of the Academic Integrity Council consists of the following:
  - 1. One College of Arts and Letters faculty representative
  - 2. One College of Business faculty representative
  - 3. One College of Education faculty representative
  - 4. One College of Health faculty representative
  - 5. One College of Pharmacy representative
  - 6. One College of Science and Engineering faculty representative
  - 7. One College of Technology faculty representative
  - 8. Up to four specialist members chosen by the AIC Chair as part of the Standing Committee because of their subject knowledge in evaluating academic dishonesty. These four specialist members may or may not be the representatives of the various colleges as listed above; if not, their names will be submitted separately to the Faculty Senate for approval of a three-year appointment. Specialist members can serve as AIC Chair if elected by the AIC.
- B. Ex-Officio non-voting membership of the Council consists of the following:
  - 1. Provost and Vice President for Academic Affairs, or designee
  - 2. Registrar, or designee from Registrar's office
  - 3. ETS representative
  - 4. ASISU representative
- C. The election and appointment process will be as follows:

1. To select appointees, the Faculty Senate shall solicit nominations, oversee elections, and approve the membership on the Council. The Faculty Senate appoints designated faculty representatives from the general faculty to the Council for terms of three years.
2. Ex-officio Council members are appointed by their individual units; terms of office are established by those constituencies.

D. The filling of vacancies will be as follows:

If a vacancy occurs among the faculty representatives, the Faculty Senate appoints a new member in accordance with the membership provisions in the Faculty Senate bylaws. If a temporary vacancy occurs (sabbatical, illness, etc.), the head officer of the unit involved recommends a temporary replacement, to be approved by the Senate.

E. Attendance requirements and recall of the Council will be as follows:

1. Any Council member who misses three meetings in an academic year will be identified and may be replaced by the appointing constituency.
2. The Faculty Senate may recall any faculty representative by two-thirds approval of those voting. The Faculty Senate must allow the members in question an opportunity to appear before the Senate.

#### **ARTICLE 4 OFFICERS AND MEETINGS**

A. The Council elects the Chair and Vice Chair of the Council at the last meeting of the Spring semester from the continuing membership of the Council. The Chair serves for two years and may be reelected if eligible. The Chair and Vice Chair shall be voting members.

B. The responsibilities of the Chair of the AIC include calling meetings of both the AIC as a whole and the Standing Committee; conducting hearings in accordance with ISUPP #4000 when students have been charged with two or more cases of academic dishonesty; maintaining the AIC website and supplying it with resources; consulting with ETS and setting the terms with academic dishonesty vendors such as Turnitin; and maintaining a database with the Registrar's Office on instances of academic dishonesty at ISU. The chair may delegate these duties to other AIC members as needed.

C. The Chair of the AIC will be provided with a course release to allow time to complete the duties listed in 4.B immediately above. Funding for the course release (or an equivalent stipend) will be provided by Academic Affairs or other ISU units under the supervision of Academic Affairs.

D. If the office of the Chair or Vice Chair becomes vacant, the Council elects a new Chair or Vice Chair for the remainder of that year.

E. The AIC should meet at least once each semester. In addition, some AIC members will form the faculty component for Academic Dishonesty hearings, which are called as needed. Three members shall be appointed, based on availability and avoiding conflicts of interest. The Chair is

responsible for informing Council members in advance of the meeting of its time, place, and agenda.

F. If three members of the Council request a meeting, the Chair will call one within two weeks of the request.

G. Should the removal of the Council Chair become necessary, it will be done in accordance with the provisions governing amendments to the Bylaws as outlined in the Faculty Senate bylaws. A two-thirds approval of the voting Council membership is required for removal.

## **ARTICLE 5 MINUTES, QUORUM, AND VOTING**

A. Minutes are kept for each meeting, prepared in accordance with the format set by Faculty Senate and submitted to the Faculty Senate for acceptance. Policy recommendations and all actions of the Academic Integrity Council are submitted to the Faculty Senate separately from the minutes for approval.

B. A quorum consists of fifty percent plus one of the Academic Integrity Council membership.

C. A motion is passed when it receives a majority of the votes; if necessary, votes can be gathered via Zoom or email.

1. Abstentions do not count as votes.
2. Tie votes fail.
3. The Chair has the right to vote on all motions.
4. Voting by proxy is allowed when notification of proxy assignment is made to the Chair or Secretary prior to the scheduled meeting. A proxy must be given to a faculty member within the member's area of representation who is not already serving on the Council.

## **ARTICLE 6 STANDING COMMITTEE**

A. The AIC Standing Committee will be subject to Faculty Senate committee bylaws. The AIC Standing Committee may be established or discontinued with the consent of the Faculty Senate.

B. The Academic Integrity Council determines the membership and establishes the purposes of its Standing Committee.

1. The Standing Committee will consist of up to five members: the AIC Chair plus up to four specialist members as described in 3.A.8. The specialist members will be chosen by the new Chair at the conclusion of spring semester and approved by the Faculty Senate; they automatically become voting members of the AIC as a whole.
2. A member of the Council or Faculty Senate may serve as a committee member as needed.
3. The Standing Committee is chaired by the chair of the AIC.

4. Standing Committee members may be given special privileges such as Investigator status within Turnitin to research and resolve cases of academic dishonesty.
5. The Council accepts minutes from Standing Committee meetings.
6. The Standing Committee may forward recommendations for action to the Council, which will be discussed at the next Council meeting.

#### C. The Standing Committee

1. May prepare operating procedures, approved by the Council, which specify how meetings are called, votes taken, and policy recommendations reported. Changes in the operating procedures are approved by the Council by a majority vote.
2. May form special task forces that report directly to the standing committee. These task forces are not standing committees.
3. Shall keep minutes of meetings to be submitted to the Council for acceptance.

### **ARTICLE 7 AMENDING THE BYLAWS**

A. These Bylaws may be amended by a two-thirds majority vote of the Council membership.

B. No amendment may be both introduced and passed at the same meeting.

C. The Faculty Senate may override Council Bylaw changes in accordance with the Faculty Senate Bylaws.

### **ARTICLE 8 BUSINESS ITEMS**

A. Items or policies not completed in one academic year should be considered old or continuing business to be completed by the Academic Integrity Council in the next academic year.

B. New business may be initiated in the Council by any of the following means: business referred to the Council by Faculty Senate, items brought in by a member of the Council, or items referred by the University community.