

## RESEARCH MISCONDUCT POLICY AND PROCEDURES

Hope College expects all faculty, staff, and students to maintain the highest standards of conduct in pursuing research activities. Any form of research misconduct is contrary to the principles upon which Hope College was founded and adversely affects the reputation of all individuals in the Hope community.

The purpose of this policy statement is to inform those participating in research activities of both the College's and funding (private and public) agencies' research misconduct policies, to identify general types of research misconduct, and to set in place mechanisms to deal with alleged violations of these principles. Applicable law, regulations and requirements by the research sponsor shall include, without

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## **Policy**

Hope College's *Faculty Handbook* states, "effective liberal learning is dependent upon an environment of free inquiry in which human knowledge, achievements, culture, and even aspirations can be subjected to searching scrutiny." The words "Academic Freedom" reflect the College's commitment to support and encourage full freedom, within the law, of inquiry, research and publication. Members of the faculty and staff recognize that accuracy, forthrightness and dignity befit their association with the College and their position as men and women with a shared commitment to the highest principles of learning.

It is the policy of Hope College that research and scholarship carried out by its faculty and staff are characterized by the highest standards of integrity and ethical behavior. It is further the policy of the College to fully inform all affected parties where research data or results of projects or programs sponsored by, or under the administrative supervision of, the College have been falsified or otherwise misrepresented, or where other misconduct in research or scholarship has occurred.

Each member of the College community has a pers

sections B6 (Disciplinary Measures and Dismissal for Cause) and B22 (Appeals and Grievances) (http://www.hope.edu/admin/provost/fachandbook/index.htm).

Research misconduct by students will be handled according to policies given in Hope College's *Student Handbook: College Policies and Procedures*, including but not limited to the sections that describe the "Code for Academic Integrity" and "Student Behavior and Policies" (http://www.hope.edu/student/development/policies/handbook/index.html).

## Definition

Research Misconduct means falsification, fabrication, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, and/or reporting research. For the purpose of this policy, the College considers the term "research" to encompass research, scholarship, and creative performance. Misconduct includes retaliation of any kind against a person who in good faith reported or provided information about possible misconduct. It does not include honest error or honest differences in interpretations or judgments of data.

- 3. The investigative committee will submit a written report to the Provost. If the investigative committee determines that the facts support a finding of research misconduct, the Provost will notify the accused faculty or staff member within 10 days that a report of the findings will be submitted to the granting agencies, journal editors and/or publishers. The accused faculty or staff member will have the right to appeal the Provost's decision to the President within 10 days of the Provost's notice. If no appeal is filed or if an appeal is filed and exhausted, the funding agencies sponsoring the research shall be informed of the findings of the investigation as required by law. Publishers and editors of journals shall be informed if manuscripts emanating from the research have been submitted or published. The records pertaining to the misconduct will be kept in the faculty's permanent personnel file. If the President accepted the appeal, any records associated with the case will be removed from the faculty member's personnel file. A record of the final decision will be secured in a sealed file which will be retained by the Provost's Office but separate from the personnel file.
- 4. In addition to the action described in clause 3, with input from the investigating committee, the Provost will determine what sanctions will be imposed by the college and so notify in writing the person to be sanctioned within 10 days after the findings have been reported to the funding agencies, journal editors, and/or publishers. The sanctions by the college will be governed by policies given in Hope College's *Faculty Handbook* including, but not limited to sections B6 and B22.
- 5. If an accuser deliberately and knowingly files a false accusation of research misconduct, he/she will be subject to disciplinary review and possible sanction. The review would be conducted by the hearing committee. If discipline is warranted, it will be handled according to the *Faculty Handbook* or *Student Handbook* depending on the status of the person filing the accusation.

Adopted by Administrative Affairs Board, 05/05/2009

## PROCEDURE FLOW CHART

Inquiry complete. Report an allegation of research misconduct of a faculty or staff Allegation retained for 3 member to an academic divisional Dean in writing. years, sealed in the dean's office. The Dean initiates an inquiry and determines merit for an investigation of misconduct within 60 days. If the Dean concludes the allegation has substance, s/he reports to the Provost in writing. Within 10 days the Provost determines whether the allegation should If not be further investigated. If so, s/he appoints an investigative committee and a chair. The investigative committee has 60 days to complete the investigation and submit a written report to the Provost. If the committee determines there was misconduct, within 10 days the provost will inform the accused that a report will be submitted to the funding agencies, journal editors, and/or publishers.



The Provost's decision can be appealed in writing to the President within 10 days from the date on the letter. If there was no appeal or if the appeal was denied or if the appeal has been exhausted, the report will be submitted to the funding agency sponsoring the research as required by law. Publishers and editors of journals shall be informed if manuscripts emanating from the research have been submitted or published.



Further sanctions on the accused faculty or staff will be considered by be Provost, with input from the investigating committee. The Provost will notify the person to be sanctioned in writing within 10 days after the findings have been reported to the funding agencies, journal editors, and/or publishers. The sanctions by the college will be governed by policies given in Hope College's *Faculty Handbook* including, but not limited to sections B6 and B22.