

Academic Integrity Roundtable

The academic integrity roundtable serves as an information-sharing and advisory forum for those involved in the implementation and operation of the university's academic integrity system(s) and reports to the Academic Integrity Subcommittee.

Terms of Reference

Appointed representatives will gather on a regular basis at the call of the Chair or on petition of any two members, but normally once in each of the fall and winter terms to

- Coordinate procedures and practices where possible to ensure academic integrity policy and practices are administered on a consistent and equitable basis across the university;
- Gather and share information on best practices within their unit, at Queen's and across the post-secondary education sector in general;
- Advise the Academic Integrity Subcommittee on issues of academic integrity relevant to each Faculty or School;
- Disseminate best practices, changes, general advice to each Faculty or School on academic integrity as developed by the Academic Integrity Subcommittee;
- Facilitate dissemination of policy, practice, education, training and recommendations from the Academic Integrity Subcommittee.

Composition

1 Faculty/Staff representative appointed by the relevant dean from the:

Faculty of Engineering and Applied Science

Faculty of Arts and Science

Faculty of Education

Faculty of Health Sciences

Faculty of Law

School of Graduate Studies

Smith School of Business

1 Member from Student Affairs (appointed by the Vice-Provost and Dean of Student Affairs)

1 Member of SCAD (appointed by SCAD)

1 Member of SCAP (appointed by SCAP)

1 Member of the AMS (student at large appointed by the AMS)

1 Member of the SGPS (student at large appointed by the SGPS)

Provost or delegate (will also be the chair)

Non-voting official observers: University Ombudsman, University Secretary, AMS Academic Affairs Commissioner, SGPS President or delegate, University Librarian or delegate

At the discretion of the chair, non-voting advisory members can be invited from time-to-time to provide expertise in regards to operational issues.

Members will be responsible for bringing issues from their own Faculty or School to the Roundtable for discussion and for communicating with those involved in the administration of academic integrity.

Quorum: Half of the membership

Administrative support: to be provided by the Office of the Provost and Vice-Principal (Academic)

Meetings: At least once in each of the Fall and Winter terms or as needed.