



## 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

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

