

# COLUMBIA COLLEGE

## Integrity in Scholarship and Research

<b>NOTE:</b>	<b>Clarification of Terms</b>
<b>Must; Shall; Will:</b>	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
<b>Should:</b>	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
<b>May or Could; Can:</b>	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Building on the work of Eugene Rice, it was proposed by Ernest Boyer in 1990 that colleges and universities move beyond the age-old debate of research versus teaching and expand the definition of scholarship to include not only original research but also synthesis as well as the integration of knowledge, professional practice, and teaching. This means that scholarship can take place not only in the lab but also in the classroom and the community. Diamond (2004) went on to state that an activity will be considered scholarly if, for example, it requires a high level of discipline-related expertise; if it has clear goals, adequate preparation, and appropriate methodology; if the activity or work has significance beyond the individual context, breaks new ground, or can be replicated or elaborated.

It is now generally recognized that there are three forms of research. They include pure research, applied research, and scholarly activity. While all three types may be present at Columbia College, as a teaching institution the primary form of research will be scholarly activity.

Campus Alberta Quality Council has developed a list of scholarship, research, and creative activities that it has placed on its website ([www.caqc.gov.ca](http://www.caqc.gov.ca)). The following statements have been taken from that website.

Scholarship is a multi-faceted activity involving the creation, integration and dissemination of knowledge. Scholarship can take many forms including the following:

- Staying current and maintaining competency in the content and methodology in one's field and related fields
- Inquiry and reflective practice
- Innovation in pedagogy
- Knowledge translation and reformulation for new applications
- Composition, creative activity and performance
- Publication
- Presentation at scholarly conferences or expert groups
- Independent or collaborative research across the full spectrum (basic, applied, educational, policy, quantitative, qualitative, etc.)
- Applied scholarship through problem solving practices, innovation, product development (tools, handbooks, manuals, software, etc.)
- Technology development, patents, technology transfer and commercialization
- Developing standards, guidelines, and best practices

Columbia College is committed to faculty research, scholarship, and the dissemination of new knowledge which is central to its mission as an institution committed to learning and to academic freedom.

In order to ensure our students receive the most current knowledge and skills in their fields of training, Columbia College supports and encourages all of its faculty to engage in scholarly activities. This activity should not be limited to their professional discipline but also should include scholarly activity that relates to learning, facilitating and assessment methods.

To support its faculty in each of these areas, the College has established the Leadership Development Centre. The College has also set aside professional development funds and scholarships to help cover some of the costs. Centre members will also counsel faculty on scholarship activities.

The ongoing development of the Centre as well as further development of College policies related to this document will come about as a result of input and recommendations from Academic Counsel which represents the views of faculty.

Effective research and scholarship is based on creativity and commitment of faculty members. It also requires integrity. Dishonesty and fabrication of information affect the value of research and other scholarly activities.

### **The Responsibilities of Researchers and Scholars**

Columbia College has endorsed and will comply with the principles and responsibilities outlined in the Tri-Council policy statement, *Integrity in Research and Scholarship*, as follows:

- a. recognizing the substantive contributions of collaborators and students; using unpublished work of other researchers and scholars only with permission and due acknowledgement; and using archival material in accordance with the rules of the archival source;
- b. obtaining the permission of the author before using new information, concepts or data originally obtained through access to confidential manuscripts or applications for funds for research or training that may have been seen as a result of processes such as peer review;
- c. using scholarly and scientific rigor and integrity in obtaining, recording and analyzing data, and in reporting and publishing results;
- d. ensuring that authorship of published work includes all those who have materially contributed to, and share responsibility for, the contents of the publication, and only those people; and
- e. revealing to sponsors, universities, journals or funding agencies, any material conflict of interest, financial or other, that might influence their decisions on whether the individual should be asked to review manuscripts or applications, test products or be permitted to undertake work sponsored from outside sources.

## **Responsibility of Columbia College**

Columbia College is committed to integrity in research and scholarship. Any allegation of scholarly misconduct will be dealt with through the following impartial procedures which are in compliance with Tri-Council policy:

- a. To conduct an enquiry within a reasonable time period;
- b. To protect the privacy of both the person(s) accused and the person(s) making an allegation as much as possible;
- c. To allow the accused person(s) due process in responding to the allegations;
- d. To determine if there has been any misconduct and determine what actions will be taken, if any; and
- e. To inform the accused of the findings, what actions will be taken, and prepare a report.

### ***Steps to Be Followed***

- a. Reports of misconduct are to be given in writing (signed by the accuser) to the Department Chair.
- b. The Department Chair shall share a copy of the report with the President (or Designate) and the Registrar. This group shall conduct a preliminary investigation.
- c. This group shall determine within fifteen (15) working days if the complaint may be considered misconduct and therefore an offence according to the terms of the College's policy on Integrity in Scholarship and Research.
- d. If it is determined that the current policy applies to the allegation, then a full investigation will take place and the Department Chair will inform both parties to retain all pertinent documents and respect all privacy matters.
- e. The Department Chair shall give a copy of the complaint to the accused and ask him or her to submit a written response within fifteen (15) working days.
- f. An investigation shall be conducted within fifteen (15) working days of receiving a written response, from which the group shall write a report which will be distributed to each party who will have fifteen (15) working days to respond in writing.
- g. If either party's response requires a meeting, then it will be set up. Following this meeting, the case shall either be dismissed or disciplinary action will be taken.
- h. If the case is dismissed, both parties will be advised in writing and a copy of the report will be given to the President. All copies of the letters and related documents will be retained for one year.
- i. If a complaint is upheld, then it shall be given to the President. The President shall meet with the Department Chair and Registrar to determine the disciplinary action. Discipline may range from a letter of reprimand (placed in the employee's file) to dismissal.
- j. The accused will be informed in writing of the decision.
- k. The decision may be appealed in writing to the President within fifteen (15) working days. The appeal may be for conflict of interest or bias, or failure to follow the College's policies and procedures.

- l. The President shall, once an appeal has been launched, seek an adjudicator from another university or college.
- m. The adjudicator shall review all the documents to determine if there are grounds for an appeal. If grounds are found, the Board shall launch an investigation. The decision of the Board of Directors shall be final.
- n. The College will do its best to ensure that anyone who makes an allegation of misconduct in good faith and without mischievous or malicious intent will be protected from reprisals or harassment during the investigation and following the final decision.

### **Dissemination of the Policy on Integrity in Scholarship and Research**

The policy on Integrity in Scholarship and Research will be placed in the College's Facilitator Handbook.

### ***References***

Campus Alberta Quality Council ([www.caqc.gov.ca](http://www.caqc.gov.ca))

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