



SOUTHERN ILLINOIS UNIVERSITY

October 1, 2008

TO: Constituency Heads

- ✓ Thomas Britton, Chair, Graduate Council, SIUC
- Don Castle, Chair, Administrative & Professional Staff Council, SIUC
- Brian Lotz, President, Staff Senate, SIUE
- Dominique Majors, President, Student Senate, SIUE
- Stephanie McAndrews, Chair, Graduate Council, SIUE
- Kyle Stevens, President, Graduate & Professional Student Council, SIUC
- Margaret (Peggy) Stockdale, President, Faculty Senate, SIUC
- Chiquita Watts, President, Undergraduate Student Government, SIUC
- Mark Wetstein, President, Civil Service Council, SIUC
- Duff Wrobbel, President, Faculty Senate, SIUE

FROM: John S. Haller, ~~FA~~  
Vice President for Academic Affairs

SUBJECT: SIU Plagiarism Policy Guide and SIU Office of the President Plagiarism Policy

Attached are two draft documents that are being shared with the expectation that you will review these drafts with your constituencies and provide me with any concerns, corrections, or revisions that might improve them. If possible, I would like to have your comments by November 26, 2008.

The first of the two documents, "SIU Plagiarism Policy Guide," lays out the definition, glossary, and guidelines and is intended for insertion in the Policies of the Board of Trustees. This Plagiarism Policy Guide is intended as a benchmark for SIU employees in the Office of the President as well as students, faculty, and staff at both SIUC and SIUE.

The second document is the "SIU Office of the President Plagiarism Policy" which is intended to cover those employees of the University who are assigned to the Office of the President. I ask that you also review this document with your constituencies before I take it to the Board of Trustees for approval.

You will be receiving shortly the revisions made by your own campus committee to the Research Misconduct Code, the Non-Research Misconduct Code, the Student Conduct Code, and the Staff Handbook. Once this review is conducted, the revised set of policies should be forwarded to your Chancellor for approval.

/am

Attachments

- |                         |                 |
|-------------------------|-----------------|
| cc w/att: Glenn Poshard | Jerry Blakemore |
| Samuel Goldman          | Steve Hansen    |
| Vaughn Vandegrift       | Debbie Nelson   |
| Lain Adkins             | Paige Reed      |

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**SOUTHERN ILLINOIS UNIVERSITY PLAGIARISM POLICY GUIDE  
FOR FACULTY, STAFF, AND STUDENTS**

1. Definition:

**Plagiarism is presenting another existing work, original ideas, or creative expressions as one's own without proper attribution.** Any ideas or materials taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from subject to subject. To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures. Examples of plagiarism, subject to interpretation, include but are not limited to directly quoting another's actual words, whether oral or written; using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; and offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

2. Glossary:

The following are terms and their definitions derived from scholarship on plagiarism and used in this working guide.

Common Knowledge: Knowledge presumed to be ubiquitous among members of the specific community being addressed.<sup>1</sup> Such communities may be broadly conceived, such as the entire citizenry, or much more narrowly conceived, such as only those who have studied geological evidence of the Late Cretaceous Period.

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<sup>1</sup> University of Tampere, School of Modern Languages and Translation Studies, Foundations in Area Studies for Translators. Retrieved November 14, 2005, from <http://www.uta.fi/FAST/PK6/REF/commknow.html>.

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Competitive Context: A context where attribution for a work provides justification for status and advancement of status within a particular community. For example, within the academic community, attribution for published books and articles is used to justify promotion and tenure.

Institutionalized Context: A context where official credit for a work does not represent a means of achieving status and advancement and where plagiarism is accepted and even expected and encouraged. For example, when writing reports and memos within many business settings, writers are expected to employ the organization, language, and even the content of previous reports and memos.

Intentional Plagiarism: Conscious and deliberate plagiarizing of a source or sources.

Unintentional Plagiarism: Plagiarism that is due to carelessness, a misremembering (believing some language or even a substantial portion of a text is one's own creation when it is not), a misreading of context (believing one is producing a text within an institutionalized context when the context is actually competitive), or an inadequate understanding of the citation requirements of authorship within a particular community.

Developmental Plagiarism (in written communication, called patchwriting<sup>2</sup>): An unintended plagiarism that is caused by the plagiarist's effort to produce work that mimics that of a particular community while she or he is not adequately familiar with the ways of expression of that community. This kind of plagiarism can be seen as the product of an intermediate stage in the plagiarist's development from being an outsider to being an insider.

### 3. Guidelines:

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<sup>2</sup> Rebecca Moore Howard, *Standing in the Shadow of Giants: Plagiarists, Authors, Collaborators* (Ablex, 1999); Rebecca Moore Howard, "Plagiarisms, Authorships, and the Academic Death Penalty," *College English* 57 (1995): 708-736.

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An act of plagiarism can either be intentional or unintentional. As an institution, our first recourse to fight plagiarism must be to try to eliminate unintentional plagiarism by educating all members of the University community as to what plagiarism is and how to avoid it.

Some instances of plagiarism are minor, involving small quantities of copied textual material, and these minor cases do not warrant extensive investigation. We do not endorse policies and procedures that might stifle the routine use of source material in all legitimate research and, thus, the dissemination of knowledge. The academy in general and this institution in particular, however, cannot abide the intentional misrepresentation of source material as one's own in order to fraudulently advance one's status within the academy or outside the academy.

That said, there may be extenuating circumstances involved even in cases of substantial intentional plagiarism. While such circumstances might mitigate punishment for such offenses, they cannot altogether absolve the intentional plagiarist from punishment. The SIU Board of Trustees then seeks to emphasize the responsible investigation of and just resolution to every case of intentional plagiarism.

Finally, the context of student plagiarism is different from that of others in the academy and beyond academia. Although students may perceive the context of their work, at least at times, as being institutionalized, in fact, schoolwork is produced always within a competitive context. School assignments are intended to facilitate learning or to assess learning or both. Plagiarism undermines those purposes. The distinction between institutionalized and competitive contexts within all academic disciplines should be recognized; students should assume they always produce their schoolwork within a competitive context that does not allow plagiarism. Faculty members are encouraged to watch for developmental

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plagiarism in student work, and students should be given opportunities to learn from such cases.

In providing an appropriate response to any accusation of plagiarism, then, the following factors should be taken into account.

- a. Context: that is, whether the context was institutionalized or competitive. Determination of context should be based on the discipline or community's typical attitude toward the citation of source material for that particular genre and situation as well as past experience of those producing similar texts within the particular discipline or community, and in cases involving student plagiarism, whether the instructor indicated that the assignment was meant to be completed as if within an institutionalized context.
- b. Intent: that is, whether the plagiarist intended to plagiarize in order to fraudulently advance his or her status within the academy.
- c. Seriousness of the offense: that is, how substantial and significant the plagiarism was.
- d. Engagement with the source material: that is, whether the plagiarist adapted the source material with a recognizable intent to integrate the content honestly within his or her own work or mindlessly adopted the source material without a recognizable intent to integrate it.
- e. Extenuating circumstances: that is, whether there exist circumstances that mitigate punishment for the offense.

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## OFFICE OF PRESIDENT

### Plagiarism Policy

#### I. Definition of Plagiarism:

**Plagiarism is presenting another existing work, original ideas, or creative expressions as one's own without proper attribution.** Any ideas or materials taken from another source, including one's own work, must be fully acknowledged unless the information is common knowledge. What is considered "common knowledge" may differ from subject to subject. To avoid plagiarizing, one must not adopt or reproduce material from existing work without acknowledging the original source. Existing work includes but is not limited to ideas, opinions, theories, formulas, graphics, and pictures. Examples of plagiarism, subject to interpretation, include but are not limited to directly quoting another's actual words, whether oral or written; using another's ideas, opinions, or theories; paraphrasing the words, ideas, opinions, or theories of others, whether oral or written; borrowing facts, statistics, or illustrative material; and offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

#### II. Applicability:

This policy applies to allegations of plagiarism involving administrators and staff assigned to the Office of the President in their normal course of work. The policy also applies to the Chancellors of SIUC and SIUE in the course of their administrative duties. This policy does not apply to former employees nor is it applicable to allegations of plagiarism that involve academic or disciplinary work. Instances involving the latter shall be referred to the applicable academic unit for further action, if warranted.

#### III. Procedures and Guidelines:

The Office of the President has daily interaction with the campus community and the public at large and its administrators and staff are expected to perform their work with a

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high degree of professionalism and honesty. In this environment, the routine use of source material in a legitimate institutionalized context is a common and acceptable occurrence. However, such use must be in balance with the University's prohibition against the misrepresentation of source material as one's own in order to fraudulently advance one's status within or outside the University. Therefore, upon consideration of the circumstances surrounding allegations of plagiarism, those allegations that are deemed to be of substance shall be handled in accordance with the following procedures:

## **Procedures in Cases of Suspected Plagiarism**

### **1. Complaint Process:**

An individual who has a good faith belief that plagiarism may have been committed by a member of the Office of the President shall report the allegation to the Office of the President. The President or his/her designee shall initiate a timely review of the allegation in accordance with the procedures set forth herein.

### **2. Appointment of Inquiry Committee:**

Within ten (10) working days from the date an allegation is received, the President or his/her designee shall appoint an Inquiry Committee consisting of one staff member from the Office of the President, one tenured faculty member from SIUC, and one tenured faculty member from SIUE to conduct a preliminary inquiry into the complaint. The President or his/her designee shall meet with the Inquiry Committee to review the specific allegations and discuss the procedures to be followed in conducting the review. The Office of the General Counsel may be consulted on procedural issues throughout the inquiry process. The President or his/her designee shall then notify the accused in writing of the specific allegations, the names of the Inquiry Committee members, and the procedures to be used during the review and/or investigation.

### **3. Review of Allegations by Inquiry Committee:**

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The Inquiry Committee shall make an initial determination, in consultation with the President or his/her designee, as to whether the allegations raise a legitimate question of whether a violation of this policy has occurred. If the Inquiry Committee determines that the allegations warrant an investigation, the Inquiry Committee shall recommend such action to the President or his/her designee for further action in accordance with this policy. If the Inquiry Committee, in consultation with the President or his/her designee, determines that the allegations are insufficient to raise a legitimate question of a violation of this policy and/or fall outside of the jurisdiction or scope of this policy, the President shall notify the complainant and the accused of this decision in writing and no further action shall be taken.

#### **4. Investigation:**

a. Upon a finding by the Inquiry Committee and the President that there is sufficient evidence to initiate an investigation, the President or his/her designee shall conduct an investigation in accordance with the procedures set forth herein. The President or his/her designee shall notify the accused in writing of the specific allegations and the investigative process.

b. The President or his/her designee shall create an Investigation Committee which shall consist of the following individuals appointed by the President or his/her designee: one staff member from the Office of the President, one tenured faculty member from SIUC, and one tenured faculty member from SIUE. The Investigative Committee may consist of the same individuals who served on the Inquiry Committee.

c. The President or his/her designee shall meet with the Investigation Committee and review the specific allegations along with the applicable procedures under which to conduct the investigation. The Office of the General Counsel may be consulted for procedural issues, as necessary to assure that the process is conducted in accordance with substantive and procedural due process.



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d. The accused individual shall be informed in writing of the composition of the committee and the specific allegations stated against the accused. The Investigative Committee shall provide the accused with an opportunity to meet with the Investigative Committee to respond to the allegations, submit any and all relevant and material evidence on behalf of the accused and provide names of other individuals who may have pertinent information. The Investigative Committee shall notify the accused of the meeting date and time no less than three (3) working days prior to the meeting. At the meeting, the accused shall have the right to bring a university representative or attorney to offer advice and support to the accused during the meeting. However, the representative or attorney shall not present evidence or speak on behalf of the accused during the meeting.

e. At the conclusion of the investigative process, the Investigation Committee shall meet to review all relevant evidence obtained during the investigative process and determine whether there is sufficient evidence to support a violation of this policy. The Investigation Committee shall issue its determination and findings in a written report to the President or his/her designee.

## **5. Finding of Investigation Committee:**

a. If the Investigation Committee determines that the allegations are insufficient to support a violation of plagiarism, the President shall notify the complainant and the accused of the Investigation Committee's findings and no further action shall be taken.

b. If the Investigation Committee determines that there is sufficient evidence to support a violation of this policy, the President or his/her designee shall take proper and appropriate action to adequately address the violation in accordance with applicable University policies. The President shall notify the appropriate administrative officials

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and the accused of the results of the investigation, the findings of the Investigation Committee and the determination of appropriate action to be taken.

### **6. Request for Review:**

a. The accused shall have the right to seek a review of the Investigation Committee's findings and/or the President's decision by filing a written request for review to the Chairperson of the Board of Trustees within five (5) working days from the date of receipt of the final decision or finding. The Chairperson of the Board of Trustees shall meet with the Board of Trustees to review the evidentiary record at the next regularly scheduled meeting and either uphold or reverse the decision.

b. The decision of the Board of Trustees shall be final. If a request for review is submitted, the President shall stay any action until the review process is concluded.

### **7. Confidentiality:**

a. All stages of the investigation up to this point should be treated as entirely confidential. The disclosure of information to anyone except those who are directly involved in an investigation will be regarded as a serious breach of professional ethics and addressed through applicable policies accordingly.

b. The Office of the President shall take reasonable steps to ensure confidentiality, however, confidentiality cannot be guaranteed.

c. A confidential record of the case shall be maintained by the Office of the President for a period of ten (10) years. The record shall contain any and all documentation and/or evidence relating to the review and investigation of the allegations, the findings of the committees and the decision of the President or his/her designee. The

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record may be reviewed by the Office of General Counsel to ensure full compliance with legal requirements and observance of the rights of all parties involved. The record and all documentation therein shall be maintained for a period of no less than ten (10) years.

### **8. Chairperson acting on behalf of President:**

If an allegation of plagiarism is made against the President of the University, the above procedures shall be followed, except that the Chairperson of the Board of Trustees shall act in place of the President and the committees shall be expanded to include two members of the Board of Trustees.

### **9. Substantial Compliance:**

Substantial compliance with all of the procedures set forth in these Procedures shall be deemed full compliance if the party challenging the procedures has suffered no substantial harm caused by the actual procedure used. In any event, the review and/or investigation of an alleged violation of this policy shall be completed in no less than sixty (60) calendar days, unless additional time is required for good cause.

### **10. Retaliation:**

Retaliation against an individual who makes allegations or complaints of a violation of this policy, or who participates in an investigation, is prohibited. Retaliation is prohibited by University regulation, state and federal law and can lead to disciplinary action independent of the allegations.

### **11. Frivolous or Malicious Charges:**

It shall be a violation of this policy to allege, file or raise frivolous or malicious claims against members of the Office of the President or the Chancellors of the SIUC or SIUE campuses. If a violation of this section is committed, the University may initiate any and

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all appropriate action, including but not limited to disciplinary action against an employee or civil action against a member of the public.

**12. Conflicting Provisions:**

Nothing in this policy should be construed or implemented in a manner which conflicts with contractual or statutory obligations of the University governing possible misconduct under funded research for externally funded research projects and/or applicable collective bargaining agreements.