

STANDARD 11—INTEGRITY

DESCRIPTION

As a member of the University of Massachusetts system, UMass Dartmouth adheres to all [policies of the UMass system and its Board of Trustees](#). UMass is governed by a set of policies and standards that define proper procedures in areas that affect faculty, staff, students, and, in some cases, others affiliated with the University, such as consultants. The UMass Board of Trustees (BOT) issues the policies that govern the University. University Policies contain concise statements of direction and required action and are assigned a BOT document number (e.g., Doc. T97-010). Once policies are established, the President issues University Standards. These Standards are designed to achieve the requirements of University Policies by establishing specific criteria that must be met in Campus Procedures. Each campus develops the procedures for implementing the [Policies and Standards](#). The Dartmouth campus also enacts policies that are consistent with UMass procedures and standards.

The [Mission and Vision Statements](#) of the University of Massachusetts Dartmouth as well as its Strategic Plan require adherence to principles of integrity in establishing, maintaining, assessing, and implementing policies and procedures that govern day-to-day operations, long-term plans, institutional organization, and priorities. The campus community values openness, inclusiveness, respect, individual responsibility, initiative, creativity, and professional achievement in meeting the challenges of improving the quality of both undergraduate and graduate education, supporting and motivating faculty engagement in research to advance both pure and applied knowledge, and encouraging civic engagement among the faculty, staff, and students.

UMass Dartmouth has created and implemented policies and procedures to express clearly the campus community's values and goals. Of primacy in this effort is the [UMass Dartmouth Policy on Policies](#). This “master policy” establishes a formal mechanism to create, approve, rescind, and periodically revise campus policies and procedures, including a standardized format and reference numbering system; a corresponding communications system that electronically disseminates results to the entire University community as well as to others needing the information; and a [central policy index](#) that is accessible and easy to use, with enhanced search capabilities (e.g. searchable by keywords or organized by subject areas).

The University supports administration, faculty, staff and students in their pursuit of integrity. To ensure that all members of the UMass Dartmouth community are informed of institutional expectations for all who study and work at UMass Dartmouth, these policies and the procedures for achieving compliance are posted on the website. The institution aspires to continue to assess and improve the policies and practices that embody our commitment to integrity. Responsibility for establishing and administering University policies and procedures concerning integrity is delegated by the Chancellor to several offices; the Chancellor reviews and approves all policy recommendations. Academic Affairs, Enrollment Management, and Student Affairs are primarily responsible for policies dealing with academic freedom, academic integrity, and various student policies. The Offices of [Human Resources](#) and [Equal Opportunity, Diversity and Outreach](#) are responsible for policies that address professional, legal, and ethical standards as well as non-discrimination policies. The [Office of Research Administration](#) is responsible for policies regarding research integrity, commercial ventures, and intellectual property.

The BOT's policies on [Employee Conduct](#), non-discrimination, and fiscal responsibility stress the expectation of integrity in all areas on the part of all employees. The [Student Handbook](#) addresses issues of academic integrity, the code of conduct, and student rights and responsibilities. Policies on [Affirmative Action/Equal Opportunity, ADA, and Harassment](#) policies are administered by the Assistant Chancellor for Equal Opportunity, Diversity, and Outreach.

The institutional leadership endeavors to foster an atmosphere in which integrity issues are openly discussed, and the rights of employees to do so are guaranteed in the [five collective bargaining agreements](#) comprising the Faculty Federation (AFT); the Educational Services Unit (ESU); the Association of Federal, State, County, and Municipal Employees (AFSCME) for the clerical unit; the AFT Maintainers unit, and the International Benevolent Order of Police for public safety employees. Similar policies for upper level administrative positions not covered by collective bargaining are covered in the [Non-Unit Personnel Policy](#).

Truthfulness, clarity, and fairness in external and internal communications are the responsibility of the Office of Public Affairs, which oversees all official publications of the University. Public Affairs strives to provide information that is complete, accurate, accessible, clear and sufficient for intended audiences to make informed decisions about the institution. For additional description, please see Standard 10.

The University has a comprehensive policy with regard to [academic honesty](#). The policy presents a clear definition of academic integrity and the penalties for violation of the policy. Students are made aware of this policy at new student orientation sessions, through the online Student Handbook, and various course syllabi, notably in freshman composition. In addition, the University supports anti-plagiarism software and has made the [SafeAssign Plagiarism Prevention System](#), described on the Library's website, available to faculty. Academic honesty policies are administered jointly by the Provost/Vice Chancellor for Academic Affairs and the Associate Vice Chancellor for Student Affairs.

Student rights and responsibilities are delineated in the [Student Handbook](#). These rights include [academic integrity](#) and the [grade appeal process](#); residential and student life; judiciary rights and policies; and other areas of campus life. Students share in the faculty right to academic freedom in the pursuit of knowledge. The Integrated Student Learning Outcomes statement reaffirms the University's commitment to the development of critical thinking skills by students, and the freedom to raise questions is implicit in this skill. The student conduct policies are administered by the Assistant Vice Chancellor for Student Affairs, including the Student Judiciary Board. Recommendations regarding academic honesty are made by the Student Senate and by the Academic Ethical Standards Committee of the Faculty Senate.

[Intellectual Property](#) and [Research Integrity](#) policies provide protection to faculty, students, post-doctoral and staff researchers, and to the subjects of such research. These policies are administered through the Office of Research Administration in the Division of Academic Affairs. The [conflict of interest policy](#) provides guidance to faculty, staff and students with regard to intellectual property and technology transfer; this policy is reviewed every three years. All other conflicts are governed by [Chapter 268A of Massachusetts General Laws](#), which governs the conduct of public officials and employees.

Privacy policies are administered by the Office of Human Resources for employee-related issues and the Office of the Registrar, Office of Financial Aid, and Office of the Bursar for student-related issues. Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA) and information is disseminated to students and their parents/guardians in accordance with the requirements of that act. The Office of the University Registrar, assisted closely by Student Affairs, is charged with the responsibility for [FERPA](#) administration on campus.

All computer users are made aware of the [responsibilities related to computing and information technology services](#). This policy is disseminated to all new students and staff when they first obtain a UMass Dartmouth username and password and at the beginning of each semester. In addition to describing acceptable uses, the policy also requires users to adhere to the same standards of intellectual honesty and plagiarism with regard to the use of software that apply to other forms of published work. For example, individuals should not copy another's computer file and submit it as theirs nor should they work with someone else on an assignment, sharing the computer files and then submit that file, or a modification thereof, as their own individual work.

The University believes that fairness is the cornerstone in building its relationships with faculty, staff, students and administrators. The provisions of the collective bargaining agreements and non-unit personnel policy are designed to ensure fairness to faculty, unit and non-unit staff; fairness to students is supported by the Code of Conduct and Student Judiciary Policies.

Academic freedom policies are incorporated within Article III of the [Faculty Federation Agreement](#), which is approved by the BOT. The contract is negotiated every three years and the provisions therein are reviewed. These policies and practices are administered by the Chancellor, Vice Chancellors, Assistant Chancellors, Associate Vice Chancellors, Deans, and other members of the administration as appropriate.

The University of Massachusetts Dartmouth traces its history to 1895 with the establishment of the New Bedford Textile School and the Bradford Durfee Textile School in Fall River which merged in 1962 to become Southeastern Massachusetts Technological Institute. In 1964, the institution became Southeastern Massachusetts University and incorporated the Swain School of Design before merging with the University of Massachusetts system in 1991. The merger expanded UMass Dartmouth's charter and mission, and the authority to grant degrees including the PhD. The University offers 38 undergraduate, 26 master's, and 9 doctoral degree programs/options under the authority of the University of Massachusetts Board of Trustees and in accordance with guidelines and regulations of the [Department of Higher Education](#).

Interactions with prospective students also comply with applicable laws and the University's philosophy of openness. In compliance with the Clery Disclosure Act, an [annual security report](#) is available on the website. The Office of Admissions and the Office of Public Affairs work collaboratively to ensure the accuracy of all promotional materials and information.

The [Admissions Policy](#) presents a detailed explanation of University of Massachusetts system requirements, UMass Dartmouth requirements, including additional criteria for specific programs, and Department (previously Board) of Higher Education requirements and regulations. The sections of the policy on Affirmative Action, Students with Special Needs, and Alternative Admissions affirm UMass Dartmouth's commitment to non-discriminatory policies

and practices in student recruitment and admission. These policies and procedures are administered by the Admissions Office.

Recruitment of faculty and staff is governed by the policies overseen by the Office of Equal Opportunity, Diversity and Outreach and the Office of Human Resources, in collaboration with all administrative offices and officers, and in compliance with relevant collective bargaining agreements. Documentation on the Human Resources and Equal Opportunity, Diversity and Outreach office websites includes a comprehensive listing of [Board of Trustees policies](#) that address intolerance, support of pluralism, sexual harassment, affirmative action and equal opportunity, [cultural diversity and inclusion](#), and gender discrimination. [UMass Dartmouth's Affirmative Action Plan](#) provides a detailed description and guide to all aspects of the institution's efforts to build an inclusive, diverse community. Evaluation and advancement of faculty and staff are covered in [collective bargaining agreements](#) and on the [Human Resources website](#).

In support of creating a community built on respect and inclusion, the University offers online AA/EEO training programs. The Frederick Douglas Unity House, the College Now and START alternative admissions programs, the African and African-American Studies Program, the Women's Studies Program and Women's Resource Center are among the many programs that foster an atmosphere of diversity and non-discrimination. Each college files and updates annually a plan for affirmative action/equal employment opportunity in the recruitment of faculty and staff. (See Work Room.)

The University sponsors conferences, institutes, workshops, and other instructional and enrichment activities through several divisions, offices and units. [Outreach programs](#) range from economic development to community service to cultural and educational. Regardless of the sponsoring unit, all activities are governed by the policies related to integrity, non-discrimination, and fairness that are described in this section.

The University endeavors to create an atmosphere of openness and inclusion, grounded in integrity, to minimize grievances. As part of these efforts, governance is shared with members of the community through the Faculty Federation and the Faculty Senate and student participation on numerous committees. Nevertheless, grievance procedures for faculty, staff, and students are available and widely publicized. Faculty and staff covered by collective bargaining agreements have access to contractually negotiated processes to resolve conflicts. Student grievance procedures are outlined in the [Student Handbook](#) under the Student Judiciary and Grade Appeals Processes. An [Ombuds Office](#) provides a range of services for the informal resolution of conflicts and offers training in mediation services.

The Human Resources Office and the Office of Equality, Diversity and Outreach are available to provide guidance in areas of sexual harassment, ADA complaints, and other issues. Student grievances under the ADA are handled by the Center for Access and Success. The [policies](#) that govern these areas are readily available and accessible.

UMass Dartmouth also maintains a positive relationship with the Commission on Institutions of Higher Education and has demonstrated its efforts to adhere to Commission policies, standards and requests, notably through its response to the accreditation review of 2000 and the

intermediate review in 2005. The University has made a strong good-faith effort to address the concerns identified in that evaluation and the subsequent requests for focused evaluation response and progress reports.

UMass Dartmouth seeks to demonstrate honesty and integrity in its dealings with CIHE/NEASC. As described in the introductory chapter, numerous members of the campus community participated in preparing this self-study. In holding to the spirit as well as the letter of the regulations, the University used to good advantage the resources of the Commission, attending workshops both on and off-campus. UMass Dartmouth's Institutional Liaison to the Commission is an active participant in CIHE affairs. In addition to Standard 11, integrity issues are addressed in Standard 4, The Academic Program, and in Standard 10, Public Disclosure.

APPRAISAL

The University of Massachusetts Dartmouth has in place adequate policies and procedures to ensure institutional integrity. As a member campus of the University of Massachusetts system, BOT policies govern many aspects of integrity. In addition to Trustee-level policies, UMass Dartmouth has adopted and implemented its own campus policies and procedures that further strengthen the commitment to integrity. The campus has devoted significant attention to issues of integrity, and has created administrative offices and allocated resources to support institutional integrity on a broad scale.

Existence of policies and procedures does not guarantee an environment of integrity. Communication of the content of the policies and the associated expectations the institution has for the campus are indispensable to maintaining the environment of integrity that the institution values. Various means are used to inform members of the UMass Dartmouth community of existing policies, including websites, the New Faculty Institute, and electronic notifications to the campus community (UMDNotify and UMDAnnounce). In certain instances, for example, in the case of the academic honesty policy, the deans use email for periodic notification of faculty. In addition, changes in policies covered by the collective bargaining agreements require ratification votes by bargaining unit members on many of the covered policies and procedures relevant to institutional integrity. These efforts demonstrate our expectations that all members of the UMass Dartmouth community behave with integrity.

A [Faculty Handbook](#) bringing together policies related to faculty has recently been published on the website. Periodic updating of the campus' Strategic Plan provides a context in which the institution collectively considers the policies and procedures relating to institutional integrity and assesses and considers changes in existing policies.

Adherence to the Policy on Policies promotes transparency. While the procedures established by this policy are specific and the policy is posted on the website, review of policies has not been consistent and communication of policies to the entire community needs to be strengthened. A newly developed index of all [UMass Dartmouth policies](#) will aid in this effort and require on-going maintenance.

PROJECTIONS

Establishing, publicizing, and enforcing policies and procedures of integrity creates a culture of expectations for acceptable behavior for all who work and study at UMass Dartmouth. To

maintain and strengthen policies and procedures that promote integrity, the following initiatives will be undertaken. These efforts will be led by the Chancellor, Vice-Chancellor/Provost, and deans in collaboration with faculty and staff.

Schedule and Activities:

- In AY 2010-11, the Chancellor will appoint a task force representative of all constituencies to review UMass Dartmouth's policies as provided in the Policy on Policies. Once policies are identified for potential revision or deletion, or if the need for a new policy is determined, these will be referred to the appropriate governance groups for further action. This activity will be ongoing.
- In AY 2010-11, CITS, with assistance from the various task forces on policies, will maintain and update [central index](#) of all policies and cross-link policies as appropriate.
- In AY 2010-11, efforts to more systematically disseminate policies to the campus community will be implemented.
- In AY 2010-11, a comprehensive research manual and an accompanying website will be implemented.

INSTITUTIONAL EFFECTIVENESS

The [University of Massachusetts Dartmouth Policy on Policies](#) provides a framework for the development, communication, archiving and review of policies and procedures. Periodic review of policies is also part of the Strategic Planning and NEASC self-study processes, the collective bargaining process as well as the proceedings of the Faculty Senate, the Student Senate, and other institutional committees and entities. The continuous review of policies, practices, and procedures results in ever more refined adherence to all aspects of integrity works to create an environment of integrity for all who work and study at UMass Dartmouth.