**Academic Integrity Subcommittee**

**Terms of Reference**

Reporting to the Senate Committee on Academic Development and Procedures (SCADP), the Subcommittee has the following terms of reference:

* To advise on initiatives, programs, and activities designed to make academic integrity an integral part of Queen's University;
* To review and make recommendations to SCADP on matters of policy, procedure and practice relating to academic integrity;
* To collect, retain, review, and prepare an annual report for the review of SCADP and Senate on central, university-wide academic integrity statistics/data;
* To review and advise on the development of educational and awareness programs and resources for Faculties, instructors, and students;
* To review matters of policy and procedure related to academic integrity arising from cases and activities in Faculties, Schools, and units;
* To deal with other matters related to academic integrity as referred to it (by the Senate, student governments, Ombudsperson, faculties, schools, units or SCADP);
* To act as a point of reference relating to matters arising from the interpretation of policies and practices;
* To share information with and direct the Academic Integrity Roundtable on matters relating to Academic Integrity policy and practice, education and training.

**Composition**

Chair of the Academic Integrity Subcommittee (Provost or delegate)

3 Faculty members at Large (appointed by the Provost)

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

1 Member of the Society of Graduate and Professional Students (SGPS) (student at large appointed by the SGPS)[[1]](#endnote-1)

Official non-voting observers: University Ombudsperson, University Secretary, University Legal Counsel, AMS Academic Affairs Commissioner, SGPS President or delegate.

Quorum: Three members shall constitute a quorum, of which at least two must be faculty members and at least one must be a student member.

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

Meetings: Normally once per term

Term: 3 years for faculty voting members.

1. If the SGPS President or delegate is a Law student preference will be given to a Graduate Student at large. If the SGPS President or delegate is a Graduate Student preference will be given to a Law student at large.

   Last revised: September 2023. [↑](#endnote-ref-1)