



School of Health Sciences

UNIVERSITY OF ILLINOIS SPRINGFIELD

Medical
Laboratory
Science
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Exercise
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School of Health Sciences Bylaws

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Article I – Name

The name of this academic unit will be the School of Health Sciences (HSC). The HSC is organized to provide instruction in medical laboratory sciences at the baccalaureate level, exercise science at the baccalaureate level, and athletic training at the master’s level.

Article II – Membership

- A. The School is made up of faculty, staff, graduate assistants, and student workers. All members of the School fulfill critical roles necessary to carrying out the mission of the College and the University. All members of the School are to be treated with respect, dignity, and professionalism.
 1. The HSC is made up of a Director, Tenure Track Faculty, Non-tenure Track faculty, and Academic Staff who hold appointments in the HSC. This includes all persons who have the rank or title of instructor, lecturer, academic professional, professor, associate professor, and assistant professor. This includes individuals with the previous ranks or titles with modifier terms such as ‘research,’ ‘adjunct,’ ‘clinical,’ ‘visiting’ and/or ‘emeritus’ (e.g., ‘research professor,’ ‘adjunct assistant professor,’ ‘clinical associate professor,’ or ‘visiting professor’).
- B. The HSC may include part-time faculty teaching a variety of courses. Part-time or adjunct appointments are made by the Dean of the College with the recommendation of the HSC. Part-time or adjunct instructors or lecturers must have at least a master’s degree, specialty certification in the content area, and/or significant experience in the subject that they intend to teach. They are invited to attend all official department functions and open meetings.
- C. Retired faculty who have been granted *emeritus* status are valued members and may continue to be affiliated with the department and teach on occasion. *Emeritus* faculty may also attend all official department functions and open meetings.
- D. The rules contained in the latest edition of *Robert’s Rules of Order Newly Revised* shall govern the conduct of business by the faculty in all cases to which they are applicable and in which they are not in conflict with these *Bylaws*, the *UIS Faculty Personnel Policies*, or with the *Statues*.

Article III – Voting Rights and Privileges

Voting members shall be those members of the HSC with at least a 50% appointment in the school with HSC as their home unit. This includes all persons who have the rank or title of instructor, lecturer, professor, associate professor, assistant professor. This includes individuals with the previous ranks or titles with modifier terms such as ‘research,’ ‘clinical,’ ‘visiting’ (e.g., ‘research professor,’ ‘clinical assistant professor,’ ‘visiting associate professor’). Voting privileges are extended to eligible members on leave whenever feasible. Adjunct faculty are not voting members of the school. Emeritus faculty are not voting members of the department. Unless otherwise mentioned, school voting standards are as follows:

- A quorum for voting matters will be a majority of voting members
- Simple majority refers to one vote greater than half
- Super majority refers to 2/3 of votes
- Secret ballots must be used in personnel decisions including but not limited to reappointment, promotion, tenure, election of school Director, removal of school Director.

Article IV – Unit Executive Officer

- A. The School of Health Sciences is organized with a Director as its unit executive officer. They will be elected to the position by a majority vote of school members for a 3-year term and must be approved by the Dean of the College of Health, Science, and Technology (CHST) and the VCAA in order to serve.
- B. Eligibility and Selection
1. Internal Selection
 - Only HSC tenure track faculty are eligible to be nominated and serve as Director. In the case of exceptional circumstances, the school faculty may, by majority vote, petition the College Executive Committee for an exception to this policy.
 - No later than three (3) weeks after the spring semester begins, the HSC Executive Committee shall ask for nominations of eligible faculty to stand for election by official secret ballot. Faculty members eligible to vote but who are absent because of sabbatical leave, leave of absence, or for other official reasons will be provided with an absentee ballot.
 - The name of the person receiving a simple majority of the secret ballots cast will be sent forward to the Dean and the VCAA. In the case of a tie which cannot be resolved by the voters, the Dean shall select the Director from those faculty members who receive votes.
 - If no nominee receives a simple majority of the votes, a run-off vote for the top two nominees shall be held immediately under the same procedures outlined above.
 - If the Dean fails to approve the person selected by the faculty, the faculty will submit another nominee or may hold another vote under the same procedures outlined above.
 - School members will be notified of the Director's selection by the week after spring break.
 2. External Selection

In some cases, it may be desirable to go outside the existing school faculty for a Director. If the faculty and the Dean agree on the need for an outside search, the Dean will meet with the Provost to discuss options. If an external Director search is authorized, a search committee which follows University policies and procedures for searches for new faculty appointments will be followed. Given the time required to conduct an external search, the incumbent Director or another tenured faculty member shall normally be selected to serve as interim Director until the new Director is in place.
 3. Appointment by the Dean

In the event the HSC is unable or unwilling to select a Director, the Dean after seeking the advice of the College Executive Committee, will select a faculty member to provide direction as the Director. Should the Dean be unable to appoint a faculty member, the Dean's office will provide administrative support to the HSC.
- C. Re-election
An individual holding the Director position can be nominated for re-election by any voting member of the HSC, including themselves.
- D. Term-Limit
For an individual elected into the Director position, a term-limit of 3 consecutive terms will be in effect. For an exception to the term limit to be considered, a super majority of the voting membership must vote in favor of the exception via secret ballot.
- E. Removal
Either the unit or the Dean may initiate discussions to recommend removal of a department head, or non-reappointment of a department chair or school director. If the dean wishes to recommend the removal/non-reappointment of a department or school administrator, the dean's recommendations will

be forwarded by the dean to the Vice Chancellor for Academic Affairs, who will make a recommendation to the Chancellor. Though not required by the University Statutes, the department or school's advisory recommendation may also be solicited by any of the administrators in this process. If such a recommendation is solicited, the department or school administrator may not vote on the question of their own removal. In the event that a department or school administrator is removed or not reappointed, the Dean will recommend a faculty member to provide interim direction after consulting with the unit; should the Dean be unable to recommend a faculty member, the Dean's office will provide administrative support to the department or school.

F. Vacancies

If the HSC Director position becomes vacant, or if the Director is unable due to illness or other circumstances to fulfill the duties of the position, the school faculty and the Dean will select an Acting Director using the procedures specified in this Article until the Director is able to resume duties or until the normal selection process for the Director can take place.

G. Evaluation

Both the HSC and the Dean shall evaluate the Director on her/his performance in providing school direction. Each College will develop a form and a process for unit executive officer evaluation which includes input from school faculty and staff, a self-evaluation by the Director, and written feedback from the dean to the Director. The evaluation by the Dean and such other documents as designated by the College shall be placed in the personnel file.

H. The Director, with advisement of the Executive Committee, shall be responsible for the formulation and execution of school policies and the execution of University and college policies insofar as they affect the HSC. The Director shall have power to act independently in such matters as are delegated to the Director by the HSC.

As outlined in the UIS Faculty Personnel Policy (Article 9, Section 6) the Director of the School of Health Sciences shall have the following functions and responsibilities.

1. Functions:

- provide effective leadership for faculty in the school;
- assume responsibility for seeing that decisions assigned to the school by university policies and procedures are made and communicated to others in the University;
- convey recommendations concerning such matters as curriculum development, budgetary requests, position requests, multi-year schedules, and faculty development activities.

2. Responsibilities include overseeing, supervising and/or coordinating the following:

- the work of faculty in the development of curriculum, educational philosophy and academic standards and the school's long-term planning efforts;
- coordinate formal reviews of degrees and certificates (if applicable), oversee preparation of documents for follow-up and accreditation review, prepare documents for curricular changes, catalog revisions and other documents necessary to convey the school's curricular plans;
- develop multi-year course schedules and staffing plans for curricular delivery, consistent with institutional priorities and student needs;
- prepare annual course schedule documents and faculty workload assignment summary sheets for faculty review, and coordinate curricular delivery and make recommendations about faculty workload assignments;
- lead and participate in the selection and development of full and part-time faculty;

- oversee faculty searches in accordance with University policies and procedures;
- develop and coordinate student recruitment, retention, advising and service activities of the unit;
- implement and monitor admissions, student progress and closure requirements of the school's degree(s) and certificate(s) (if applicable), as well as professional certification or registration of students;
- represent the school to external organizations and groups, inter-institutional activities and accrediting agencies;
- lead the school in developing budget requests and priorities and approve expenditures according to them;
- oversee selection and supervision of the school's graduate assistants and student workers as appropriate;
- direct the work of support staff;
- communicate information to and from the dean and appropriate governance bodies and report the results of school actions and deliberations;
- ensure representation of the school on appropriate College-level committees;
- represent school at Campus and University level meetings;
- lead the development of public affairs activities in the school and the offering of general education courses;
- oversee students' clubs, honorary societies, advisory committees, etc.

- I. In the performance of her/his duties, the Director will seek the advice and counsel of the HSC Faculty as well as the Advisory Committee for each program housed within the department. The Director be a member of the Advisory Committee for each program housed within the school. (see below for more information on Advisory Committees)
- J. The Director may fill, by appointment, for terms defined by relevant committee, the following positions: Advisor to Pre-Professional Minors, Representative to the Safety Committee, and other special appointments as needed.
- K. As the HSC progressively grows in programs offered and faculty employed, the creation of standing formal committees may be warranted. The Director may create standing and/or ad hoc committees as needed to address the essential functions of the HSC. This change can occur during the school year at the discretion of the Director or with a majority vote of the HSC Faculty. As needed, the Director may convene standing and/or ad hoc committees for specific functions requiring HSC involvement or oversight. If any committee is to carry over to a new academic year, the membership of the standing committee must be reviewed by the voting faculty for possible election of members by the eligible faculty.

Article V – School Personnel Committee

- A. Elections are not required for School of Health Sciences Personnel Committee membership. Non-tenured faculty members who resign, are not reappointed or are denied tenure shall not serve on the personnel committee or participate in personnel processes. For the School of Health Sciences, the membership will include:
 - Director
 - EXR representative
 - MATR representative

- MLS representative
- B. In instances when the HSC is exploring or pursuing additional programs, the personnel committee may vote to add additional membership to represent the prospective program(s). If the prospective program(s) is approved the Personnel Committee must propose a revision to these Bylaws before the start of the next academic year. If the program is not approved, the membership shall return to its original membership. If approval of the prospective program(s) is still pending at the beginning of a new academic year, the Executive Committee must vote to continue the modified membership.
- C. This committee shall be responsible for any HSC personnel recommendations based on annual reviews, all reappointment recommendations, and recommendations for promotion and tenure. These recommendations will be based on the criteria established by the University, the Campus, the College, and the HSC as outlined in the **Faculty Personnel Policy**.
- D. In order to vote on a candidate's case, a committee member must have read the candidate's personnel file and must have participated in the substantive discussion of the case. All votes taken shall be by secret ballot. All recommendations shall be based upon a simple majority of members present and eligible to vote. Deliberations and voting by all personnel committee members shall be conducted only when a majority of all voting members of the Committee is present.

Article VI – Executive Committee

The executive committee is elected annually by and from the faculty of the school by secret written ballot. At least one-half of the members of the HSC Executive Committee shall be elected from those faculty members who have at least a 50-percent salaried appointment in the University. The faculty may choose to elect members of the executive committee for staggered two- or three-year terms. The Director of the HSC is *ex officio* a member and chair of the executive committee. The Director and the executive committee are responsible for the preparation of the budget (as possible within the current budgetary structure of UIS) and for such matters as may be delegated to them by the faculty of the HSC. The size of the executive committee shall be determined by the faculty of the department and with all programs represented. For the School of Health Sciences, the membership will include:

- Director (*ex officio*)
- EXR representative
- MATR representative
- MLS representative

In instances when the HSC is exploring or pursuing additional programs, the executive committee may vote to add additional membership to represent the prospective program(s). If the prospective program(s) is approved the Executive Committee must propose a revision to these Bylaws before the start of the next academic year. If the program is not approved the executive membership shall return to its original membership. If approval of the prospective program(s) is still pending at the beginning of a new academic year, the Executive Committee must vote to continue the modified membership.

If the executive committee is in session to evaluate the Director's performance, the Director shall not be a member and the committee shall be chaired by a committee member elected by the committee for that purpose.

Article VII – Programmatic Advisory Committees

- A. The programs within the HSC are progressive and require periodic review for applicability and alignment with clinical practice. As a result, the HSC requires each program within the School to have a programmatic Advisory Committee to advise the program with regard to the profession’s current best practices and effectiveness. This includes all aspects of the program, including the curriculum on campus, as well as, the clinical rotations. Each Advisory Committee will be chaired by the designated Program Director. If a program does not have a designated Program Director, the Director shall designate an individual (from the program, if available) to preside over the Advisory Committee (AC) with the HSC Director as a secondary resource.

Each programmatic Advisory Committee is, at minimum, composed of the following members:

- HSC Director or designee
- voting members of the appointed UIS faculty within the program
- program designated stakeholders
- the UIS recognized programmatic Medical Advisor or Medical Director
- at least one practicing clinical professional
- a member of the community
- at least one current student or recent graduate of the program

Affiliate education coordinators, other clinical instructors, and emeritus faculty are welcome to attend except where sensitive material will be covered. The programmatic Medical Advisor/Director must be reported to the Director of the School of Health Sciences because of the important role they play and the potential accreditation responsibilities of the position. The practicing professional(s), member(s) of the community, and any recent graduate will be selected by the Advisory Committee Chair in consultation with the Advisory Committee. Appointments are for three years; there is no limit to reappointments. If a current student member slot is preferred by the Advisory Committee Chair, the student will be elected by the declared program majors for one-year terms (with possible reelection).

- B. The Advisory Committee meets at least once per year. Students are encouraged to take suggestions and/or concerns to the student representatives who will bring them up at the meeting. Of course, students can always bring suggestions and concerns to the Program Director, Advisory Committee Chair or faculty members for discussion at department/program meetings which are held more frequently. Minutes will be distributed to all members except student members.
- C. Advice on issues that arise in between meetings may be sought through electronic means or by calling an additional meeting.

Article VIII – Meetings

A. HSC Meetings

1. The purpose of HSC meetings is to exchange information such as updates of courses and review of student performance, review curriculum, review assessment data and suggest improvements, and advise the Director with respect to the affairs of the School of Health Sciences.
2. Regular departmental meetings, at least two per semester, are called by the Director.
3. A quorum for regular face-to-face, electronic, and special meetings will be a majority of the voting members.

4. Meetings (and voting) may be held using electronic technology such as video, telephone, or email as long as a quorum can participate.
 5. Minutes of the meetings shall be kept by the Director or designee and shall be available within two weeks or one week before the next meeting whichever is sooner. The Director shall publish minutes of all meetings of the HSC Faculty which shall become the official record upon being submitted to and approved by the Faculty at the HSC meeting. Minutes will be distributed to all faculty and others as appropriate, as well as to the Dean of the College, if the dean so desires.
 6. Special faculty meetings on any matter properly within the purview of the HSC may be requested by any HSC member by informing the Director in writing or by email and receiving approval by the Director. The meeting must be set up within two weeks of the call for the meeting. Members of the School of Health Sciences will be informed of the date, time and purpose of the meeting in writing with at least 5 business days' notice.
 7. Agendas for each regular meeting of the faculty will include approval of the minutes of preceding regular and special meetings, a report from the Director, reports from the Standing Committees at least once a year, together with a provision for old and new business. Additional items may be included on the agenda as specified by these bylaws. Members of the faculty who wish to include items on the agenda of a regular meeting shall submit these items to the Director at least nine days before the scheduled meeting.
 8. The Director shall distribute all notices, calls, and agendas to the faculty for HSC meetings; prepare and distribute minutes of all meetings of the faculty; and conduct college wide elections and report elections results to the faculty.
- B. Programmatic Meetings
1. The purpose of programmatic faculty meetings is to exchange information, such as, updates of courses, student performance, curriculum review, review assessment data and suggested improvements, and advise the Program Director with respect to the affairs of the program.
 2. Regular programmatic faculty meetings, at least two per semester, are called by the Program Director or the Director designee.
 3. A quorum for regular face-to-face, electronic, and special meetings will be a majority of the full-time faculty for the program
 4. Meetings (and voting) may be held using electronic technology such as video, telephone, or email as long as a quorum can participate.
 5. Minutes of the meetings shall be kept by the Program Director or designee and shall be available within two weeks or one week before the next meeting whichever is sooner. The Program Director shall publish minutes of all meetings of the programmatic Faculty which shall become the official record upon being submitted to and approved by the Faculty at the next programmatic Faculty meeting. Minutes will be distributed to all faculty and others as appropriate, as well as to the Director of the School of Health Sciences and the Dean of the College of Health, Science, and Technology, if the dean so desires.
 6. Special programmatic faculty meetings on any matter properly within the purview of the program may be called by any programmatic Faculty member by informing the Program Director in writing or by email. The meeting must be set up within two weeks of the call for the meeting. Programmatic members will be informed of the date, time and purpose of the meeting in writing with at least one week's notice.

Article IX – Program Responsibilities

- A. All voting members of the program are expected to participate in all functions such as admissions, scholarship selection, assessment, curriculum development and review, and development of programmatic policies and procedures.
- B. Program Director
 - In the School of Health Sciences each program will be led by a Program Director.
 - The Program Director, or designee, is responsible for submitting updated semester-specific schedules to the Director and/or Dean.
 - The Program Director is responsible for submitting adjunct faculty hiring requests to the Director or Dean.
 - The Program Director, or designee, is responsible for orienting and evaluating adjunct faculty.
 - The Program Director is responsible for ensuring that applicable accreditation requirements are met.

Article X – Faculty Responsibilities

In addition to the specified responsibilities of faculty by the College and University, or to emphasize their responsibilities, the following are expected of the School of Health Sciences Faculty.

- A. Faculty will teach program specific courses, including the corresponding laboratories, and may teach courses in other departments with the approval of his/her Program Director and the HSC Director .
 - Tenure-track, non-tenure-track, and tenured faculty will demonstrate excellence and ongoing development of teaching and conduct themselves in the manner outlined in the Faculty Handbook.
 - Faculty must use the UIS course management system (i.e. Canvas) and conduct weekly office hours that are included in the course syllabi, submitted to the HSC Director, and posted near the faculty member's office.
 - Every semester HSC Faculty must submit to the Director or designee the course syllabi, course schedules, and other materials (i.e. case studies) needed for assessment and accreditation.
- B. Faculty must maintain competency in the general programmatic information and in his/her specialty(s). Documentation will be submitted to the Program Director annually in the fall or at a designated time more appropriate for the individual program. The Program Director will forward the collected information to the HSC Director.
- C. Faculty will evaluate student achievement and assess student learning within each course and across the curriculum. The data, remediation efforts, and reevaluation of the student will be shared with the HSC. Assessment of student learning must include cognitive proficiency, professional skill (lab) aptitude, and professional behaviors/attitudes across the Faculty's discipline.
- D. Faculty must do annual safety training and submit documentation to the Director Training must be designated by the program and submitted to the HSC. Each program is responsible for designating the training appropriate to satisfy industry best practice standards, accreditation, and any other training required by UIS, or the law in the future.
- E. Faculty will participate in ongoing program evaluation including, but not limited to, assessment of program outcomes, ongoing and periodic UIS program evaluation and assessments, and ongoing and periodic accreditation specific program evaluation and assessments.
- F. Faculty must fully comply with all university sanctioned safety events including, but not limited to, shelter in place drills, fire drills, and severe weather event drills.

Article XI – School of Health Sciences Academic Integrity Policy

Graduates from the academic programs within the School of Health Sciences (HSC) transition into positions of great trust in healthcare or health maintenance professions. Degrees earned through programs of the HSC must reflect legitimate knowledge and absolute honesty in each and every graduate in order to protect the health and safety of patients/ clients, validate the trust of public and professional communities, and maintain the value of the degrees and professional certifications earned. For these reasons, it is the duty of the faculty and students of the HSC to uphold and demonstrate academic integrity in all educational and clinical activities.

The HSC Academic Integrity Policy is not designed to contradict or supersede the University of Illinois Springfield (UIS) Academic Integrity Policy. The goal of the HSC policy is to provide a clear, standard departmental process for faculty and students regarding the management of academic integrity violations and to outline the HSC recommended sanctions in accordance with the UIS Academic Integrity Policy.

Furthermore, the design and execution of the HSC Academic Integrity Policy reflects stringent certification testing protocols (i.e. zero tolerance of cheating) set forth by professional agencies relevant to the HSC.

The provisions of the UIS and HSC Academic Integrity Policies apply to every learning environment including but not limited to: classroom, laboratory, computer laboratory, exam proctoring center, clinical practicum sites, etc. Any suspected academic integrity violations **will be** pursued according to the UIS and HSC Academic Integrity Policies. Students found in violation of the UIS and HSC Academic Integrity Policies will be subject to sanctions as detailed in the policies. To ensure safety of practice, trust of the community, and to strengthen the distinction associated with a degree earned from a program of the HSC, members of the HSC faculty are **obligated** to pursue any and all instances of academic integrity violation.

Refer to the [University of Illinois Springfield Academic Integrity Website](#) for:

- Student resources
- Faculty resources
- Forms
- The UIS Academic Integrity Policy

Refer to the [University of Illinois Springfield Academic Integrity Policy](#) for:

- Faculty and student responsibilities
 - Section II
- Definitions of academic integrity violations
 - Section IV
- Proper procedure in pursuing suspected violations of academic integrity
 - Section V and Appendix A
- Detailed description of tiered offense classification
 - Section VI
- Examples of possible sanctions
 - Section VII
- Hearing panels and processes
 - Section VIII
- Appeals process
 - Section XI

A. Program and Faculty Obligations:

- Each program will designate courses in which the [HSC Academic Integrity Policy Affirmation Form](#) will be administered. As a component of the academic record for the designated course, signed forms will be stored according to assessment retention requirements of relevant accrediting agencies.
 - EXR designated courses: **EXR 201, EXR 222, EXR 329, and EXR 483**
 - MATR designated courses: **ATH 511 and ATH 542**
 - MLS designated courses: **MLS 301 and MLS 497**
- HSC Faculty must include the following boilerplate statement on syllabi used for any HSC course:

“The School of Health Sciences (HSC) prepares students for professional roles of great obligation and trust in healthcare and health maintenance. Performance of these professional duties influences the quality of care for patients/clients and is, often, subject to minimal direct supervision. As such, actions of an allied health professional must be honest and ethical at all times. For these reasons, it is the duty of every HSC participant to maintain an environment of academic integrity in all learning situations.”
- It is the ethical duty of the responsible HSC Faculty member to investigate and pursue **each and every** violation of academic integrity in HSC courses in accordance with the UIS and HSC policies; even in the first instance. Primary responsibility for bringing a charge is specified in Table 1 of the UIS Academic Integrity Policy. Refer to the UIS Academic Integrity Policy: Appendix A: Section I for a detailed description of essential procedures to follow when making a charge.

Responsibilities include:

 1. Collection of Evidence
 2. Assessment of the student’s historical academic dishonesty through submission of the [UIS Academic Integrity Prior Violation Discovery Form](#) (Discovery Form) to the Provost’s Office through the [Protected Email Attachment Repository](#) (PEAR)
 3. Student notification regarding the suspicion of academic dishonesty through the PEAR email system
 - a. The notification should convey that the student has 10 business days to respond to the allegation(s). If the student fails to respond or drops the course, the case must be referred to the AIC for review via hearing.
 - b. It is recommended that the responsible faculty member use or review the [Academic Integrity Notice to Students shell letter](#) to ensure all necessary points are communicated to the student.
 4. Discussion of the event(s) with the student in order to determine whether or not a violation occurred
 - a. Review the AIC [Checklist for discussion of alleged violations with students](#) to ensure all necessary points are communicated with the student.

- b. If, after 10 business days, the student fails to respond to request for discussion, the case must be referred to the AIC for review via hearing.
5. Submission of an [UIS AIVRF](#) to the AIC upon agreement of student responsibility and sanction to be implemented with copies directed to the student and the Provost
 - a. If an agreement of responsibility cannot be reached, the matter must proceed to a hearing.
 - Refer to the UIS Academic Integrity Policy: Appendix A: Section II for a detailed description of hearing procedures.
 - b. The student and the faculty member have a right to request a hearing at any time

B. Student Obligations:

- Students enrolled in designated HSC courses must review the UIS and HSC Academic Integrity Policies and submit a signed HSC **Academic Integrity Policy Affirmation Form** at the onset of the course. Designated courses are determined by each program. As a component of the academic record for the designated course, signed forms will be stored according to assessment retention requirements of relevant accrediting agencies.
- Throughout enrollment in any HSC program, students will adhere to the UIS and HSC Academic Integrity Policies in all learning environments including but not limited to: classroom, laboratory, computer laboratory, practicum, and internship.
- Knowledge of Academic Integrity Violations:

If a student becomes aware of any instance of academic dishonesty in an HSC course, the student may feel an ethical obligation to report or respond to the violation. In accordance with Section V:1 of the UIS Academic Integrity Policy, this may be accomplished using one of the following means:

 1. Reporting of the incident to the Academic Integrity Council (AIC) via the [UIS Academic Integrity Violation Report Form](#) (UIS AIVRF)
 - a. Attempts to maintain the confidentiality of the reporting student will be employed, but complete anonymity cannot be guaranteed.
 2. Anonymous report to a faculty or staff member
 - a. Student may or may not implicate individual students
 - b. Attempts to maintain the confidentiality of the reporting student will be employed, but complete anonymity cannot be guaranteed.
 3. Beginning a discussion with the student in violation
 - a. Acknowledging the violation, its impact, and penalties
 - b. Offering counsel as to the importance of honest and ethical conduct in academic and professional situations

C. Academic Integrity Violations:

The following definitions and examples do not embody every possible academic integrity violation. Instead, they offer a spectrum of behavior which represents violations of academic integrity. According to Section IV of the UIS Academic Integrity Policy:

1. Plagiarism

- a. *Definition:* “the failure to properly and appropriately reference and acknowledge the ideas and words of others”
- b. *Examples according the UIS Academic Integrity Policy* include (but are not limited to):
 - Using direct quotations without quotation marks or proper citation.
 - Paraphrasing without proper citation.
 - Making only minor changes to an author’s words or style.
 - Insufficiently acknowledging sources.
 - Using the pattern, structure, or organization of an author’s argument or ideas without proper citation
 - Failing to cite sources for uncommon facts or knowledge.
 - Working with another student on a project but failing to put both names on the final product.
 - Having someone else re-write or heavily edit a paper.

2. Cheating

- a. *Definition:* “misrepresenting or providing false information in any matter of academic achievement or work”
- b. *Examples according the UIS Academic Integrity Policy* include (but are not limited to):
 - Possessing, copying, or sharing of exam questions or answers.
 - Having another person take an exam.
 - Using notes, books, and other unauthorized materials in closed-book examinations.
 - Presenting work done by others as one’s own.
 - Fabricating text, sources, or citations.
 - Unauthorized altering of graded work after it has been returned, then submitting it for re-grading.
 - Signing another person’s name on an academic exercise or attendance sheet.
 - Collaborating on any assignments such as homework, take-home exams, or projects in which the instructor does not allow collaboration.
- c. For the purposes of HSC learning situations, authorized materials and/or devices will follow applicable professional certification exam specifications.

3. Misrepresentation

- a. *Definition:* “providing false or misleading information concerning academic background or academic work”
- b. *Examples according the UIS Academic Integrity Policy* include (but are not limited to):
 - Falsifying, altering, or presenting misleading information about the substance of an internship; the content of prior coursework; a graduation contract or student petition; reasons for classroom absences, late work, or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of “invented” data, such as lab experiments or interviews;

or any official department, college, or university academic document, application, grade report, letter of permission or excuse, petition, drop/add form or other registration material, and university ID card.

- Submitting essentially the same work in two or more courses without explicit permission from all instructors. Instructors have the right to assume that any work submitted for their classes has not earned or will not earn credit in another class. Presenting all or partial work done for one course in another course requires permission of all the instructors involved. Some connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. In all other circumstances, failure to gain permission from all instructors in submitting the same work is cheating.
- Failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing, internships, placements, or practica. This includes convictions imposed after being admitted. For example, a conviction for child abuse would be relevant to the fields of elementary and secondary teaching and counseling.

4. Academic interference

- a. *Definition:* “any activity undertaken with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work, or inhibiting the progress of another person’s academic work”.
- b. *Examples according the UIS Academic Integrity Policy* include (but are not limited to):
 - Stealing, destroying, defacing, or concealing library materials, computer software, or other academic equipment or resources with the intent to deprive others of their use.
 - Retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
 - Intentionally obstructing or interfering with another student’s academic work, including laboratory experiments, research, and artistic creations.

5. Unauthorized access to academic records or systems

- a. *Definition:* violation of, “others’ right to privacy and the integrity of the university’s academic record systems”
- b. *Examples according the UIS Academic Integrity Policy* include (but are not limited to):
 - Interfering with any academic computer or computer system, or software in a way that can compromise confidentiality, integrity, or availability
 - Accessing, disclosing, copying, or using data, grade books, or university, department or student academic documents or files.

- c. *Additional example relevant to HSC learning situations:*
 - Violation of the [Family Educational Rights and Privacy Act](#) (FERPA), [Health Insurance Portability and Accountability Act](#) (HIPAA), or any relevant Federal, State, or Local privacy laws.

6. Facilitating violations of academic integrity

- a. *Definition:* “any act which facilitates or encourages violations of academic integrity by another person”
- b. *Examples according the UIS Academic Integrity Policy* include, but are not limited to:
 - Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above.
 - Providing false information in connection with any inquiry regarding academic integrity.

D. Sanctions According to Tier:

Violations of academic integrity are categorized in Section VI of the UIS Academic Integrity Policy according to intent and severity. Appropriate actions are detailed for each Tier in the UIS Academic Integrity Policy. Disobedience of the UIS and HSC academic integrity policies occurring in an HSC course will be pursued according to the following structure:

1. Tier 1-Written Warning with Learning Plan

- a. By definition, Tier 1 violations are unintentional and due to misinterpretation or misunderstanding of the UIS Academic Integrity Policy. The HSC recommends the following sanctions for a Tier 1 violation which occurs in an HSC course:
 - Written agreement with learning plan to include (but not be limited to) required completion of a university sponsored academic integrity seminar
 - The faculty member must specify a timeframe in which the remediation must be completed
 1. Depending upon faculty determined remediation plan timeframe; the student may be assigned an Incomplete for the course until the conditions of the remediation plan have been met.
 - Repeated Tier 1 violations may be subject to the Tier 2 process at the discretion of the faculty member.
- b. *Resolution:*
 - If the student and responsible faculty member agree on the student’s responsibility for the violation and the sanction to be imposed, the faculty member must submit an [AIVRF](#) to the Council and send a copy to the student and the Provost.
- c. *Irresolution:*
 - In the event that the student and faculty member are not able to reach an agreement as to the student responsibility and sanction to be imposed, the student or faculty member has the right to request a hearing with the UIS Academic Integrity Council at any time.

- In the event that the student fails to satisfy the remediation plan in the specified timeframe, a secondary academic integrity violation will be pursued.
 - The secondary violation will incur additional sanctions.
2. Tier 2-Written Agreement with Sanctions
- a. Tier 2 violations are intentional and/or of heightened severity. Repeated Tier 2 violations indicate an inclination towards purposeful disregard of the UIS and HSC Academic Integrity Policies and, therefore, will be pursued according to a Tier 3 process. The HSC recommends the following sanctions, dependent upon severity, for a Tier 2 violation which occurs in an HSC course:
 - Rescinding of admission to the HSC program in which they are enrolled, if applicable
 - Failing grade (F) for the measure of evaluation (e.g. assignment, quiz, exam, lab, project, paper, etc.) and required completion of a university sponsored academic integrity seminar (first offense)
 - The faculty member must specify a timeframe in which the remediation must be completed
 1. Depending upon faculty determined remediation plan timeframe; the student may be assigned an Incomplete for the course until the conditions of the remediation plan have been met.
 - Failing grade (F) for the course and required completion of a university sponsored academic integrity seminar (first offense)
 - The faculty member must specify a timeframe in which the remediation must be completed
 - See the Section VII of the UIS Academic Integrity Policy for additional sanctions which do not require a hearing
 - Escalation to Tier 3 violation (second offense)
 - b. If a first time Tier 2 violation is of heightened severity, the faculty member may choose to pursue the offense according to the Tier 3 process.
 - c. *Resolution:*
 - If the student and responsible faculty member agree on the student's responsibility for the violation and the sanction to be imposed, the faculty member must submit an [AIVRF](#) to the Council and send a copy to the student and the Provost.
 - d. *Irresolution:*
 - In the event that the student and faculty member are not able to reach an agreement as to the student responsibility and sanction to be imposed, the student has the right to request a hearing at any time.

- In the event that the student fails to satisfy the remediation plan in the specified timeframe, a secondary academic integrity violation will be pursued.
 - The secondary violation will incur additional sanctions.

3. Tier 3-Referral to a Hearing

a. Academic integrity violations pursued according to the Tier 3 process are due either to official previous infractions or the egregious nature of the violation. By definition, the Tier 3 process includes a hearing. A HSC student found by the Hearing Panel to be in violation of a Tier 3 academic integrity offense will be subject to the following departmentally recommended sanctions:

- Any sanction previously mentioned according to the HSC Academic Integrity Policy, Tier 2 recommended sanctions
 - These sanctions do not require a hearing, but may be requested by the responsible faculty member in the event of confirmation of a Tier 3 violation with Council imposed sanctions
- Failing grade (F) with transcript notation for the course and required completion of a university sponsored academic integrity seminar (when rescinding of program admission is not applicable)
 - The faculty member must specify a timeframe in which the remediation must be completed
 1. Depending upon faculty determined remediation plan timeframe; the student may be assigned an Incomplete for the course until the conditions of the remediation plan have been met.
- See the Section VII of the UIS Academic Integrity Policy for additional sanctions that require a hearing

b. Resolution:

- *If the Hearing panel determines that the allegations are unfounded, no sanctions will be imposed.*
- *If the Hearing Panel determines that the allegations are founded, sanctions will be imposed.*

c. Irresolution:

- *The student may appeal the Hearing Panel's decision according to the appeals process and conditions detailed in Section XI of the UIS Academic Integrity Policy.*
- In the event that the student fails to satisfy the remediation plan in the specified timeframe, a secondary academic integrity violation will be pursued.
 - The secondary violation will incur additional sanctions.

E. School of Health Sciences Academic Integrity Committee:

Every three years, coinciding with the election of the HSC Director, an ad hoc HSC Academic Integrity Committee will be assembled to perform a periodic review of the HSC Academic Integrity Policy. Assembly of the committee and periodic review will be conducted within the first year of the elected Director's tenure. The committee will be composed of: the HSC Director, one elected faculty representative from each program, and one elected student representative. The committee will meet to discuss updates or amendments to the HSC Academic Integrity Policy, efficacy of current preventative or detection techniques, implementation of new techniques, departmental communication to students concerning academic integrity, departmental weaknesses concerning academic integrity, etc. The HSC Academic Integrity Committee will not discuss specific students or academic integrity violations (confirmed or suspected).

Article XII – School of Health Sciences Social Media Policy

The purpose of the HSC Social Media Policy is to outline policy and recommendations for faculty and students when using social media. Social media is defined as internet-based form of communication. Social media platforms allow users to have conversations, share information and create web content. Social media platform examples include (but are not limited to) Facebook, Twitter, LinkedIn, Instagram, Snapchat, TikTok, Pinterest, Reddit, YouTube, and WhatsApp. Degrees earned through programs of the HSC will require protection of health, safety and identity of patients/clients and maintain integrity of themselves and the employer they represent. Guidelines are designed to help users of social media (students, faculty, internship facilitators, practicum preceptors) to make appropriate decisions when managing and/or developing social media initiatives or in certain relationships within the HSC-student to faculty, student to preceptors in an internship or practicum setting, student representation of the HSC.

Guidelines for engagement in social media on behalf of UIS:

- A. Adhere to UIS Code of Conduct, Privacy Policies and IT policies, procedures and guidelines, UIS Acceptable Use Policy, Campus Web Policy and University of Illinois Information Security Policy as outlined on the Information Technology Services website.
- B. Do not use UIS identity, such as name, color and emblems except as permitted by Administrative Guide.
- C. Strictly adhere to the Acceptable Use of Information Technology Resources as outlined on the Information Technology Services web page.
- D. Avoid engaging in behavior that could appear as conflicts of interest or commitment on social networks.
- E. Maintain confidentiality of proprietary or protected information.
- F. Do not use or disclose personal information which to include protected health information, student records, employee information.
- G. Be respectful of intellectual property rights and laws.
- H. When engaging on social media on UIS' behalf, refrain from expressing political opinions or engage in political activities.
- I. Use good judgement.
- J. Do not continue to maintain a social media account that has gone dormant.

Guidelines for unit use of social media on behalf of UIS

- A. Posts, comments and actions on social media networks can affect UIS' reputation so remember to represent UIS with responsibility.
- B. Use discernment when writing posts as the can be seen by anyone.
- C. Manage comments wisely and only delete comments that might contain private data of others and abusive or obscene. If a threatening comment is made, contact UIS police.

- D. Avoid advertising on websites with inappropriate or offensive content.

Guidelines for an individual employee's personal use of social media

- A. You are responsible for what you post on your personal social media accounts. Even if you are posting personally on your own page, if your profile is affiliated with UIS, it can affect the University as a whole. Refrain from complaining about your job.
- B. Keep personal and professional behavior separate. It is strongly discouraged for you to friend students, parents, and people you only know professionally or otherwise connect with them through your personal account until said students have graduated and are no longer instructed by you.
- C. Refrain from posting information about a student in any capacity which includes counseling students via social media. Refrain from posting pictures of students on social media (especially without consent).
- D. Don't join groups that may be considered unprofessional or inappropriate.
- E. Do not friend, follow or connect with any other form of social media with a student until that student has graduated or is no longer evaluated by you. You are encouraged to block students on from your social media, refrain from sites with lenient privacy controls, and set your accounts to private.

Guidelines for Students in the School of Health Sciences:

- A. It is prohibited for you to friend, follow or connect with any other form of social media with a UIS instructor, internship facilitator, or practicum preceptor while being instructed by that person.
- B. While representing the UIS HSC via social media pages connected with student involvement, it is prohibited to use profanity, obscenity or anything that depicts you or the organization in unfavorable light to include inappropriate images, inappropriate attire or engaging in illegal activities or any behavior that would make UIS or the HSC appear in an unfavorable way.
- C. It is prohibited for you to share highly sensitive patient/client information to include any details regarding patient/client experiences, diagnosis, treatment, clinical findings.

Guidelines for Internship Facilitators/Practicum Preceptors:

- A. It is prohibited for you to friend, follow or connect with any other form of social media a student under your direction until that student has graduated or is no longer being evaluated by you.

Article XIII – Amendments and Revision of the Bylaws

- A. The Director or any member of the HSC may propose an amendment to these *Bylaws* for discussion at a regular meeting or a special meeting called for that purpose in the nine-month academic year so long as copies of the proposed amendment(s) can be distributed to each faculty member at least one week prior to the meeting.
- B. After discussion, proposed changes to the *Bylaws* of the HSC shall be distributed in writing, together with a ballot, to those faculty members eligible to vote at least two weeks prior to the voting deadline. Alternate methods of voting, such as, mail, secure email, or web-based voting, may be authorized by the Department.
- C. In order for an amendment to the bylaws to pass: The vote must be taken during the academic year; a quorum of the faculty eligible to vote must cast a ballot; and the amendment must receive a supermajority vote in support of the amendment.
- D. At least every five years the Director shall appoint a committee to examine the *Bylaws* and propose such revisions as seem desirable.

Article XIV – Interpretation of the Bylaws

Should an interpretation of these Bylaws be needed, the HSC can request an advisory opinion from the College Executive Committee. The opinion, as determined by majority vote, may be utilized as necessary to assure the orderly and expeditious conduct of HSC business.

Article XV – Severability

Should any article or clause of these *Bylaws* be found inconsistent with or in violation of any higher rule, regulation, or law, the offending article or clause of these Bylaws shall be without force or effect to the extent of the inconsistency. Such a finding shall not invalidate any other article or clause of these *Bylaws*.

Approved: School of Health Sciences – May 10, 2022 (copy sent to Dean's Office)