Resources for Faculty

Please feel free to print or save this resource page for your own records. This document will also be available on the Teaching and Advising Resources (Faculty section) of the Pitt Public Health intranet. When updates are made, the most recent version of this document will be placed there.

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CONTACTS
Mary Derkach, Assistant Dean for Student Affairs | derkach@pitt.edu | 624-3004
Your Department’s Graduate Program Director or Chairperson

UNIVERSITY POLICIES, PROCEDURES, AND REFERENCES
Academic Integrity: Student Obligations
- www.cfo.pitt.edu/policies/policy/02/02-03-02.html
CIDDE: Teaching Support - Dealing with Cheating and Plagiarism
GSPH Web page on Academic Integrity & Professionalism
- http://mypublichealth.pitt.edu/students/resources/academic-integrity-and-plagiarism
Guidelines on Academic Integrity - Student and Faculty Obligations and Hearing Procedures
- www.cfo.pitt.edu/policies/policy/02/02-03-02.html
University of Pittsburgh Faculty Handbook
- www.provost.pitt.edu/handbook/handbook.html

ON-CAMPUS RESOURCES TO RECOMMEND TO STUDENTS
Health Sciences Library Database Tutorial Sessions & User Guides (EndNote, PubMed, and others)
- http://www.hsls.pitt.edu/services/onlinehelp
Health Sciences Library Privative Librarian Consultation
Health Sciences Library Responsible Literature Search Module
- http://www.hsls.pitt.edu/services/responsible_literature_searching

This document is part of the Pitt Public Health Academic Integrity Module developed by Robin A. Leaf, MEd, GSPH Educational Programs Coordinator under the supervision of Eleanor Feingold, PhD, Associate Dean for Education (2014) and Sandra Quinn, PhD, Associate Dean for Student Affairs and Education (2010).
SOFTWARE
SAFE ASSIGN
Integrated into CourseWeb/BlackBoard is the plagiarism detection software of Safe Assign. For more information, please visit www.teachingkb.cidde.pitt.edu/uncategorized/plagiarism-and-cheating/.

TURNITIN
Available to all faculty members, the University has a license of the Internet based software program Turnitin. For more information, please visit www.teachingkb.cidde.pitt.edu/uncategorized/plagiarism-and-cheating/.

ADDITIONAL RESOURCES
Below is a sampling of the numerous resources online on the topic of academic integrity. Many resources are from other higher educational institutions. The names of the institutions are listed below when applicable next to the resource.

Academic Integrity in the Classroom Resources for Instructors | University of Michigan
Academic Integrity Resources | North Carolina State University
Academic Integrity Resources | Truman State University
Academic Integrity: Promoting Academic Integrity in the Classroom | North Carolina State University
Center for Academic Integrity | Clemson University
Collaborative Learning | York University
Deterring Plagiarism | University of Toronto
Guide to Plagiarism and Cyber-Plagiarism | University of Alberta Libraries
Plagiarism.org | External Resource
Plagiarism Detection and Prevention: A Guide for Faculty | Delta State University
Preventing Academic Dishonesty | University of California Berkeley
Virtual Academic Integrity Laboratory | University of Maryland University College
Why Students Plagiarize | University of Alberta Libraries

FURTHER READING
A simple search on “Plagiarism” in an online journal storage database (JSTOR) produced almost 200 articles with plagiarism in the title in addition to references made about the topic in almost every discipline imaginable. Below are a few articles, accessible via hyperlinks, for further reading.


**WHAT TO DO IF YOU SUSPECT ACADEMIC INTEGRITY HAS BEEN VIOLATED**

Should you feel that academic integrity in the form of cheating, plagiarism, etc. has occurred, the steps below are provided to guide and assist you through the process. Please note that these are general guidelines and may not be pertinent to every situation. Should you have any questions or concerns, you can contact Mary Derkach, Assistant Dean for Student Affairs.

1. If you suspect that academic integrity has been violated, document the behavior(s) you observed, those involved, and the date. Do this as soon after the event as possible to ensure that key facts are documented as they occurred. Keep this record in a safe place.

2. Schedule a time to meet with those involved. Then meet with the individual(s) to discuss the matter and obtain all the facts. You could meet one-on-one with the individuals(s) or ask that a colleague neutral to the situation to sit in on the meeting. It would be advised that you do not select the student’s academic advisor or the department chair of that particular department as this may pose additional pressure on the student.
3. If after the meeting, you believe that academic integrity has been violated, the Academic Integrity Violation form must be completed. The form is available on the Teaching and Advising Resources (Faculty section) of the Pitt Public Health intranet.

4. The Academic Integrity Violation form documents the violation, sanction, and whether the individual(s) agree on the sanction. The completed form is to be returned to Mary Derkach, Assistant Dean for Student Affairs. This form will be placed in a confidential file housed in the Office of Student Affairs. It does not become part of a student’s academic file and is destroyed upon graduation.

5. If the individual(s) indicates on the Academic Integrity Violation Form that they do not agree with the imposed sanction, a hearing before the Graduate School of Public Health Academic Integrity Hearing Board will occur.