

Department of Asian and Asian American Studies Policy on Responsible Conduct of Research and Scholarship

April 2019

1. **Purpose.** The purpose of the policy is to raise the awareness of faculty, staff, and students regarding the ethical and responsible conduct of research and scholarly activity; to define professional behavior to assist faculty, staff, and students in making ethical and responsible decisions in the conduct of research and scholarly activity; and to foster a departmental culture of integrity in research and scholarly activity that is enduring.
2. **Standards.** The AAAS Department expects its faculty, staff, and students to uphold the standards fundamental to the ethical conduct of scholarly activity including honesty, respect, accuracy and fairness.
3. **Misconduct in Scholarly Activity.** Misconduct in scholarly activity includes
 - a. fabrication, falsification, or plagiarism in proposing, performing, or reviewing scholarly activities, or in reporting results from scholarly activities;
 - b. misappropriation of the ideas of others, including the unauthorized use of privileged and/or confidential information;
 - c. misrepresentation of the results of scholarly activity or scholarly credentials; and
 - d. mis-attribution of credit with regard to authorship.Allegations of plagiarism by undergraduate or graduate students who are completing normal course assignments are not intended to be covered by this policy. Such cases are subject to pertinent university policies with respect to student conduct.
4. **Policy Statement.** The AAAS Department does not condone and will not tolerate any act of misconduct in scholarly activity by any member of its community. The Department strives to ensure that all members of its community understand and uphold this policy. Allegations of misconduct should be handled in accordance with relevant University policies.
5. **Training.**
 - a. For faculty, a special faculty meeting will be dedicated to RCR (responsible conduct of research) annually. At that meeting, faculty will share and discuss RCR issues (see #3) associated with their own research and with their mentoring and supervisory practices.
 - b. For graduate students and undergraduate students involved in faculty supervised research, a special component on RCR will be included in the syllabus of AAS 501/401 (AAS Proseminar), which is required of all MA-CAAS students and all AAS UG majors.
 - c. The Department will offer an annual workshop on CORIHS research compliance, conducted by a faculty member experienced with CORIHS procedures. Graduate students and undergraduate students involved in faculty supervised research will be required to attend the workshop; faculty members will be encouraged to attend.

- d. Both faculty and students involved in research will complete CITI Training RCR module in Humanities or Social Sciences.
- 6. *Records and Responsibilities.*** The Department Chair will be responsible for scheduling a special faculty meeting annually for RCR training purposes, for taking attendance, and for keeping minutes of the meeting. The instructor of AAS 501/401 will be responsible for ensuring that graduate students receive the required RCR training; students' passing grade in that course will be proof that they have met the requirement. The Director of Graduate Program will be responsible for scheduling the annual department CORIHS workshop and the faculty member conducting the workshop will be responsible for taking attendance.