

Excerpt from Air University Faculty Handbook on academic freedom, non-attribution, academic integrity, and academic honor code (pages 48-50, 57-60).

Academic Policies

Sound academic policies are essential to any higher learning environment. AU faculty will find the following academic policies indispensable in fulfilling their obligations to students, their school or program, and the US Air Force.

Academic Freedom

Air University encourages and defends the right of both students and faculty in accordance with AUI 36-2308, *Academic Freedom*. Accompanied by responsibility, academic freedom attaches to all aspects of staff or faculty members' professional conduct: They enjoy freedom of investigation and expression, subject to fulfillment of their other academic responsibilities. Only the adherence to security classification limits the faculty's freedom to expound subject matter inside or outside the classroom, assuming that such topics of classroom or seminar discussion are relevant to the content of the course. When speaking as private citizens, faculty shall remain free of institutional control, but they should make every effort to avoid appearing as spokespersons for Air University or other federal organization. They should also note that AU Public Affairs (AU/PA) is the security and policy review authority for all information and material concerning military matters available for release in the public domain. Faculty members recognize that a professional position in the community involves maintaining accuracy. Exercising appropriate restraint, and respecting the right of other people to express their views.

Because unobstructed inquiry and information exchange promote the discovery of truth and the advancement of scientific knowledge, Air University endorses all established practices of academic freedom. Both responsibility and academic freedom represent twin sentinels of a university's integrity, which remains essential to the preservation of a free society and constitutes the historical basis for society's acceptance of the concept of academic freedom. The primary elements of academic freedom for faculty include the freedom to:

- Teach, research, and publish research findings;
- Present and discuss in a classroom, in their own matter, any material which is relevant to the subject matter as established in the course objectives;
- Exercise their constitutional rights as citizens without institutional censorship or discipline; and
- Seek changes in academic and institutional policies through lawful and peaceful persuasion.

Academic freedom also carries with it correlative academic responsibilities for faculty, including the responsibility to:

- Meet defined teaching, research, and service obligations;
- Pursue excellence, intellectual honesty, and objectivity in instruction, research, and of research publication of research findings;
- Encourage students and colleagues to engage in free discussion and inquiry in a collegial and professional manner;
- Evaluate the performance of students and colleagues on a scholarly and professional basis;

- Refrain from injecting extraneous material into a course or program of instruction;
- Work with all appropriate individuals and organizations to provide optimal conditions to search for truth and freely expound it; and
- Differentiate carefully between official business and personal activity and adjust behavior accordingly. Even when engaging in extracurricular activities, faculty must be aware that other people may interpret their words and actions as representative of the official views of Air University, the Air Force, and the federal government.

Nonattribution

Air University has a long-standing policy of nonattribution. To enhance learning, it is imperative that an educational environment encourage critical thinking through frank, open discussion of issues. AU policy creates a protective atmosphere where candid discussions and spirited exchanges can be conducted without threat or intimidation. This policy applies to all AU faculty and students.

Academic Integrity

Air University's central functions as an academic community are teaching, learning, and scholarship, all characterized by reasoned discourse, intellectual honesty, mutual respect, and openness to constructive change. By accepting membership in this community, an individual neither surrenders rights nor escapes fundamental responsibilities as a citizen, but acquires additional rights as well as responsibilities to the university community. Although these responsibilities do not require a faculty member to remain passive and silent, they do entail recognition of how easily an academic community can be breached.

A faculty member encourages the pursuit of learning in students, holding before them the best scholarly standards of the discipline. Respecting students as individuals, the faculty member seeks to establish a relationship of mutual trust and adheres to the proper role of intellectual guide and counselor. The faculty member makes every effort to foster honest academic conduct and to assure that the evaluation of students' scholastic performance reflects their true achievement with reference to criteria appropriate to the field of study. A faculty member also protects the academic freedom of students and serves as an example of this principle by assuring that each student and colleague can freely and openly voice opinions and exchange ideas without interference.

A scholar recognizes a primary responsibility to seek and state the truth without bias. Striving to improve scholarly competence and continuing always to keep abreast of knowledge in an area of expertise, the scholar practices intellectual honesty and exercises critical self-discipline judgment in using, extending, and transmitting knowledge. Although faculty may follow subsidiary interest these must never seriously hamper or compromise freedom of inquiry.

Academic Honor Code

Air University embraces a strict academic honor code that identifies expectations and establishes procedures for dealing with violations of the code. For more information, see AUI 36-2309, *Academic Integrity*.

General Principles and Policy

Military personnel who violate AU policies are subject to discipline under the *Uniform Code of Military Justice*. Any violation by a civilian employee may result in administrative disciplinary action without regard to other wise applicable criminal or civil sanctions for violation of related laws. This principle applies to all AU activities in the school forum and at university-sponsored events.

As part of an academic team in the delivery of instructions, faculty members should work appropriately and in a collegial manner. They must adhere to the highest standards of academic integrity, refraining from cheating, plagiarism, misrepresentation, or committing any other act constituting a lack of personal or academic integrity. Failure to practice academic integrity discredits not only the individual but also the Air Force and Air University. Violators are subject to adverse administrative action, including disenrollment from school, discharge from the service, and disciplinary action. Personnel subject to the *UCMJ* may be prosecuted.

Cheating

Faculty members are expected to comply with and enforce prohibitions against cheating and plagiarism. Cheating is the act of giving or receiving improper assistance such as, but not limited to, gaining unauthorized access to faculty material that have not been released for student use; copying answers from another's examination; using texts, notes, issues materials, or together references not authorized for examinations or other assigned work; knowingly permitting another student to copy one's writing assignments, speech or briefing materials, or answers from an examination paper; and collaborating with other persons on individual assignments except as specifically authorized by the school.

Plagiarism

Plagiarism entails appropriating the literary composition of another, parts or passages of their writings, or the ideas of language of the same, and intending to pass them off as the products of one's own mind. An example is copying verbatim without quotation marks with the intent to claim that material as one's own work is plagiarism, as is the intentional use, without credit, of a source's sentence structure and style with only minor word changes. Intent is established based on consideration of all circumstances and evidence presented. The correct method for giving credit to a source in written work is to use quotation marks and an accompanying footnote when quoting directly and a footnote when paraphrasing. In case of oral presentations, credit must be given for direct or paraphrasing of direct quotes.

Misrepresentation

Faculty members are expected to exercise due diligence and take care not to engage in misrepresentation, which is defined as the act of making an assertion or omission to intentionally deceive or mislead. Misrepresentation may be an oral or written statement that is misleading or deceiving and meant to be so, for example, false reporting. A student may also commit misrepresentation by omission such as deliberately withholding material information. Students enrolled in a course who previously took the same course (or a variant of it, for example, a nonresident version of

the same course) and attempt to resubmit research papers or other work in fulfillment of a current school assignment, while discussing or failing to disclose the resubmission, would be guilty of misrepresentation.

Although not a misrepresentation issue, a disclaimer to the effect that the views expressed are the author's and do not represent official policy of Air University, the US Air Force, or the US government should appear on all written work and should precede all public presentations.

Air University Code of Ethics

Air University expects members of its faculty to maintain and enhance their professional competence, conduct themselves as ladies and gentlemen, and act in a way that does not violate the rights and freedoms of others and that brings credit to themselves, Air University, and the US Air Force. The citizens of the United States have confidence that Air Force personnel will do their part to preserve the security and well-being of our nation. The public also expects that we will conduct our mission honestly and with integrity.

Professional and Unprofessional Relationships

Faculty members must exercise mature judgment to avoid relationships, whether pursued on or off duty, that undermine respect for authority or that reasonably may undermine oral, discipline, or the mission of the Air Force and Air University. Although personal relationships are normally matters of individual choice and judgment, they become matters of official concern when they adversely affect the Air Force. Unprofessional relationships can exist between officers, enlisted members, officers and enlisted members, military personnel and members of the civilian workforce, and instructors and students. Personal relationships between instructors and students in the school environment present particular risks and can result in abuse of positions, partiality, or favoritism-or create the appearance of such. Faculty members have a responsibility to address those personal relationships when, in their professional judgment, they degrade morale, good order, or discipline-or appear to do so. For more information, see AFI 36-2909.

CONFIRMATION MEMORANDUM

MEMORANDUM FOR

FROM:

SUBJECT: Confirmation of Air University Policies and *Community College of the Air Force Policies, Procedures, and Guidelines (PPG)*

1. I confirm I have access to, have read, and fully understand the *Community College of the Air Force Campus Affiliation Policies, Procedures, and Guidelines (PPG)*, specifically the policies and procedures regarding school affiliation and faculty qualifications and requirements **prior to performing the role as a faculty member.**
2. I confirm I have access to, have read, and fully understand the Air University Faculty Handbook polices on academic freedom, non-attribution, academic integrity, and academic honor code (<http://www.au.af.mil/au/catalogs.asp> or excerpt in attachment below) **prior to performing the role as a faculty member.**
3. I initially received these documents (hardcopy or electronic access) and was briefed on these policies on .

4 Attachments:

1. Academic Freedom
2. Non-Attribution
3. Academic Integrity
4. Academic Honor Code