



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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ACADEMIC INTEGRITY SPECIALIST

Job ID	61135-5758	
Web Address	https://careers.indigenous.link/viewjob?jobname=61135-5758	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-03-15	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

The Academic Integrity Specialist serves as a resource to faculty, students and staff on all matters related to academic integrity. This includes managing the implementation of the Academic Integrity Policy, educating the university community on academic integrity issues, and developing procedures to prevent academic dishonesty from occurring. This position handles sensitive and confidential material strictly in accordance with university policy and procedures. Ensures that policies, procedures and resources are implemented appropriately to uphold the core academic integrity values within the McMaster University community. Policy Development/Implementation

• Implements all applicable policies related to academic integrity.

• Advises, monitors and supports 16-20 Faculty Adjudicators.

• Develops, maintains and delivers Faculty Adjudicator resources and training sessions.

• Acts as a neutral facilitator providing guidance and support to offices, senior administration, and faculty to ensure a fair and focused discussion.

• Encourages consistency in sanctioning practices by developing recommendations through research of past practices.

• Prepares all documentation related to appeals proceeding to hearing within prescribed timelines and ensures compliance with relevant legislation and policies.

• Ensures business related to academic integrity is being conducted effectively and adheres to Policy time limits.

• Reviews and edits decisions under the Academic Integrity Policy to ensure compliance in written decisions.

• Communicates official record of decisions to Respondents, Complainants, University Registrar, Records and Associate Dean.

• Coordinates implementation of academic sanctions with the Registrar's Office, School of Graduate Studies and the appropriate Associate Deans.

• Tracks complaints and makes inquiries about suspected incidents of academic dishonesty that have not been pursued.

• Reviews policy, procedures, regulations, rules and makes recommendations to Academic Integrity Committee on necessary changes.

• Meets with appellants/complainants/respondents to review the relevant policies and hearing procedures and provides referrals as necessary.

• Performs records management function for Academic Integrity Policy, including retention, disposal and archiving of records as appropriate.

• Collaborates with other units on campus (*eg., SGS, SSS, Ombuds) as needed, to support awareness and promotion of academic integrity. Provisions of Advice and Counsel

• Serves as the primary source of information pertaining to the Academic Integrity Policy and provides related expert advice, guidance and policy interpretation.

• Provides advice and resources with respect to how to conduct individual case investigation.

• Releases documentation to Instructors, students, Faculties, Office of the Registrar, School of Graduate Studies.

• Retains external legal representation for Faculty Adjudicators if required and communicates with Legal when addressing appeals. Education and Prevention

• Updates and maintains the OARI website and all web-based information and education resources including on social media, related to academic integrity. Particularly, the Academic Integrity Specialist will evaluate, monitor and update on a regular basis, inclusive and effective online tools for student and faculty to understand the principles of academic integrity, including but not limited to online quizzes/tutorials,

• Educates the University on the Academic Integrity Policy and its procedures. This includes the development and delivery of workshops to students, Instructors, departments, and other members of the community to promote academic integrity as a core value.

• Creates resource information for Faculty/Instructors regarding integrity issues which may include policy, checklists and strategies to prevent academic dishonesty from occurring.

• Partners with University stakeholders on academic integrity.

• Communicates and promotes the academic integrity policy to all levels of the University.

• Develops initiatives with MacPherson Institute, The Writing Center and Librarians that aim to support and encourage academic integrity.

• Researches and remains current on technology and learning strategies to support prevention of academic dishonesty.

• Coordinates the integration of prevention techniques into the academic community.

• Liaises with community partners to ensure appropriate strategies are implemented regarding learning assessment choices that reduce cheating in academic settings. Administration

• Responsible for advertising and hiring of two student academic integrity outreach staff per academic year.

• Produces annual statistical report on academic dishonesty and presents report to the Senate Sub-Committee on Academic Integrity.

• Maintains accurate, accessible, and confidential files and statistical records on all cases of academic dishonesty. Responsible for storage of all documentation on academic dishonesty cases.

• Ensures compliance with FIPPA and Privacy related requirements.

• Proposes new direction and language for Academic Integrity Policy updates.

- Responsible for inputting of service indicators related to academic dishonesty, the grade of NMR and language on unofficial transcript via Mosaic.
- Active member on Academic Integrity Committee of Ontario (AICO) as University Representative
- Ensures Policy timelines are upheld and procedural fairness is always top of mind
- Promotes and encourages an atmosphere of respect and confidentiality with all faculty, staff and students.
- Provides advice to Faculty Adjudicators regarding the precise form or wording of decisions, and reasons for judgement.
- Manages special projects on behalf of and in consultation with the Director, Academic and Research Integrity.
- Other duties as assigned.

For more information, visit [McMaster University for ACADEMIC INTEGRITY SPECIALIST](#)