**Position**: Academic Integrity Coordinator (appointed by Provost)

**Reports to**: Provost

**Length of term**: Brett Johnson, 2019-2020 academic year

Responsibilities:

* Manage AI violation forms and coordinate their dissemination to MHU employees.
* Collect violation paperwork and monitor files that are housed in Provost’s Office.
* Schedule appeal hearings and appoint head of each hearing board.
* Communicate and coordinate with students regarding appeal hearings.
* Maintain AI violation database*.*
* Send out warning letters to students on their second standard offense.
* Manage the Academic Integrity Board (e.g., staffing, training, scheduling).
* Promote Academic Integrity policy among faculty (e.g., faculty meeting announcements, daily announcements, new faculty orientation, faculty forum).
* Conduct professional development for faculty on best practices to promote academic integrity (e.g., exam proctoring procedures, assignment creation, detection of plagiarism).
* Work with IT on anti-plagiarism software efforts.
* Produce annual report to faculty and/or administration.
* Update AI Handbook and academic integrity passages in University Catalog and Student Handbook.
* Lead campus-wide dialogue about the future coordination of academic integrity efforts.