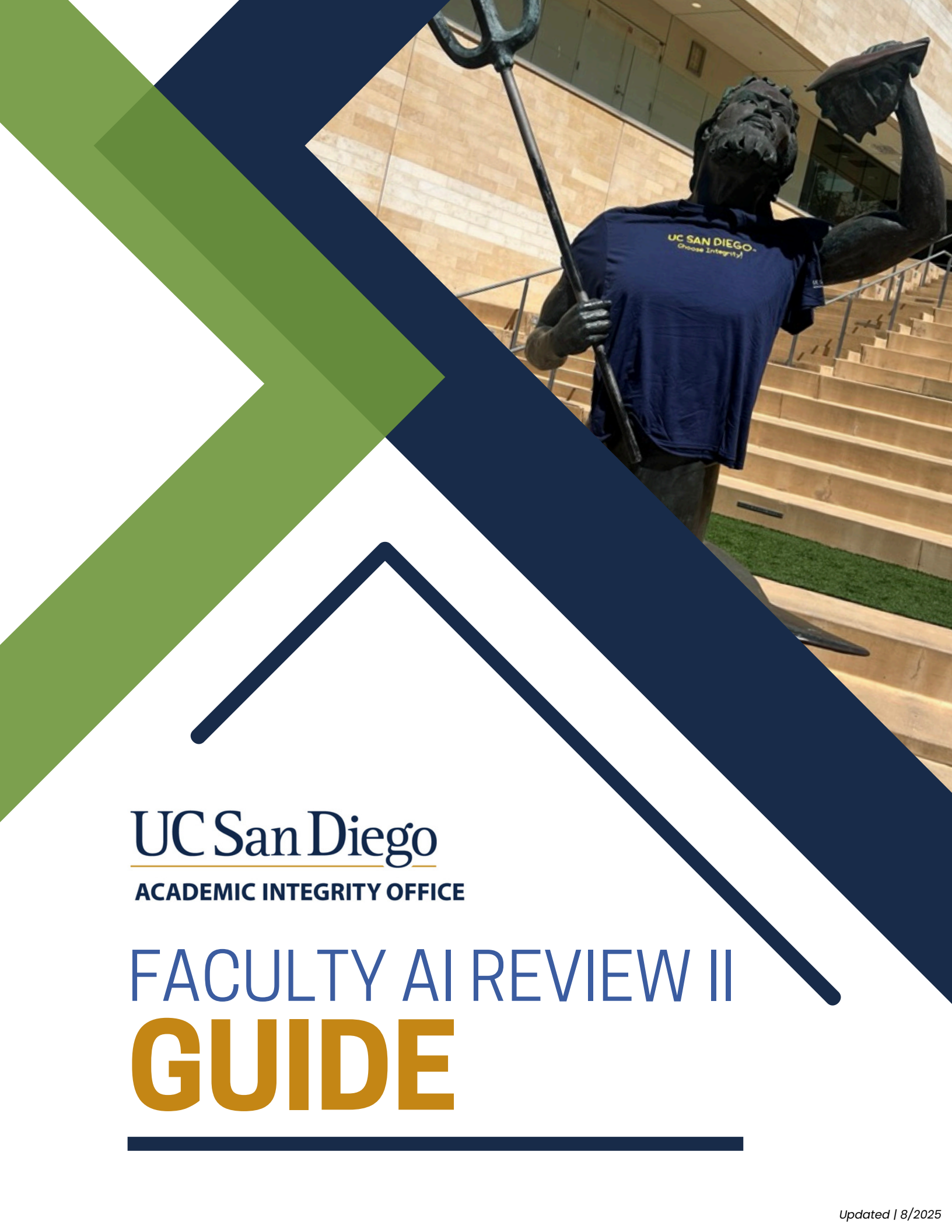




UC San Diego
ACADEMIC INTEGRITY OFFICE

FACULTY AI REVIEW II GUIDE

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The Academic Integrity Review II (AIR II) is the University's formal process for resolving allegations of academic integrity violations. This handbook will provide you with directions and guidance so that you can fully prepare and participate in the Review process.

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GLOSSARY

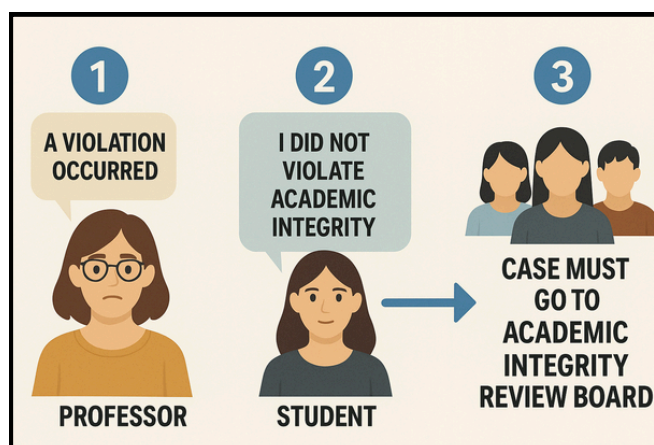
Term	Definition
Review Board	The Review Board is a large group of faculty and students who are trained to serve as Review Panelists. They are the only ones who can hold a student responsible or find them not responsible.
Briefing Packet	The digital packet compiled by the AI Office for the Review. The Packet contains statements and documents submitted by the involved instructor and involved student(s).
Review Panel	Full Panel: Consists of 3 faculty members, 1 graduate student, and 1 undergraduate student Reduced Panel: Consists of 2 faculty members, 1 student. The Involved Student(s) must consent to a reduced panel.
Presiding Officer (PO)	A non-voting member of the AI Review Board who is trained to facilitate the process.
Relevant Party	A person who has direct & material understanding of and/or involvement in the case. A Relevant Party is most often the Instructor, an Instructional Assistant, and the Involved Student(s).
Advisors	People who have received training from the University in order to participate in the process. Students can choose from UCSD provided Advisors or select their own external Advisor. Advisors are limited to communicating with their advisee and will not interrupt, disrupt, or directly participate in the resolution.

INTRODUCTION & YOUR ROLE IN THE AIR II

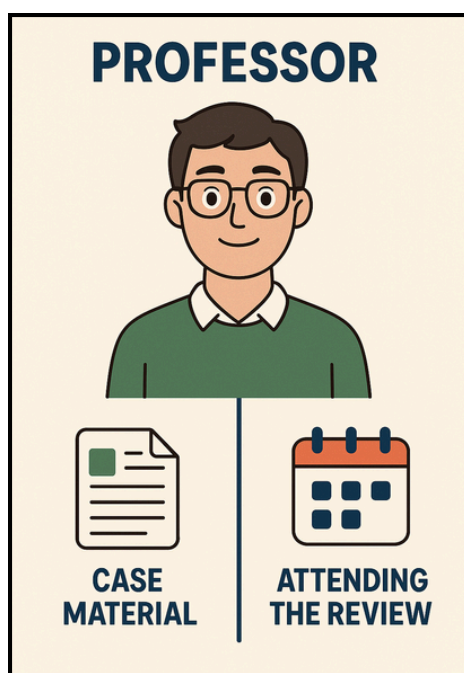
Per the Academic Integrity Policy, when an Involved Student denies responsibility for an academic integrity violation, and the Reporting Instructor has no reason to withdraw the allegation, the case must proceed to an Academic Integrity Review (I or II) for a determination of responsibility.

This handbook describes the AIR II and your role.

The AIR II is a formal hearing before a neutral Panel of faculty and students. The AIR II provides Reporting Instructors and Involved Student(s) an opportunity to present documentation, discuss perspectives, and question the relevant parties.



The Panel is responsible for determining the outcome for each Involved Student (i.e., responsible or not responsible), but does not determine sanctions.



The AIR II is not a legal proceeding and is not bound by legal rules. Rather, it is an administrative meeting to determine whether a student's behavior violated university standards and warrants an intervention.

YOUR ROLE

As the Reporting Instructor, you have two responsibilities in the AIR II process:

- finalizing your statement and supporting documentation
- participating in the Review

Your participation is required because it is vital to ensuring a fair process for all parties (i.e. involved students, instructional team, AIRB panel).

Learn more about Academic Integrity Reviews by visiting the AIO website:
<https://academicintegrity.ucsd.edu/process/airb/index.html>

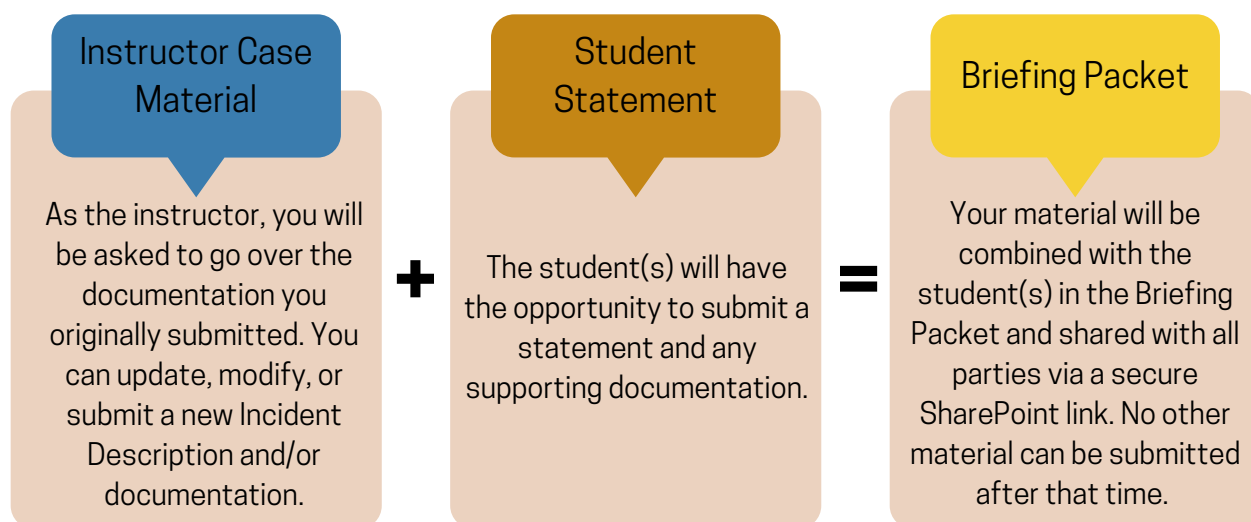
HOW AIR REVIEW DECISIONS ARE MADE

The AIR II Panel evaluates the facts and evidence to determine whether the Involved Student's actions violated academic integrity. The Panel does not consider the Student's intent (i.e., whether they "meant" to violate policy) or character (i.e., whether they are a "good person").



The burden of proof used by the AIR II Panel to make a finding of responsible or not is known as "preponderance of the evidence" or "more likely than not." To make that finding, they evaluate the facts and evidence as presented to them via two methods: 1) Briefing Packet, and 2) discussion that occurs during the Review.

The Briefing Packet includes the Incident Description and supporting case documentation that you initially submitted with your allegation report. However, you have the opportunity to update, modify, and/or add to it if you think more information would be helpful. Once your documentation is finalized, we combine it with material submitted by the Involved Student(s) and finalize the Briefing Packet.



The AIR II is held to determine if there is sufficient evidence to say it is "more likely than not" that a violation occurred.

FINALIZING YOUR MATERIAL

It's important to know that cases are assigned to a Panel based on availability of the Relevant Parties, not the expertise of the Panel. Thus, you cannot depend on any Panel member having your disciplinary expertise or knowledge. So, fully documenting the allegation in the Briefing Packet is an important step of the preparation process. The documentation helps the AIR II Panel and the Involved Student(s) to have a full understanding of the allegation.

Once the Review is requested by the Involved Student(s), you will receive an email from AIO with your original case documentation. You then have 10 business days to submit, update, or approve the existing materials.

Additional guidance on preparing your material is on the following page but here are two other important points to remember:

AIRB ADVISING

AIRB Advisors are available to assist you. They are experienced faculty members of the AIRB and can:

- give recommendations on whether existing materials meet the “more likely than not” standard of evidence;
- assist you with writing your Review statement;
- help you determine relevant documentation.

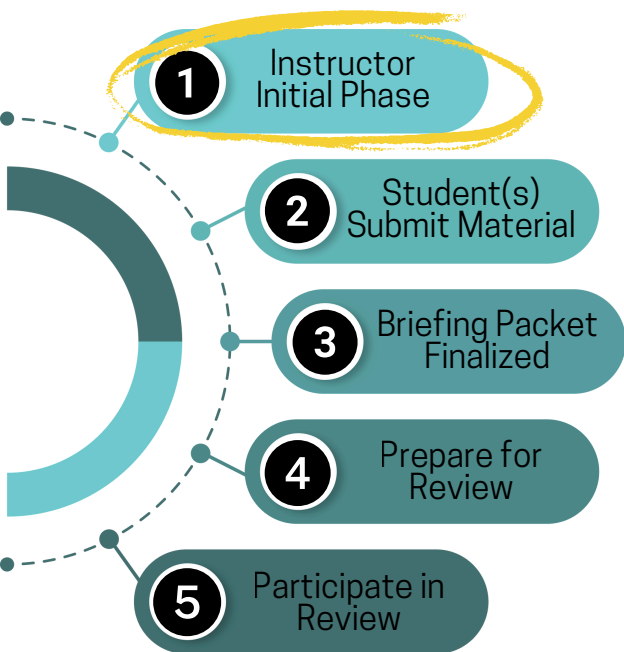
You can request an Advisor by visiting the AIO website: <https://academicintegrity.ucsd.edu/process/help.html#academic-integrity-review-board-airb-advisors>

RELEVANT PARTIES

If you have any Relevant Parties (e.g., Instructional Assistants, others who witnessed something or have first-hand knowledge of the allegation under consideration), you need to inform the AIO of their name and email contact information so they can be included in the Review.

- NOTE: If you have included a statement from a Relevant Party in the documentation, they must attend the Review so that the Involved Student(s) and the Panel can ask them questions.

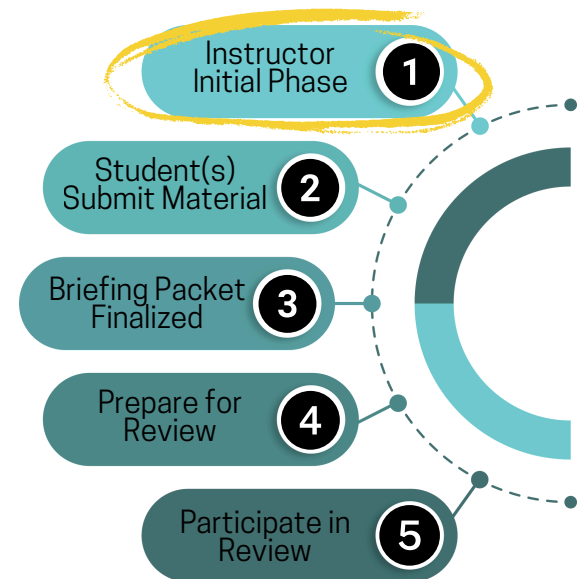
Keep reading for tips on reviewing, updating, and/or modifying your Briefing Packet materials!



FINALIZING YOUR MATERIALS: TIPS

As the Reporting Instructor and the content matter expert, your detailed explanation of the allegation is invaluable. Everything you want the Panel to consider should be submitted during this phase so that it can be added to the Briefing Packet. The Involved Student(s) and Panel receive the Briefing Packet at least 5 business days before the Review, so the more thorough it is, the more fair it is to the Involved Student(s), the more helpful it is to the Panel, and the more efficient the Review can be.

When considering if you need to update, modify, or add to the Incident Description and supporting documentation that you originally submitted when you reported the allegation, consider the following:



INCIDENT DESCRIPTION

- ✓ When non-disciplinary experts are reading your Incident Description, will they be able to understand the allegation and interpret the documentation as you do?

- ✓ Can you elaborate on any vague or general statements (e.g., “the similarities show that the...”) with examples/illustrations/details to help others see what you are seeing (e.g., “the following similarities show that...”)?

- ✓ Does the description contain all of the information you want the Panel to know? If not, can you add what is missing?

- ✓ Do you need to re-write the Incident Description to make it more clear?

- ✓ Have you referenced all your supporting documentation in your Incident Description? Do you explain why you have provided that supporting documentation?

DOCUMENTATION

- ✓ Is there documentation that supports what you are saying in the Incident Description? If yes, have you already included it?
- ✓ If you refer to observations or statements of others (e.g., Instructional Assistants or other Relevant Parties) in your Incident Description, have you included written statements from them and made sure they know they need to attend the Review?

FINALIZE & SUBMIT

Submit your response by the deadline using the Google Form below, even if you have no updates.

[ALWAYS SUBMIT YOUR FORM!](#)
[CLICK HERE TO SUBMIT](#)

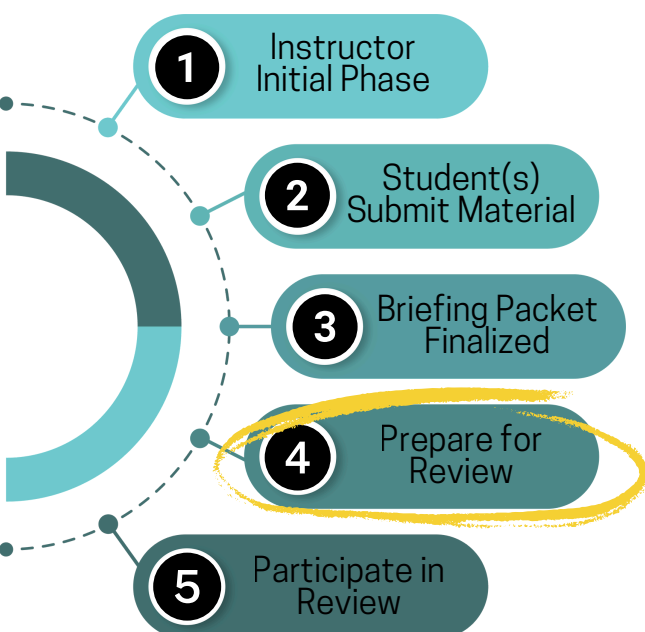
SCHEDULING THE AIR II

The AIO manages the scheduling of AIR IIs. All AIR IIs are always virtual (via zoom) and normally scheduled in one of the following 2.25 hour time blocks :

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:45 AM - 12:00 PM	9:45 AM - 12:00 PM	9:45 AM - 12:00 PM	9:45 AM - 12:00 PM
1:45 PM - 4:00 PM	1:45 PM - 4:00 PM	1:45 PM - 4:00 PM	1:45 PM - 4:00 PM

While it is rare that the Review will take up the full block, you are asked to reserve the complete block of time on your calendar to ensure that the Review will be completed that day.

The AIO will email you to request your availability when the case is ready to be scheduled in front of the Board. This email will typically include proposed dates and times and ask you to confirm which, if any, work with your schedule. If another member of your instructional team should attend, please confirm their availability before responding to the AIO. If you are not available during any of the proposed dates, communicate that with the AIO.



Once the AIR II is scheduled, you will receive an official notice from the AIO. The notice will include the date and time of the Review, a copy of the Briefing Packet, and instructions for attending.

All reviews will be conducted using Zoom and all participants will be expected to participate in the Review using video and audio.

In the event you can no longer attend the Review as scheduled, email the AIO as soon as possible. Given the complications of scheduling AIR IIs, we ask that cancellations are only requested under extreme conditions (e.g., illness, accidents).

THE DAY OF: WHO'S INVOLVED

You, as the Reporting Instructor, members of your instructional team (if any), the involved student(s), and any other Relevant Parties (if applicable) will attend the AIR II to have a discussion with the Panel that is facilitated by a Presiding Officer.

The Presiding Officer acts as the facilitator of the Review II. They ensure all parties are being treated with respect and that involved parties are afforded the opportunity to participate. They make decisions related to the introduction of evidence after the final Briefing Packet has been issued, the inclusion of relevant parties, and other procedural decisions, but they do not have a say in the Panel's finding of responsible or not.



Presiding Officer

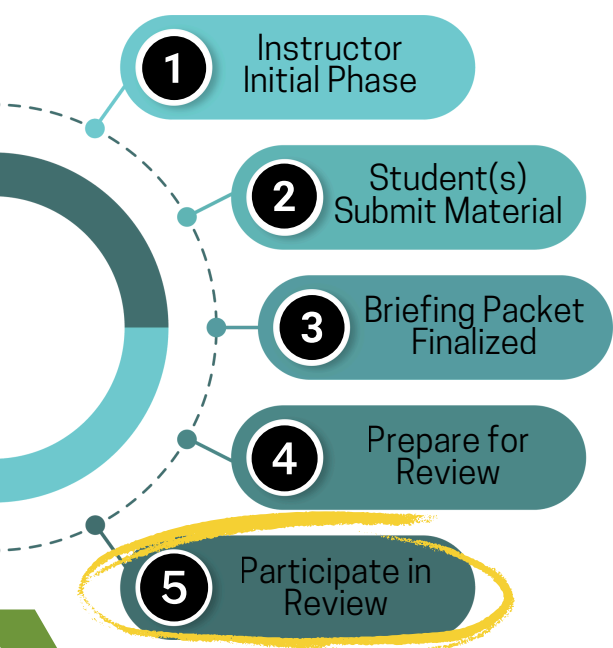
Review Panels typically include three faculty members, one undergraduate student, and one graduate student member. Involved Students may also choose to proceed with a Reduced Panel, consisting of at least two faculty members and one student member.



Faculty Members



Student Members



AIR II faculty members are appointed by Academic Senate's Committee on Committees while undergraduate and graduate board members apply and are appointed by either the Dean of Student Affairs (undergraduates) or the Assistant Dean of GEPA in collaboration with the Graduate and Professional Student Association. All board members are volunteers.

Once appointed and prior to service, all AI Review Board members complete training and demonstrate their ability to conduct themselves with integrity. Board Members must ensure that their participation and decisions are made fairly and based on an analysis of the available evidence according to the established standard ("more likely than not").

THE DAY OF: HOW IT GOES

PRE-REVIEW: BRIEFING PACKET RECEIVED

At least five business days before the date of the Review, the Presiding Officer and Panelists are sent a copy of the Briefing Packet, which they are asked to thoroughly go over before the Review date.



PRE-REVIEW: MEETING

About 20 minutes before the Review is scheduled to begin, Panelists meet with the Presiding Officer to discuss the Briefing Packet and decide on initial questions to ask the Involved and Relevant Parties.



REVIEW: DISCUSSION

The Panel will ask questions of you as the Reporting Instructor, the Involved Student(s), and any Relevant Parties. You and the Involved Student(s) have the right to question all relevant parties present. Any Advisors present can aid their Advisees, but may not directly participate.



POST-REVIEW: DELIBERATION

Once the discussion with all involved and relevant parties has concluded, the Presiding Officer facilitates a private Deliberation with the Panel. The Panel uses a Preponderance Standard, also known as a "more likely than not" standard, to make a determination regarding responsibility. The University has the burden of proof to demonstrate that the Involved Student(s) more likely than not violated academic integrity.

You will be notified of the Panel's decision by the AIO, always by email and usually between 1-5 business days after the Review.

1 Instructor Initial Phase

2 Student(s) Submit Material

3 Briefing Packet Finalized

4 Prepare for Review

5 Participate in Review

Frequently Asked Questions (FAQs) Participating in Remote Reviews

Review Basics

1. How can I participate in the review?

All reviews will be conducted using Zoom, a free and secure videoconferencing service offered by the University. All participants will be expected to participate in the review using video and audio. For more information on Zoom, please view the following link:

<https://blink.ucsd.edu/technology/file-sharing/zoom/index.html>

2. What do I do if I do not have access to a reliable computer with audio and video capabilities or a private space to participate in the review?

Notify AIO via email (aio@ucsd.edu) as soon as possible! We understand that not everyone has consistent and reliable access to resources essential in participating in a remote review. These resources include a laptop with video and audio capabilities as well as a private space.

3. Can I participate by phone?

All participants will be expected to participate in the review using video and audio. In the event you experience technical difficulties during the review, the AIO will provide you with a phone number and meeting access code which will allow you to participate via phone. This option is for emergency or extenuating purposes as only as you may experience difficulty fully participating in the review. Please contact AIO via email (aio@ucsd.edu) if you have questions.

4. How long will the review last?

Reviews are scheduled in 2.5 hour time blocks. While it is rare that the review will take up the full time, you are asked to reserve the time on your calendar to ensure that the review will be completed that day. If you have to leave early, or arrive late, please notify AIO via email (aio@ucsd.edu).

5. I do not have a private room, what should I do?

AIO takes its responsibility to maintain the confidentiality of the Reviews and the privacy of those involved very seriously. In order to protect the confidential and sensitive information conveyed during reviews, you are expected to participate in a space which is private. If acquiring a space which is private will be difficult for you, please notify AIO as soon as possible via email (aio@ucsd.edu).

6. Can others listen into the review?

No. In order to protect the confidential and sensitive information conveyed during reviews, no non-relevant parties are NOT permitted to be in the Review.¹

If during the review, the Presiding Officer becomes aware that there are unauthorized individuals either overtly or covertly observing or listening to the proceedings, they will pause the Review until non-relevant parties have been removed.

¹ With a minimum of three (3) business days prior written notice, students may have an advisor or UCSD AS Advocate present. See the AIO website (<https://academicintegrity.ucsd.edu/process/help.html#external-advisors>) for more information.

7. How is AIO protecting against “zoombombing”?

The AI Office is following campus directions to protect against zoom bombing: our Review zoom URLs are not posted publicly and we are using the waiting room feature to control the admittance of guests.

8. Is there anyone that can help me during the view process?

Yes. Upon request, there are advisors available to assist you during the review process. If you would like your advisor to participate in the review, AIO will facilitate a space for you to privately communicate with your advisor during the review. For more information regarding your advisor options, please visit the AIO website here: <https://academicintegrity.ucsd.edu/process/airb-advisors.html>

9. Will the review be recorded?

Yes, per Policy, the review will be audio recorded to maintain an accurate case record. The breakout rooms and the panel’s deliberation will not be recorded.

10. How many people will be involved?

In most Reviews, the following will be involved:

- Presiding Officer: Facilitates the Review
- Review Board: Typically composed of either 3 faculty, 1 undergraduate and 1 graduate (full panel) or 2 faculty and 1 student (reduced panel)
- Instructor/Instructional Team: The involved Instructor and any involved IAs
- Student(s): The involved student(s)
- Advisors/Advocates: Both student(s) and the instructor can have an advisor or advocate to support them during the review.

11. How will I receive the review packet (also known as the Briefing Packet)?

You will receive a link which will bring you to a secure website containing the review materials, also known as the Briefing Packet. Please email the AIO (aio@ucsd.edu) if you have any difficulty accessing the material.

12. Some of the material in the Briefing Packet is my intellectual property. How will you stop others from distributing it?

The University recommends to all that you copyright all of your materials and include a “do not distribute” notation. The AIO notifies parties that the material is confidential, protected, and copyrighted as well as the repercussions should they distribute or use the material for purposes other than the review.

13. I have questions about Zoom, what do I do?

You can learn more about Zoom by visiting the following website:
<https://blink.ucsd.edu/technology/file-sharing/zoom/index.html>

Day of the Review

1. How do I log into the review?

Either by clicking the link provided in your review notice, or by going here (<https://ucsd.zoom.us/join>) and entering the meeting ID, you can log into the review.

2. How do I know if I logged into the review correctly?

In your review notice, you will be provided the link to accessing the review. You will be placed in a “Waiting Room” and on your screen you will see the message “Academic Integrity Review.” An AIO staff member will receive an alert that you have logged in and they will admit you to the Review.

3. When should I log into the review?

Log in 5 minutes before the start of the review. This allows time for you to verify your connection and troubleshoot any problems.

4. What happens if I cannot log in?

Take the following steps:

1. Take a deep breath!
2. Close out your internet browser and restart Zoom. Attempt to sign back in.
3. Double check your review notice and make sure you entered the correct room information.
4. Email the AIO (aio@ucsd.edu). The AIO monitors email very closely on review days to provide quick assistance in the event you experience any problems.
5. While waiting for AIO to email you back, clear your cache in your web browser and try again.

5. What do I do if I am having trouble either seeing or hearing what is happening?

- If you can't see or hear what is going on, check the status of your hardware by opening a video on Youtube and seeing if you both hear and see the video.
- If it is only Zoom audio or video that is not working:
 - i. You may not have joined Zoom audio. Go to your audio settings in the bottom left-hand corner of the meeting toolbar and click “Join Audio Here”.
 - ii. You may have selected the wrong audio. Go to your audio settings in the bottom left-hand corner of the meeting toolbar. Click on the arrow (^) next to the mute/unmute option on the Zoom toolbar. From there you can select which microphone or speaker Zoom will use for audio.
- The same solution works for video issues. Click on the arrow next to the start/stop video button.
- If the issue seems to be with your Wifi internet connection
 - i. Move closer to your Wifi router.
 - ii. Shut down any other programs currently running on your computer if you can, particularly any browsers that may be streaming content.
- Additional Resources: <https://support.zoom.us/hc/en-us>

6. How do I participate if I can only be on the phone?

All participants are expected to participate by video, but in the event you can only participate by phone, keep your phone on mute and the Presiding Officer will call on you to ask if you have questions, to answer questions, etc.

7. How do I communicate with my advisor before the review starts?

You, your advisor should log into the review 5 minutes in advance. Once you are admitted into the review, you and your advisor will be placed into a “Breakout Room” where you can have a private conversation. Breakout rooms are not recorded or monitored.

8. What if I have questions while in the breakout room?

A “Ask for Help” icon is located at the bottom of your screen. Once you click on the “Ask for Help” an AIO staff member or the Presiding Officer will enter your breakout room to assist you.

9. The review is supposed to start and I am still in the breakout room. What is happening?

Don’t worry! You are where you are supposed to be. As soon as the review board is ready to begin, you will be moved into the review room.

10. What can I expect in the review room?

We recommend using gallery view so you can see everyone in the room on the screen. On the screen you will see your image, as well as the Presiding Officer, the review board members, and the involved student(s). Your audio should be muted unless you are speaking, and your video should always be on.

11. How do I communicate with my advisor (or members of my instructional team) during the review?

There is a chat option by clicking the text bubble icon at the bottom of your screen. You can select the person with whom you want to privately chat by clicking the “More” icon and selecting their name from the dropdown menu. This is a private chat which will not be saved and/or viewed by the board or AIO staff.

12. What should my Zoom settings be?

Please mute your microphone unless you are speaking and keep your camera on at all times. You can use a virtual background if you are uncomfortable with having your personal space visible to the board; however, be mindful with the background you choose to be sure you are clearly visible and that it is not distracting to other participants.

13. What happens if I turn my camera off?

If you turn your camera off, the review will stop until you resume your video. If you do not turn your video back on within a few minutes, the Presiding Officer may remove you and the review will continue in your absence. Do not turn off your camera to signify you want a break!

14. What if I need a break?

Raise your hand and when the Presiding Officer calls on you, request a break. You can also send a message via the chat requesting a break.

15. What happens if we take a break?

During a break, you will be moved back into your original “Breakout Room” that you were in prior to the review starting. If you have an advisor or other parties with you, they will be with you and you can talk with them privately. Any other involved parties will be moved into a separate “Breakout Room.” Neither you or the other involved parties will be able to speak with the board while on a break.

16. I have something to say! How do I participate in the conversation?

Please keep your audio muted during the review until you are called to speak. All participants will be asked to raise their hands in order to speak to prevent participants from speaking over one another and to make sure everyone can be heard. The Presiding Officer will call on you so either physically raise your hand so that it is visible in your video or click the “Raise Hand” by selecting the “Participants” icon at the bottom of the screen, then selecting “More” and “Raise Hand”

17. I have new documents I would like to be considered. What do I do?

The Presiding Officer will either grant or deny your request to add any new documentation if you are within 5-business days of the review. If you feel the information is essential, raise your hand and request that you be permitted to introduce a new document. Be prepared to explain why this information is important for the board to consider. The Presiding Officer may ask to review the document before either granting or denying your request. If that happens, everyone may be moved back to their original “Breakout Rooms” to enable them time to review the new material.

18. How do I most effectively refer to my statement and the case documents?

Familiarize yourself with the names of the documents and while speaking, refer to the document and the page numbers. Allow the board enough time to navigate to the information you are referring to.