

# Tips for Graduate Research Supervisors

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## Tip Number 10 – Learn to Manage Academic Misfeasance

<b>Stage</b>	<b>Issues</b>	<b>Comments/Considerations</b>
Awareness	<ul style="list-style-type: none"> <li>• Be aware that misfeasance can occur in the university environment.</li> <li>• Be aware that there can be many innocent reasons for perceived misfeasance – including simple administrative errors or oversights.</li> </ul>	<ul style="list-style-type: none"> <li>• Accusations of misfeasance can have extremely serious consequences for both the person reporting the incident and the person allegedly involved.</li> <li>• Never act on mere hearsay, or make accusations unless sufficient objective facts and data exist to warrant investigation.</li> </ul>
Check on university regulations and procedures	<ul style="list-style-type: none"> <li>• Universities have regulations and procedures for dealing with misfeasance, including specific committees (e.g., research ethics) and specifically nominated office-holders.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not attempt to take action in isolation or independently of constituted committees. Any personal involvement in the issue may need to terminate once an appropriate office-holder or committee is formally advised of misfeasance.</li> </ul>
Collection of facts and data	<ul style="list-style-type: none"> <li>• Data, facts, written correspondence, etc. need to be assembled before raising any claim of misfeasance.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not take actions based upon rumors, hearsay or other subjective information. Evidence should be objective and irrefutable.</li> </ul>
Confidential meeting with person involved	<ul style="list-style-type: none"> <li>• If the person involved in the misfeasance is a colleague then consider a confidential meeting to discuss the issue of misfeasance.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not make accusations in the meeting. Carry out discussions on the assumption of innocence and with the intention of resolving irregularities.</li> <li>• If necessary, present facts, data or other information that need to be addressed</li> </ul>
Confidential meeting with university office-holders	<ul style="list-style-type: none"> <li>• If the person involved in misfeasance is not a colleague, or if personal private discussions have failed, organize a meeting with an appropriate university office-holder or committee representative.</li> </ul>	<ul style="list-style-type: none"> <li>• Present only facts, data, written correspondence at the meeting – do not venture opinions on the subject.</li> <li>• Leave the authorized office-holders or committee members to pursue the matter, providing input only if requested.</li> </ul>