1. **Purpose.** This Dean’s Policy and Operating Memorandum (DPM) provides guidance and delineates policies, responsibilities and procedures for the conduct of academic research activities at the United States Military Academy (USMA).

2. **Applicability.** This DPM applies to all academic research activities that are conducted at USMA under the auspices of the Dean of the Academic Board.

3. **Definitions.**

   a. *Research* is defined as a systematic investigation, including research, development, testing and evaluation (RDTE), designed to develop or contribute to generalizable knowledge.

   b. *Academic research activities* are systematic investigations designed to produce generalizable knowledge within academic disciplines for the advancement, teaching, and learning of these disciplines. This knowledge may be basic, applied, technological, or pedagogical in nature.
c. Scholarship is a process, centered on academic research, whereby produced disciplinary knowledge is validated, refined, and extended in response to independent peer reviews; and subsequently communicated to a wider audience.

d. Human research is a systematic investigation designed to produce generalizable knowledge in which investigators obtain data about living individuals through interaction or intervention with the individuals, or collect identifiable private information about living individuals.

e. Academic misconduct in academic research activities and scholarship is unethical behavior that undermines the integrity of the produced disciplinary knowledge.

4. Background and Importance of Academic Research.

a. The engagement of cadets and faculty in academic research activities and scholarship is essential for maintaining the status of USMA as a premier undergraduate educational institution.

b. Academic research and scholarship by cadets, mentored by faculty members with significant research and scholarship experience, is the culmination and high point of the cadets’ intellectual development. Cadet academic research activities support independent study courses, integrative and interdisciplinary learning experiences, and senior thesis and senior engineering design projects. Cadet academic research activities underpin the achievements by cadets in receiving nationally recognized scholarships and other competitive academic awards, as well as publishing and presenting the results of their research publicly. The engagement of cadets in academic research activities is essential to developing the cadets’ capability and desire to pursue progressive and continued intellectual development.

c. Cadet and faculty academic research activities and scholarship are hallmarks of a vibrant, supportive learning environment, which is expected of a top tier educational institution. The high standards they set, the institutional support they receive, and the recognitions they gain are important factors in attracting the highest caliber students and faculty members to USMA.

d. Faculty achievement in scholarship is a requirement for academic promotion at USMA. It is also a criterion for appointing new faculty members. Faculty who engage in scholarship maintain currency in their disciplines, introduce new concepts, materials, and techniques into the classroom, develop themselves professionally, attest to the institutional quality of USMA, mentor junior faculty members, and serve as role models in the intellectual domain of cadet development.

e. The academic research activities undertaken by faculty and cadets are often done in collaboration with, and financially supported by, external organizations, including Army research centers and other Department of Defense and Government agencies. These collaborative, sponsored research activities are the principal means by which USMA leverages its intellectual capital to build mutually beneficial relationships. The sponsoring agencies benefit from the high quality, relevant research produced by USMA personnel at relatively low cost. The benefits of sponsored academic research activities to USMA include: financial support for cadet and faculty academic research activities that would otherwise be unfunded; acquisition of state-of-the-art equipment and technologies that would not otherwise be acquired; and unique opportunities for cadets and faculty to actively participate in addressing important problems facing the Army and the Nation.
5. **Academic Research Policy.**

   a. Academic research activities by cadets and faculty are encouraged and supported as an integral part of the Academic Program. They contribute essentially to, and provide evidence of, the outstanding learning environment at USMA and the achievement of intellectual cadet development domain goals; most notably, “...to developing the cadets’ capability and desire to pursue progressive and continued intellectual development.” Scholarship achievement by faculty members is a requirement for academic promotion (see DPOM 5-3 Promotions and Credentials).

   b. Academic research activities by cadets and faculty are to accomplish one or more of the following goals:

      (1) Enhance the education of cadets.

      (2) Develop the faculty professionally.

      (3) Address important issues facing the Army and the Nation.

      (4) Enhance the reputation of USMA.

   c. In keeping with USMA’s commitment to the principles of Academic Freedom, cadets and faculty are to be given the broadest possible freedom to pursue their individual research topics.

   d. In keeping with USMA’s commitment to integrity, academic research activities are to be carried out in accordance within the normative, professional, and ethical standards for academic disciplinary scholarship. Academic misconduct is not tolerated at USMA.

   e. The planning, primary approval, execution, and direct oversight of academic research activities are to occur within the Academic Departments, to include any Centers which are affiliated with the Departments, or within the respective Centers that are not subordinate to departments.

   f. The general institutional facilitation, promotion, and oversight of academic research activities are to occur within the Office of the Dean, Academic Research Division (ARD).

   g. Financial support for academic research activities from external sources is to be obtained, expended, and accounted for in accordance with DPOM 5-2, Financial Support for Academic Research.

   h. The publication of academic research results accomplished by cadets and faculty is to be done in accordance with Army Regulation 360-1, Army Public Affairs Program, para.6-8. For the publication of research papers that reflect in any way upon the institution, candidates for admission to USMA, cadets (including the use of cadets as human research subjects), graduates, or policies and activities of USMA, the publication provisions of USMA Regulation 70-1, Institutional Research are to govern.

   i. Cadet and faculty authors do not own copyrights on academic research and scholarship works that are accomplished as official government work, in accordance with 17 USC 105. Such works are in the public domain.
j. Inventions by USMA personnel are to be officially disclosed to the Office of the Staff Judge Advocate (OSJA) by the inventors, in accordance with AR 27-60, Intellectual Property. In conjunction with disclosures, inventors also submit official information to be used to determine rights to inventions. Cadet inventors are to be assisted by a faculty or staff member in submitting disclosure and rights-to-invention documents. These faculty or staff members will represent cadet inventors and serve as the primary points of contact to the SJA on subsequent matters concerning inventions. The ARD will advise and assist inventors in these matters.

k. Human research at USMA protects the safety, health, well being, privacy, and personal integrity of individual human subjects, in accordance with federal laws and regulations. Human research projects must be pre-approved by an independent institutional review process, in accordance with USMA Regulation 70-25, The Human Research Protection Program, before work on human research projects may begin. The ARD will advise and assist researchers in these matters.

l. Vertebrate animal research is not supported by the Academy, as a matter of institutional policy.

m. Classified research is normally not supported by the Academy, as a general rule. Classified research may be approved on a case-by-case basis if the appropriate security measures are in place. Approval must be requested through the ARD to the Dean of the Academic Board.

6. Responsibilities.

a. The Dean of the Academic Board

(1) Establishes policies for the conduct of academic research and for the control and use of research funds and equipment.

(2) Has overall responsibility for the distribution and accountability of funds in support of academic research.

b. The Associate Dean for Academic Research

(1) Advises the Dean on matters pertaining to academic research.

(2) Implements the Dean’s policies for the conduct of academic research and for the control and use of research funds and equipment.

(3) Serves as the focal point for research at USMA and liaison to external research agencies.

(4) Formulates and implements policies and procedures for proper stewardship of research funding received from external agencies and coordinates actions regarding compliance with ethical and legal requirements of the Academy and the sponsoring organizations.

(5) Provides institutional approval of research proposals submitted to external agencies.

(6) Acts as the institutional representative in making financial transactions and agreements with external agencies concerning academic research activities.
(7) Serves as Chief of the Academic Research Division and Secretary of the Academic Research Council.

(8) Performs functions of the Office of Research and Technology Applications (ORTA), as described in AR 70-57, Military-Civilian Technology Transfer, on technology transfer matters.

(9) Prepares a weekly significant activities report that captures any research related highlights.

c. The Academic Research Division

(1) Facilitates and promotes academic research activities.

(2) Maintains current information on potential sources of research support funds and advertises grant and research funding opportunities to the Academy.

(3) Manages the Dean’s internal funds earmarked for faculty academic research activities.

(4) Processes the acceptance of external funds for academic research activities.

(5) Assists administrative personnel and individual faculty members on the preparation of research proposals and financial transaction documents, and advises them on expenditures of research funds.

(6) Provides general institutional oversight of academic research activities.

(7) Prepares and maintains an annual record of academic research and scholarship accomplishments at USMA.

(8) Publicizes academic research activities among departments and centers.

d. The Academic Research Council (see Annex A)

(1) Fosters cooperation among the various USMA departments and research organizations to promote academic research activities at USMA.

(2) Serves as an advisory and recommending body to the Dean on all matters relating to academic research at USMA, to include recommending allocations of the Dean’s internal research funds.

e. Department Heads and Center Directors

(1) Approve the academic research projects and proposals of faculty members and cadets that are assigned to their departments.

(2) Approve research proposals of faculty members assigned to their departments that seek funding from external agencies.
(3) Supervise the research activities of faculty members assigned to their departments.

(4) Implement procedures to ensure accountability for sponsored research work and for proper expenditures of sponsored research funds (see DPOM 5-2). Ensure equipment purchased as part of the research work is properly accounted for.

(5) Inform faculty and cadets on publications and presentations policy, in accordance with paragraph 5h above.

(6) Ensure that faculty members’ Curricula Vitae in the USMA Academic Management System (AMS) are current by the end of each Academic Year. This data base is used to inform the ARD Annual Report and is used as a source of information by the Office of the Dean.

f. Faculty Members

(1) Plan academic research activities that accomplish one or more of the goals under paragraph 5b above and are designed to meet the scholarship requirements for academic promotion. Senior faculty members are to assist and mentor junior faculty members in this regard.

(2) Obtain departmental approval of academic research activities and their related usage of department resources; in particular, the usage of department personnel work time and equipment.

(3) Educate cadets on research methods and mentor cadet research activities that are planned to meet Academic Curriculum requirements.

(4) Identify funding opportunities for academic research activities with external sponsors.

(5) Obtain departmental and institutional approval of research proposals to be submitted to external agencies for funding (see DPOM 5-2).

(6) Obtain independent institutional reviews of human research projects, in accordance with USMA Regulation 70-25, before beginning work.

(7) Conduct academic research activities in accordance with the normative, professional and ethical standards for academic disciplinary scholarship.

(8) Expend and account for research funds in accordance with applicable Army and USMA regulations (see DPOM 5-2).

(9) Make publications and presentations of scholarly works in accordance with paragraph 5h above.

(10) Disclose inventions in accordance with paragraph 5j above and assist cadet inventors in such matters.

(11) Maintain up-to-date scholarship records on the USMA Academy Management System (AMS).
7. Procedures.

    a. Publications and Presentations.

        (1) Publications and presentations by cadets and faculty members in public venues are to be done in accordance with Army Regulation 360-1, Chapters 5 and 6, or, in the case of institutional matters, USMA Regulation 70-1. They may not disclose classified or operations security information.

        (2) Prior to public release, official publications and presentations are to be cleared for release by the Public Affairs Office (PAO) or, in the case of institutional matters, by the Office of Policy, Plans and Analysis (OPPA). Drafts should be submitted to the appropriate office in a timely manner to allow proper time for review. A clearance memorandum will be provided to authors for their records.

        (3) Academic and scholarly work is not subject to the standard review and clearance process but must follow the guidelines in AR 360-1, para. 6-8.

        (4) Publications and presentations made in one’s private capacity should contain appropriate disclaimers by the authors. The following disclaimer is recommended:

            “The views expressed herein are those of the author and do not reflect the official policy or position of the United States Military Academy, the Department of the Army, or the Department of Defense.”

    b. Research and Scholarship Report.

        (1) At the beginning of the Academic Year, the ARD will prepare a report on the past Academic Year’s research and scholarship accomplishments made under the auspices of the Dean of the Academic Board. The primary sources of information for this report are the faculty members’ Curricula Vitae on the USMA AMS website and the weekly significant activity reports submitted by the departments to the ARD.

        (2) The Research and Scholarship Report is to contain, at a minimum but not limited to, separated lists of publications and conference presentations organized by departments which include:

            (a) Full bibliographic references to publications published during the past Academic Year, or submitted for publication; including publications in conference proceedings.

            (b) Full bibliographic references to conference presentations or plenary sessions (authors, title of presentation, name of conference, location of conference, date of conference); not including conference presentations that are published, or submitted for publication, in conference proceedings.

            (c) External funding and/or competitive grants received by departmental/center researchers.

        (3) The ARD will post the annual Research and Scholarship Report on an internal shared platform.
c. Human Research.

(1) Human research at USMA protects the safety, health, well being, privacy, and personal integrity of individual human subjects, in accordance with federal laws and regulations.

(2) Investigators, whether they are cadets, faculty, or staff members, who intend to initiate human research projects must obtain the appropriate institutional approval prior to enrolling or engaging human subjects. In addition, they must reapply for institutional approval before changing the scope or procedures of on-going human research work.

(3) The requirements for conducting human research at USMA are detailed in USMA Regulation 70-25, The Human Research Protection Program.

(4) USMA Regulation 70-25 identifies the Corps of Cadets as a “vulnerable population” of subjects for human research. Accordingly, special requirements are set forth in USMA Regulation 70-25 that must be met to have approval to use cadets as human research subjects.

(5) The purpose of an institutional review is to determine, independently from any stakeholder’s or proponent’s point of view, whether the benefits of the proposed research significantly outweigh the risks to the human subjects. Investigators are to follow specific guidelines in requesting institutional reviews that are designed to make it clear to the approval authorities what are the benefits of the research, what are the risks to the subjects, and how those risks will be mitigated during the study.

(6) There are two types of institutional review processes at USMA: (1) review of Requests for Exemption and (2) review of Research Protocols (see USMA Regulation 70-25). Projects that entail “minimal risks” and conform to one or more of six exemption categories defined by federal law are given an official exemption certificate by the Exemption Determination Officer (EDO). Formal and detailed Requests for Exemption are submitted to the EDO for review. Projects that do not qualify for exemption must be reviewed by the Institutional Review Board (IRB). Formal and detailed Research Protocols for projects that do not qualify for exemption are submitted to the IRB for review. The EDO and the IRB are the only USMA approval authorities for human research conducted under the auspices of USMA.

(7) Human research projects undertaken by cadets must have a faculty member or staff member submit the Requests for Exemption or Research Protocols and be responsible for overseeing the project work to ensure that human subjects are protected.

(8) Investigators must recognize that the institutional review process is a necessary and required part of planning human research studies. They must allow sufficient time for appropriate institutional review and approval prior to enrolling or engaging any human subjects. The ARD will advise and assist investigators in these matters.

d. Academic Misconduct.

(1) Academic misconduct can take many forms, including (but not necessarily limited to) fabrication or falsification of data, theft of ideas or direct plagiarism, and deliberate interference with the integrity of the work of others.
(2) Alleged misconduct on the part of cadets must be investigated and adjudicated institutionally under the provisions of the Honor Code and/or Documentation of Written Work. Annex B provides guidance and procedures for addressing academic misconduct on the part of faculty and staff members. The process involves an initial inquiry into allegations and apparent instances of academic misconduct, followed by a more formal investigation when that is warranted.

8. References.

   a. Army Regulation 360-1, The Army Public Affairs Program
   b. USMA Regulation 70-25, The Human Research Protection Program
   c. DPOM 5-2, Financial Support for Academic Research
   d. DPOM 5-3, Promotions and Credentials
   e. USMA Regulation 70-1, Institutional Research
   f. AR 27-60, Intellectual Property
   g. AR 70-57, Military-Civilian Technology Transfer

9. Proponent. The proponent for this Dean’s Policy and Operating Memorandum is the Academic Research Division, Office of the Dean (MADN-ARD), x5105/5868.

FOR THE DEAN OF THE ACADEMIC BOARD:

THOMAS M. KASTNER
COL, IN
Chief of Staff, Office of the Dean

Annex A - Academic Research Council
Annex B - Procedures for Addressing Academic Misconduct
Annex C - Research Centers
SUBJECT: Academic Research Council

1. Purpose.

The purpose of the Academic Research Council (ARC) is to foster cooperation among the various USMA departments, centers, and agencies, DA and DoD research organizations, and other research communities in order to promote Academic Research at USMA. The ARC will also serve as an advisory and recommending body to the Dean on all matters relating to Academic Research at the USMA. The current ARC member listing is maintained by Academic Research Division, Office of the Dean (MADN-ARD), x5105/5868.

2. Functions.

The functions of the ARC include providing a:

   a. Mechanism for USMA faculty to act in an advisory, consulting, and planning capacity to the Dean on matters concerning Academic Research.

   b. Forum for the consideration and discussion of matters of interest to the USMA research and study community.

   c. Conduit for the exchange of research and study ideas among faculty members, departments, and centers and outside agencies.

   d. Mechanism for the Dean to disseminate research and study guidance.

3. Organization.

   a. Voting members. At the discretion of Department Heads, voting members shall consist of one representative from each of the Academic Departments, the Department of Physical Education and the Department of Military Instruction. Voting members will be appointed by the appropriate Department Heads to serve terms of at least one year.

   b. Non-voting members. Non-voting members shall consist of one representative appointed by Center Directors who oversee significant research programs and the Associate Dean for Academic Research.

   c. Participants. Though not directly assigned to the ARC, other interested individuals may participate in ARC meetings as determined by the ARC itself.

   d. Officers. The ARC Chairperson will be selected from its membership in a manner determined by the ARC. Additional officers will be determined and selected by the ARC as it sees fit.

   e. Subcommittees. The ARC will establish working subcommittees to accomplish specific assignments.
4. Responsibilities.

The Academic Research Council is responsible for the following duties:

a. Meet at least on a quarterly basis to conduct council business and act on agenda items as submitted by council members. The ARC may meet on a more frequent basis if the members of the council deem that it is appropriate.

b. Provide a forum for the discussion of research opportunities and projects and the development of interdisciplinary research and study teams. The ARC will strive to promote the open exchange of ideas among the USMA faculty, departments, and research centers.

c. Provide a forum for outside agencies to address the USMA research community and discuss potential projects and collaborations.

d. Constitute the Research Funding Advisory Committee to recommend allocations of the Dean’s internal research funds, IAW DPOM5-2, Financial Support for Academic Research.

e. Review the Annual Research Report compiled by the Academic Research Division prior to its publication and distribution.

f. Advise the Dean on any and all issues related to research activity and research policy at the USMA.

g. Review proposals for new USMA research centers and make recommendations to the Dean concerning their establishment.

h. Annually prepare a short summary of ARC actions and recommendations for the following year and submit it to the Dean.
SUBJECT: Procedures for Addressing Academic Misconduct

1. Acknowledgement. The contents of this annex have been excerpted and adapted from the Massachusetts Institute of Technology Policies and Procedures 10.1, Procedures for Dealing with Academic Misconduct in Research and Scholarship.

2. General Considerations.
   a. Unethical behavior in research and scholarship strikes at the heart of the scholarly and educational enterprise. Academic misconduct can take many forms, including fabrication or falsification of data, theft of ideas or direct plagiarism, and deliberate interference with the integrity of the work of others. Such behavior may lead to disciplinary actions, including, in severe cases, expulsion of a cadet, dismissal of an employee, or termination of duty.

   b. Alleged academic misconduct on the part of cadets, must be investigated and adjudicated institutionally under the provisions of the Honor Code and/or Documentation of Academic Work. This annex provides guidance and procedures for dealing with academic misconduct on the part of faculty and staff members. The process involves an initial inquiry into allegations and apparent instances of academic misconduct, followed by a more formal investigation when warranted. An inquiry is initial information gathering and fact finding designed to determine whether or not an allegation deserves further investigation. An investigation is a formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

   c. An inquiry or investigation of allegations concerning academic misconduct raises difficult and sensitive issues for those making the allegations, for those suspected, and for those responsible for conducting the inquiry or investigation. Therefore, inquiries and investigations and any subsequent proceedings should be conducted promptly and carefully.

   d. All members of the Academy are expected to cooperate with the proceedings of inquiries and investigations. Those involved should, to the maximum extent possible, protect the privacy of those who in good faith report apparent academic misconduct and of those who are the alleged offenders, and should take steps to preserve the confidentiality of inquiries and investigations and information pertaining to them to the maximum extent possible. However, legal requirements, including legal process, may require disclosure in certain cases.

   e. Those involved in inquiries and investigations also have a responsibility to take steps to prevent reprisal against the person bringing the allegation. Reprisal at any time against the person bringing the allegation is an act of misconduct subject to disciplinary action.

   f. Those conducting the inquiry or investigation should, to the extent reasonably feasible, have the expertise to carry out a thorough and authoritative evaluation of the relevant information and have no real or apparent conflicts of interest bearing on the case.

   a. Someone believing in good faith that an act of academic misconduct has taken place should, in most circumstances, present his or her concerns to the supervisor of the person whose work is
in question. There may be circumstances in which it may be appropriate to seek confidential
advice from senior academic officers prior to notifying the supervisor.

b. Supervisors who become aware of situations of possible academic misconduct, either by
their own observations, or because of reports from others, have a responsibility to report them to
the Dean’s Chief of Staff in order to ensure that the proper procedures are followed.


a. An inquiry should be initiated promptly after evidence of possible academic misconduct
becomes known and are brought to the attention of the Dean’s Chief of Staff. The Dean’s Chief
of Staff will appoint an impartial fact finder, or fact finding committee, to conduct the inquiry.
The alleged offender will be notified of the inquiry in writing by the Dean’s Chief of Staff.

b. The initial inquiry should, to the extent possible, be based on objective data and avoid
unnecessary disclosures of the inquiry to others. Cases that depend specifically upon the
observations or statements of the person bringing the allegation may require the involvement of
that individual. Other cases that can rely on written information may permit the person bringing
the allegation to remain anonymous. The inquiry might also include informal discussions with
others of more senior responsibility, such as the relevant Department Head.

c. The inquiry will be concluded with a written report by the fact finder to the Dean’s Chief of
Staff summarizing the process, the information reviewed, and the conclusions as to whether or
not an investigation is warranted.

d. If the fact finder concludes that no reasonable basis exists for a belief that academic
misconduct has occurred and that further investigation is unlikely to produce any significant
evidence of misconduct, the report should contain sufficient documentation to permit a later
assessment of the reasons for this conclusion. The fact finder will provide a draft copy of the
report to the alleged offender who may comment on the report. Those comments will become part
of the written report. After considering those comments and revising the report (if the fact finder
so chooses), the fact finder will submit the report to the Dean’s Chief of Staff. The Dean’s Chief
of Staff will submit the report to the Dean of the Academic Board along with a recommendation
on the next steps to be taken, including communicating the findings to others who should be
informed.

e. If the fact finder determines that there is a reasonable basis to believe that academic
misconduct may have occurred, whether or not the evidence is conclusive, the alleged offender
will be given a copy of the draft report that includes the information supporting the allegations.
The alleged offender shall be offered the opportunity to respond to the allegations and present
such information as he or she wishes. This information will be made a part of the record. The fact
finder and the alleged offender may meet in person for the fact finder to review this information.
The alleged offender may be accompanied by an independent member of the Faculty Council at
any meeting during the inquiry process, and should be informed of this before any such meetings
take place. After considering the responses of the alleged offender, the fact finder should prepare
a final report, including an accurate summary of the information offered by the alleged offender,
and forward it to the Dean’s Chief of Staff. The Dean’s Chief of Staff will forward the report to
the Dean of the Academic Board with a recommendation as to whether or not an investigation
should be initiated, and a recommendation as to others who should be informed.
5. **Conducting an Investigation.**

   a. If the Dean of the Academic Board concludes that an investigation is warranted, the Dean’s Chief of Staff will appoint an investigating person or committee that may include members from outside the Academy. At the same time, the alleged offender will be informed of this action in writing by the Dean of the Academic Board. The Dean of the Academic Board is also responsible for notifying the sponsor of a research project in which misconduct is suspected as soon as the decision has been made to undertake an investigation, and for keeping the sponsor informed of the status of the investigation.

   b. The investigating person or committee will conduct a full investigation in order to determine all the relevant facts. This will normally include the examination of all relevant documentation and interviews with all individuals who are involved or may have pertinent information. The investigation should be initiated promptly and completed as expeditiously as possible. The alleged offender should be provided with all necessary information in a timely manner to facilitate the preparation of a response and ensure an opportunity to address the charges and the supporting information in detail. The alleged offender may be accompanied to any meeting by an independent member of the Faculty Council. The person or persons conducting the investigation should reach findings of fact based on all relevant information, and not be bound by the findings of the prior inquiry process.

   c. If, at any point, the investigation reveals the charges to be unsubstantiated, every reasonable effort should be made to restore and protect the reputation of the person under investigation. A report will be prepared documenting the reasons for the conclusion that the allegation is without merit. That report will be given to the Dean’s Chief of Staff, who will submit it to the Dean of the Academic Board along with recommendations concerning it, including recommendations of others who should be informed. Appropriate actions should be taken against anyone found to have brought intentionally dishonest charges.

   d. If, in conclusion, the investigation reveals the charges to be substantiated, the investigating person or committee will detail its findings in a final report that includes substantiating documentation. A draft of this report will be made available to the subject of the investigation for written comment. The final report, including comments of the subject, will then be given to the Dean’s Chief of Staff. Upon receiving the report and comments, the Dean’s Chief of Staff will notify the alleged offender that the investigation has been concluded and that a decision with respect to any administrative action will be reached as expeditiously as possible. The Dean’s Chief of Staff will deliver the report to the Dean of the Academic Board along with a recommendation for administrative actions to be taken and persons to be notified.

   e. In addition to any disciplinary actions that the Dean of the Academic Board might take after considering the report, the Dean of the Academic Board has the authority to mitigate the effects of the misconduct by withdrawing the Academy's name and sponsorship from pending abstracts and papers and by notifying persons known to have relied upon any work affected by the misconduct.
SUBJECT: Research Centers

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