	ACD POLICY/PROCEDURE PP-F11 **Academic Research**

a. Ethical Issues Policy	
b. Research Support Policy	
1.0 APPLIES TO	Institutional leadership and all full-time faculty
2.0 PURPOSE	To ensure that all ACD full time faculty are actively involved in academic research.
3.0 POLICY	
3.1. ACD's Commitment to Applied Research.	• ACD is committed to providing the opportunity for all its fulltime faculty members to participate in applied research which supports its mission statement and benefits the local UAE business community. • In line with this strategy, ACD will provide logistical and fiscal support to faculty members actively involved in original scholarly research which enhances the institution's teaching programs and ensures that its graduates master the skills currently in demand in the UAE. • All ACD business faculty will submit suggested research projects every academic year. This research will be monitored regularly and will be conducted under the direct supervision of the Program Dean as well as the ACD Academic Research Committee. • Faculty members will be encouraged to be involved in individual or collaborative locally-based research published both locally as well as internationally. • The faculty members involved in research will be given release time as well as adequate funding to complete their research upon approval by the Dean for Business and the Academic Research Committee. See attached form – Application for Research Funding. • An individual faculty member's academic research will reflected in her or his – i) Annual Performance Review; ii) Promotion Reviews; and in their individual faculty files. • The Program Dean/Heads, working through the Academic Research Committee (ACD CPP-10) and the Provost/Vice President for Academic affairs will set annual KPI's for scholarly research productivity.
4.0 PROCEDURES	
4.1. Teaching Commitment	• The requirement for faculty involvement in applied research will be taken into account when time tabling teaching hours. • A faculty member involved in an intense period of research (for example gathering data at a particular time of the

	year) for a limited period may in the first instance apply to the Dean of their Department for a reduction of their teaching load. After consideration, the Dean will forward the request to the Provost/Vice President for Academic Affairs and the President with recommendations for a final decision as to whether a reduction in teaching load is justified.
4.2. Financial Support	• Similarly, a faculty member can forward an application for financial support via the Dean of the relevant department and the Academic Research Committee to the Provost/Vice President for Academic Affairs and the President. Such support will normally be restricted to purchase of essential equipment and research materials and the refund of traveling expenses. • The President will include a budget for research in the annual financial plan.
4.3. Attendance/ Delivery of Papers at Academic Conferences and UAE Educational Exhibitions.	A high priority will be given to ensure that ACD faculty regularly attend Conferences and Educational Exhibitions in the United Arab Emirates and, when appropriate, abroad. Such support will include, but not be limited to: • A refund of reasonable travel expenses. • Compensation for hotel accommodation where an overnight stay is essential. • Promoting ACD's reputation and expanding its role and outreach to the local UAE community. • Attendance at international conferences will be supported if a faculty member has produced a sufficiently substantive research paper which is relevant to ACD's mission statement.

4.4. The Role of the Business Community Advisory Board	• The Business Community Advisory Board will play a key role in both encouraging and monitoring applied scholastic research by ACD faculty. This topic will be a fixed agenda item for its annual meetings. .
	• The board will review current and proposed research proposals and advise on their quality and relevance to the local UAE business environment. The Board's recommendations will then be forwarded to ACD's President for implementation.
	• The board will also advise the President how the results of scholastic research at ACD can be most effectively applied to:
	  ▪ Improve the quality of the Institute's delivery of all its programs.
	  ▪ Impact the employment prospects for ACD alumni.
	  ▪ Enhance ACD's reputation with, and outreach to, the UAE business community.
	  ▪ Affect the long term strategic planning in areas such as the addition of new majors and provision of improved resources.

4.5. Academic Freedom	• In line with both its mission statement and its role as a 4-year degree awarding academic institution, ACD will not

	seek to restrict the academic freedom/research interests or activities of its faculty.
	• ACD will however particularly support applied research that directly benefits its students and promotes its activities in the UAE.

5.0 RESPONSIBILITIES	
5.1. President	The President, taking into account the advice from the Provost/VPAA and the Academic Research Committee is responsible for directing and sponsoring, and providing a budget for applied scholastic research within the Institution.
5.2. Program Dean	Program Dean is responsible for monitoring the research activities of faculty within the department and for forwarding research proposal to the Research Committee and then to the Provost/Vice President for Academic Affairs. Program Dean will also appraise faculty research as an integral part of the annual performance appraisals/re-contraction/promotion interviews.
5.3. ACD Academic Research Committee	• The ACD Academic Research Committee is responsible for ensuring that all business faculty submit suggested research projects every academic year. This research will be monitored regularly and will be conducted under the direct supervision of the Program Dean as well as the Academic Research committee. • The committee will ensure integrity in all research work submitted by the faculty. Plagiarism, falsification, misrepresenting data and the like, will be strictly dealt with. Additionally, confidentiality of information supplied in research subjects and the anonymity of respondents will be observed. Faculty researchers will be responsible for ensuring appropriate precautions to protect the confidentiality of participant's data.
5.4. ACD Librarian	The librarian is responsible that the ACD holdings, IT resources, and general library infrastructure support the research efforts of the Institute's faculty.
5.5. ACD Faculty	All ACD fulltime faculty are required to be actively involved in applied research and ensure that this enhances both their teaching and contributions to the development and reputation of ACD as a four-year degree-awarding Institution.

a. **Ethics Policy**

The transmission of valuable knowledge and conduct of scholarly research activities are a pivotal function of any university.ACD in order to realize its vision "to become the region's leading institution of higher education, promoting excellence in teaching, research and

innovation, critical thinking and social commitment to foster dynamic members of global community" works toward a research-led institution.ACD strongly believes ethical research underpins all of its teaching and professional development related initiatives. This inventiveness in turn is expected to contribute best to the academic culture and student development initiatives at the institution.

ACD believes the research techniques adopted by its academic members should not violate internationally established professional ethics related to health,safety,personal rights of human beings, privacy or to the infliction of injury/pain to animals.

ACD will foster an environment conducive to research where it will allocate the required resources to promote a quality research culture.ACD will reinforce its research efforts and it is expected that each individual researcher's personal responsibility includes affirming the conduct of research to be ethical and consistent with the researcher's conscience and judgment with established professional ethics.

1. **Research Integrity**
   - Every faculty is encouraged to undertake research in accordance with the maximum professional standards to ensure that it is vigorous with embedded ethical values.
   - ACD will endeavor to promote and maintain research integrity by providing adequate training through seminars and workshops in the Responsible Conduct of Research (RCR)
   - The following areas will be emphasized:
     - Data Acquisition, Ownership, Sharing and, Management
     - Conflict of Interest and Research Commitment
     - Use of Human Subjects
     - Use of Animal Welfare
     - Research Misconduct
     - Publication Practices and Authorship
     - Mentor and Learner Responsibilities
     - Peer Review

2. **Conflict of Interest**

   ACD is committed to providing a conducive environment promoting academic research and knowledge development. However, in case of situations leading to conflict of interest between ACD faculty and outside institutions, in such a way that ACD's learning environment and the faculty responsibilities be biased by a relationship that would provide financial benefit to the faculty directly or through an indirect source, ACD shall be forced to take action to protect ACD's academic culture.

3. **Academic Freedom**

   - In line with both its mission statement and its role as an institution of higher learning, ACD will not seek to restrict the academic freedom/research interests or activities of its faculty.

- ACD will however particularly support applied research that directly benefits its students and promotes its activities locally and internationally.

4. Monitoring of Research Impact

- The College implements standards to assess research effectiveness in solving societal problems.
- ACD research and development focus and strategy shall be reviewed and refocused as the needs of the College arise. Reviews will be conducted through workshops involving all stakeholders.

5. Publication Practice and Standards

- Research results should be published in an appropriate form, such as papers in refereed journals, authored books, etc. Researchers should make all reasonable efforts in consultation with vice-president for scientific research and development to disseminate their research outputs as widely as possible to the academic community through papers, books, presentations or other suitable media. Research participants that were used in the study should adequately be informed of the results of the study with proper appreciation
- Signed consent of all authors/contributors must be presented as to the convention of authorship and the order of names to appear on publications resulting from work prior to any submission for publication.
- The lead author on any research study must endeavor to ensure that all co-authors are conversant with the contents of the research and can identify their contributions prior to submission for peer review. The practice of honorary authorship will not be accepted.

6. Misconduct in Research

Misconduct in research is ethics-related misconduct by researchers involving differences in interpretations of data through fabrication, falsification, or plagiarism. Misconduct in research will be subject to ACD's Policy and Procedure on -*Disciplinary Policy (PP-F9)*

Some of the examples of misconduct in research though not exhaustive, may include

a. Plagiarism or misappropriation of other's intellectual effort

b. Breach of ethics as a reviewer

c. Deception ,lying or misrepresentation of the research findings.

d. Withholding/destroying or falsification of evidence

e. Breach of confidentiality and/or failing to comply with institutional and international regulations.

7. Human Subjects in Research

Prior to any research with human subjects, researchers are expected to:

a) Be certified by national/international bodies to conduct research with/on human subjects.

b) Follow protocols and obtain approval from national/international institutes and from the government bodies to pursue the research

8. Research and Animal Care

All research involving animal care and use must be conducted in firm adherence of governmental guidelines and accreditation policies in UAE. Protocols with animal use should

describe all the activities planned for approval. If the research is funded by an external sponsor all the relevant information related to the approvals from government and research bodies obtained, funding contract, process flow of research and the entire grant application will be reviewed by the Academic Research Committee reviewed before it is approved by the President .

9. **Use of Hazardous Chemicals in Research**

The research activities involving the use of hazardous chemicals must comply with UAE regulations concerning the shipment, storage, handling /management and disposal of such materials. The various hazardous materials may include infectious, radioactive, carcinogenic, teratogenic, mutagenic, corrosive and flammable materials of which certain chemical materials have been graded as "Particularly Hazardous" due to their toxic, carcinogenic impact that could affect human beings. Such research effort if undertaken requires the researcher to submit a detailed written standard operating procedure identifying the methods of use and the protective measures to be taken. The research with hazardous chemicals also requires prior approval from government and national /international research bodies which along with the process flow will be subject to scrutiny by the academic research committee before it is approved by the President.

10. **Cooperative Arrangements**

ACD will through the Research and Development Council build strong linkages targeting local and international institutions of higher learning for sustainable partnerships and collaborations for joint research activities, scholarship grants and funded project. Research collaborations will also be extended beyond the academia to include industrial organizational, public and private entities.

These relationships will be accomplished through:
- Developing sustainable partnerships at national and international level that support the college research mission and developmental agenda
- Strategy: ACD has established MOU's with foreign universities for the engagement of faculty exchange, research collaboration, International research conferencing hosting.
- Provide modalities for proactive engagements with major funders of research and external partners in order to understand their priorities and highlight ACD research strength to conform to their policies.
- Increase the number of research projects co-supervised with international partners
- Intensify effort to position the college into top ranking among local and international institutions
- Establish and strengthen cooperative research engagements with alumni association
- Establish   community outreach research programs within the local industrial community

b. **Research Support Policy**

ACD is committed to provide, quality research environment offered to its faculty and academic staff. The research funding will follow the existing policies of research at ACD as stated in
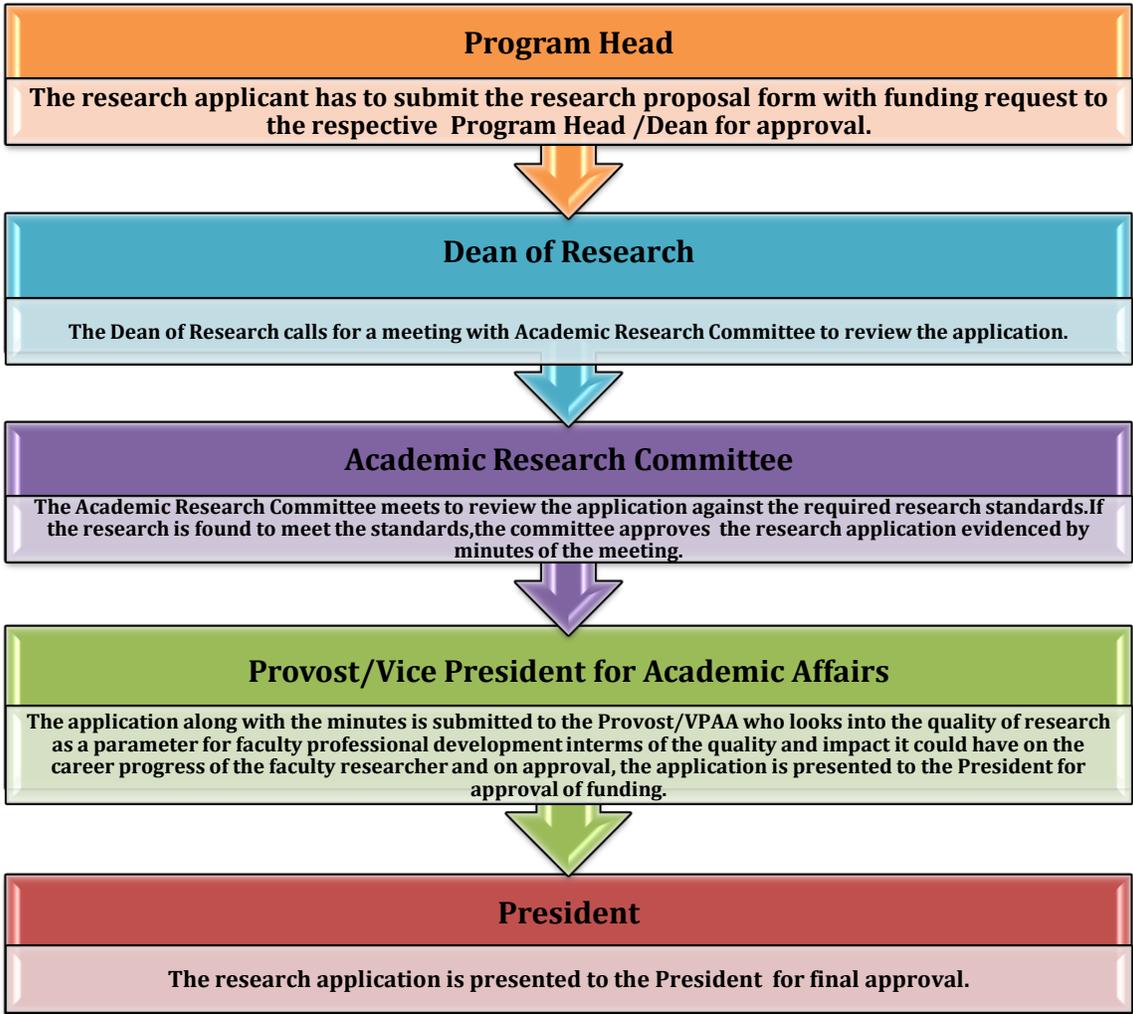
4.2. Financial Support	• Similarly, a faculty member can forward an application for financial support via the Dean of the relevant department and the Academic Research Committee to the Provost/Vice President for Academic Affairs and the President. Such support will normally be restricted to purchase of essential equipment and research materials and the refund of

	traveling expenses.
	• The President will include a budget for research in the annual financial plan.

The relevant information pertaining to research support will be communicated to the existing and new faculty of ACD appropriately.

As stated in the Section 4.2 Financial support of the ACD POLICY/PROCEDURE PP-F11-Academic Research, the following process flow will be adopted to maintain uniformity in the research support application/ approval process.

Program Head
The research applicant has to submit the research proposal form with funding request to the respective Program Head /Dean for approval.

Dean of Research
The Dean of Research calls for a meeting with Academic Research Committee to review the application.

Academic Research Committee
The Academic Research Committee meets to review the application against the required research standards.If the research is found to meet the standards,the committee approves the research application evidenced by minutes of the meeting.

Provost/Vice President for Academic Affairs
The application along with the minutes is submitted to the Provost/VPAA who looks into the quality of research as a parameter for faculty professional development interms of the quality and impact it could have on the career progress of the faculty researcher and on approval, the application is presented to the President for approval of funding.

President
The research application is presented to the President for final approval.

To ensure the above process is put into effect across the institution the research funding forms have been edited as below;

American College of Dubai
APPLICATION FOR RESEARCH FUNDING
This form may be used for research funding, to attend a conference or for time release to reduce course load

NOTE: This application should be submitted to the Academic Research Committee ONE MONTH PRIOR to the Academic Research Committee meeting in October.

NAME:	DEPARTMENT/FACULTY:

(Dates must be within one calendar year)

RESEARCH GRANT START DATE:	RESEARCH GRANT END DATE:

SHORT TITLE OF PROPOSED RESEARCH:

ABSTRACT OF PROPOSED RESEARCH:

LOCATION(S) OF PROPOSED RESEARCH: (be specific as to institution or other research site)

BUDGET (please list items and costs within each section below):

1. Travel by <u>Researcher, including travel to attend a conference</u> (include specific information concerning places to be visited, mode of travel, fares, subsistence costs at approved rates etc.)

Total (0) AED

2. **Materials and Supplies (itemize) (e.g., Software)**

Total (0) AED

3. **Other Costs (specify) (e.g., buying books)**

Total (0) AED

GRAND TOTAL AED

I understand that the administration of any grant received and the justification of any expenditure is my sole responsibility.

I also understand that should this application be accepted arrangements MUST be made with Business Office regarding payment of the grant.

NOTE: *All monetary claims should be supported with original receipts.*

SIGNATURE OF APPLICANT: _____   DATE: _____

(Original signature required)

CERTIFICATION OF SUPPORT

NAME OF APPLICANT:

The Academic Research Committee has reviewed this proposal and is satisfied that:

*   ACD will benefit from this research activity.

*   The activity is timely and appropriate for the field of interest of the researcher.

*   The amounts requested in the budget appear reasonable and justifiable.

This proposal has my support and approval.

_____   _____   _____

Date   **Department**   **Signature of Dean-Business/General**
Education

_____   _____   _____

Date   **Department**   **Signature of Chair, Academic Research**
                                                            Committee

_____   _____   _____

Date   **Department**   **Signature of Vice President Academic**
Affairs
                                                            (VPAA)

_____   _____   _____

Date   **Department**   **Signature of President**

_____

_____

Amount Approved

AED   _____   **Date:** _____