



BETHLEHEM UNIVERSITY
Dean of Research

Research Council Bylaws: (May 7, 2015)

Article I: Name and Purpose

Section 1. Whereas the document titled, “The Dean of Research: Job Description” (see Appendix I), states that the second main responsibility of the Dean of Research is to establish and chair the Research Council,

Whereas it states:

“In collaboration with the Vice President for Academic Affairs and Deans/Directors of Faculties, [the Dean of Research] establishes and chairs the Research Council.”

Now therefore, the name of this body shall be the Research Council.

Section 2. Whereas the aforementioned document (Appendix I) describes the main task of the Dean Research as follows:

“The Dean of Research principal task is to encourage and develop a research ethos in Bethlehem University, within the framework of the research policy [see Appendix II]”.

Whereas the document describes twenty-one responsibilities and duties of the Dean of Research that are intended to “enhance, support, develop, and extend a “research culture” within the BU community.”

Now therefore, the purpose of the Research Council shall be to serve as an advisory board to the Dean of Research on matters pertaining to the development of a “research ethos in Bethlehem University” and the enhancement, support, development, and extension of a “research culture within the BU community.”

The Research Council shall

1. Advise and make recommendations that will facilitate the promotion of the research mission of Bethlehem University and its funding, and support the mission of the Dean of Research (See Appendix III), by fostering a professional and collegial campus environment that is conducive to developing excellence in research among the different faculties/ departments/ offices at Bethlehem University.
2. Represent the needs and interests of the respective faculties/ departments/ offices with regards to questions and recommendations pertaining to university

- research policies and procedures, and consider strategies for liaising with and communicating these research policies and procedures to faculty members.
3. Enhance the University's research profile and reputation in the world through networking and the dissemination of knowledge about emergent global trends in research in the respective disciplines and fields of expertise.

Article II: Membership

Section 1. Composition: The Research Council shall be made up of ten members, including

- The Dean of Research (Chair of the Council)
- Three ex-officio members, representing the Office of the Vice President for Academic Affairs; the Bethlehem University Library; and the Center for Excellence in Teaching and Learning.
- Six elected faculty members, representing the following faculties: Faculty of Arts and Humanities (2), Faculty of Business Administration (1), Faculty of Education (1), Faculty of Nursing (1), Faculty of Science (1).

Section 2. Eligibility: The members of the Research Council shall be full-time faculty members at BU, Ph.D. holders, and active researchers and scholars.

Section 3. Terms of service: The elected faculty members of the Research Council shall serve for a two-year period, subject to renewal upon prior approval from the respective Faculty.

Article III: Meetings

Section 1. The Research Council shall hold a monthly meeting or as needed. The dates and location of the meeting shall be fixed by the Chair in consultation with the Council members.

Article IV: Committees:

Section 1. There shall be two classes of committees in the Research Council:

1. Standing Committees: These permanent committees shall oversee matters that require regular consideration and deliberation, including
 - a. Research Ethics Review Committee (RERC), chaired by the Dean of Research (see item #13 in Appendix I), is concerned with all research projects involving human subjects, whether individuals or communities, and with reviewing all internal and external questionnaire requests.
2. Ad-Hoc Committees: These committees shall be established as needed by the Research Council members to perform specific tasks or address specific issues as they arise, and make recommendations that can be passed on to the Dean of Research. Such committees include, for example, the IRG Committee and the Outstanding (Junior/ Senior) Researcher Award Committee. These committees are dissolved after the completion of their tasks.

Section 2. Nomination and Elections. Research Council members may self-nominate to serve on these committees, or may be nominated and elected by other members to serve on these committees.

Article V: Quorum

Section 1. The majority of the members of the Research Council shall constitute a quorum for the transaction of business.

Article VI: Administrative Services

Section 1. The secretary to the Dean of Research shall perform the administrative services in the Research Council. The secretary shall perform the following tasks:

- provide notification of all meetings.
- keep minutes of regular and special meetings.
- perform other duties as the Dean of Research may deem fit.

Article VII: Review and Amendments

The Research Council bylaws are open to review and amendments, in response to changing internal and external University policies and developments.

Appendix I

Dean of Research

Job Description

(24 May 2012)

The Dean of Research principal task is to encourage and develop a research ethos in Bethlehem University, within the framework of the research policy.

The Dean of Research is appointed by the Vice Chancellor after consultation with the Vice President for Academic Affairs. The Dean could also serve as a Department Chair. S/he serves a four-year term, which is renewable afterwards, on an annual basis. The Dean of Research reports to the Vice President for Academic Affairs.

A Research Council has also been established, which the Dean of Research is the Chair.

The primary function of the Dean of Research is to ensure the fulfillment of the following responsibilities:

1. Works to enhance, support, develop, and extend a “research culture” within the BU community;
2. In collaboration with the Vice President for Academic Affairs and Deans/Directors of Faculties, establishes and chairs the Research Council;
3. Oversees the publication of the BU Journal and chairs its editorial board;
4. Organizes an annual research day;
5. Supervises the process and review of internal research grants;
6. Explores and supports grants and funding opportunities for research;
7. Supervises and/or coordinates communication among the directors of the various research centers and institutes at BU;
8. Ensures that the internal and external grants policy of BU is adhered to in the submission and approval of research proposals, for both internal and external funding;
9. Promotes disciplinary and inter-disciplinary research at all levels;
10. In collaboration with the Center for Excellence in Teaching and Learning, advocates for and encourages action research in the area of the scholarship of teaching and learning;
11. Monitors the implementation of the BU Research Policy and oversees its periodic revision;
12. Oversees and monitors the implementation of the annual BU Outstanding Researcher Award and oversees its periodic review and revision;

13. Oversees and monitors adherence to the policy on research ethics and oversees its periodic review and/or revision. The Dean serves as the chair of the Research Ethics Review Committee;
14. Assists and supports junior researchers in research grant proposal writing and in the development of ideas and/or selection of topics for research;
15. Submits an annual report to the Vice Chancellor, with a copy to the Vice President for Academic Affairs, on the activities carried out by the Dean of Research and his/her office;
16. Serves as a member of the Academic and Administrative Councils and any Deans Committees, as well as any council and/or committee relevant to research and employment of researchers hired on a part- or full-time basis;
17. Encourages and supports community-related and relevant/applied research;
18. Maintains an ongoing record of all research efforts and projects by BU faculty members, including topic, funding sources, final publication citation, and so on;
19. Serves as a clearing house for and disseminates to faculty information regarding funding sources, grant applications, calls for proposals, conferences, and so on;
20. Prepares, monitors, and reports on the budget for the Office of the Dean of Research;
21. Receives, approves, and facilitates research projects requesting BU participation.

Appendix II

BETHLEHEM UNIVERSITY

RESEARCH POLICY

(Approved by Executive Council, 2 May 2006: pp 1-2, Appendix I.)

1. INTRODUCTION

- 1.1 The mission of Bethlehem University is to serve Palestinian society by achieving a high standard in the advancement of knowledge through research and scholarly publications, and by the communication of this knowledge to successive generations through excellence in teaching.
- 1.2 As in all Universities, research at Bethlehem University is part of its relationship to society, and one means by which the University achieves its goal of service to the Palestinian people in particular.
- 1.3 In a constantly changing world, information and knowledge are key strategic resources. The quality of research is a measure of academic excellence. Research by the teacher - a critical, reflective, and professionally oriented activity - is an important ingredient in a faculty member's professional role. Such a person, wishing to remain effective and competent over a long career needs to be au courant with research findings and developments in his/her field of study.
- 1.4 Teaching and research are complementary, not competitive, activities.

Research and scholarship are linked with undergraduate as well as postgraduate education, underpinning the teaching mission of the university and the development of the university as a whole.
- 1.5 Related policies:
 - Research Incentives policy.
 - Ethical Guidelines for Academic Research.
 - Grant Policy and related financial policy.

2. RESEARCH POLICY OBJECTIVES

The principal objectives of the Bethlehem University research policy are to:

- 2.1 enhance the education and research training of students, and to ensure that their formation is by research-active faculty members;
- 2.2 create new knowledge and make it accessible to the community, by strengthening the capacity to disseminate research findings;

- 2.3 enhance the ability to attract, retain, and develop research-active faculty;
- 2.4 encourage researchers to play an active role in the formation of policy within the public and private sectors by making new knowledge available;
- 2.5 concentrate on underdeveloped areas of research and scholarship that can be of direct benefit to the development of the society;
- 2.6 encourage faculty to route all offers of and requests for research involvement through the University via the Dean of Research.
- 2.7 provide a networked research resource of a quality commensurate with national, regional and international researchers;

3. PROMOTION OF RESEARCH

The University strives to provide an environment conducive to research and to ensure the conditions within which research can be conducted. The advancement of research is one of the priorities at Bethlehem University: this is stated in University publications and frequently at faculty meetings. Research is promoted at Bethlehem University by:

- 3.1 It is a responsibility of the Dean of Research is to encourage new research, and to monitor research levels and activity in each department.
- 3.2 Encouraging faculty, both those who are already involved in research and those who wish to become involved, by promotion, by faculty replacement time, and by other incentives.
- 3.3 Soliciting and providing funds from external agencies for research activities.
- 3.4 The annual award of internal research grants, both for research in issues that are directly related to teaching and policy implementation in the university, as well as providing seed money for research into a faculty member's own area.
- 3.5 Annual implementation of the outstanding junior and senior researcher awards.
- 3.6 Stressing the importance of research in the pursuit of academic promotion to a higher rank.

- 3.7 Deans of faculties, and Chairs and Coordinators of departments monitoring research activities of their members as part of the current annual evaluation.
- 3.8 Deans and Chairs placing greater emphasis on research when recruiting new faculty members.
- 3.9 Encouraging existing links, and developing new links, with other universities with a view to research.
- 3.10 Ensuring that the library and other academic services are adequate in supporting the successful development of a strong research and scholarship environment.
- 3.11 Taking research needs into account when planning for the provision and allocation of space.
- 3.12 Services provided by BU in support of Research are expected to be charged at cost as a maximum.

4. POLICY REVIEW

The University research policy is open to continuous review, as a response to changing internal and external policies and developments. This policy, therefore, will be periodically reviewed by a committee chosen by the Dean of Research in consultation with AVP.

Appendix III

Dean of Research:

Mission and Vision Statement

The mission of the Deanship of Research at Bethlehem University is to promote excellence in research and to cultivate a thriving research culture in support of the University's calling in serving the needs of the Palestinian people and humanity.

Research, whether intended for epistemological purposes or for practical applications, plays a pivotal role in the University's vision. Research brings recognition to the faculty members at Bethlehem University and enhances the University's international reputation. More importantly, research plays an instrumental role both in improving the quality of students' education at BU and in training the future generation of Palestinian experts and researchers that are needed to meet the challenges of the 21st century.

Action Plan

The Office of the Dean of Research is deeply committed to encouraging high quality research in all centers, departments, and colleges at the University. Through the allocation of internal research grants, the Deanship of Research provides researchers with seed funds to develop their research output and scholarly activities and explore potential collaborative partnerships with the public and private sectors in Palestine.

This office also offers up-to-date information about Grants and Fellowship Opportunities, upcoming Conferences, Lectures, and Call for Papers, to keep researchers abreast of current developments and scholarly activities in their fields. In cooperation with the library staff, the Deanship of Research also provides lists of peer-reviewed journals in both Arabic and English for faculty and staff where they can conveniently locate appropriate venues for the publication and dissemination of their research and scholarship.

In collaboration with the Research Council, the Office of the AVP, and other University offices and centers, the Office of the Dean of Research sets research policies at the University and provides guidelines to ensure that all research is conducted in conformity with internationally accepted ethical standards.

In conjunction with the editorial board of *The Bethlehem University Journal*, moreover, the Deanship of Research strives to shape the research agenda at the University and offer researchers and scholars a high quality venue to publish and disseminate their work, including work that receives funding through the internal research grants.

The Office of Dean of Research provides training workshops, colloquia, and individualized mentoring opportunities to help scholars and researchers maximize their research output. In these workshops and seminars, participants explore the nature of the research process; the new modes of knowledge production that are grounded in

alternative research methodologies and critical and indigenous theories; the nature of the writing process as well as devising a personalized writing agenda; and examine best practices in getting published, from understanding disciplinary conventions in writing, through the analysis of journal article abstracts, to contacting editors. These workshops also serve as venues to bring researchers together and build long-term support networks that can stimulate new synergies and collaborations among faculty and staff.

In this regard, the Office of the Dean of Research and the Center of Excellence in Teaching and Learning are co-sponsoring a Research Fellow Program on Teaching and Learning (T&L) that aims at providing a number of interested faculty members with opportunities to enhance their research skills in the field of research in T&L and develop their research portfolios and scholarship records. In conjunction with the Office of External Academic Relations, we are also exploring grant opportunities through ERASMUS and other programs to offer training in research methodologies in general.

The Deanship of Research is proud to celebrate the scholarly accomplishments of the faculty and staff at Bethlehem University and making them highly visible in the community. In recognition of excellence in faculty research, we will continue offering the annual Junior and Senior Outstanding Researcher Awards to honor and celebrate the professional achievements and scholarly productivity of its faculty and staff.

Furthermore, this Office has designed various new online features such as Faculty Accomplishments and Faculty Spotlights, which share the many achievements and the inspiring stories of faculty and staff at BU. We will also display artifacts and other items, representing all forms of scholarship produced by BU faculty and staff, in a glass showcase that will be housed across from the Executive Office in DeLasalle Building.

We invite you to explore our website and learn more about the work we have been doing to support the mission and vision of Bethlehem University and serve the Palestinian people.

We are looking forward to hearing from you and for your help and support in enhancing the diverse research initiatives at Bethlehem University.