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**STRATEGY OF
ACADEMIC RESEARCH
AND ARTISTIC AND CREATIVE
ACTIVITIES**

*Approved by the Faculty Assembly
April 2007*

chapter one
GENERAL PROVISIONS

Art. 1.

The strategy of promotion, encouraging, and regulation of Academic (or Scholarly) Research and Creative Activities (ARCA) at the American University in Bulgaria (AUBG) is outlined in this document. All provisions thereafter shall comply with the principles of academic freedom.

Art. 2

The definitions of Academic (or Scholarly) Research and Creative Activities (ARCA) at AUBG are broad and include, for example: fundamental research, applied research, project assessments and management, expert consulting, and other scholarly and creative activities. These activities are carried out systematically and aimed to:

- promotion interdisciplinary research;
- creation and dissemination of knowledge;
- development of creative thinking and expression;
- enhancement of studies relevant to societal needs.

Art. 3.

The main forms of the research activities of AUBG are:

- faculty projects;
- student projects;
- consultant and contract activities;
- conferences and scientific forums, both on campus and in collaboration with other institutions and agencies.

Art. 4.

The main forms of the artistic and creative activities of AUBG are, but not limited to:

- art/photography exhibitions;
- publishing and/or publications (including web) design
- creative writing (poetry, drama, etc.)
- journalistic writing (articles, editorial, analysis, travelwriting, reviews, etc)
- theater/musical performances;
- organizing and/or participating in seminars and conferences;

Art. 5.

The main goals of the Academic (or Scholarly) Research and Creative Activities (ARCA) of AUBG are:

- to establish AUBG as a recognized international and regional research center that supports a range of activities;
- to integrate faculty research activities into other international academic networks;
- to develop activities that promote joint projects between faculty and students;
- to increase the number of interdisciplinary research activities;
- to increase the quality of the educational process through the integration of research results into the teaching process; and
- to apply scientific products and services in education, science and public practice.

Art. 6.

The University makes provision for the management, coordination, funding, and dissemination of academic research and creative activities as outlined in this document and regularly reviews the fulfillment of both individual and institutional goals.

chapter two
MANAGEMENT OF ARCA

Art. 7.

The Academic (or Scholarly) Research and Creative Activities (ARCA) of AUBG are managed and coordinated by the Provost in collaboration with other entities.

Art. 8.

The Dean of Faculty and the Dean's Council, serving in their leadership capacity for faculty, establish work groups to carry out specific projects, approve funding of activities, authorize supervision for student research, and sponsor departmental seminars and colloquia to share the results.

Art. 9.

The Faculty Assembly approves the criteria for evaluation of faculty with regard to the required level of research and creative activities necessary for contract renewal and promotion in rank. Faculty members report annually on their activities to the Provost and periodically to the Faculty Evaluation Team.

Art 10.

A Committee on Research of the Faculty Assembly will be established to work on behalf of the faculty to support and promote the academic research and creative activities of the University.

Art. 11.

To formalize the institutional strategy and effect the provisions of this document, an ARCA Council will be formed. The Council consists of the members of the Dean's Council and the Chair of Research Committee. The Council will meet at least twice each semester to decide on the annual plan of research based on research/creative project proposals submitted by faculty. The Council will prepare an annual report to the Faculty Assembly.

chapter three
PLANNING FOR ARCA

Art. 12.

Planning aims to establish appropriate objectives and conditions for fulfillment of the ARCA. The scientific research and creative activities are planned at two levels:

- at University level – by the ARCA Council and Faculty Assembly
- at Department level – by the Department chair and individual faculty

Art. 13.

The planning at the University level is regulated by the ARCA Council and includes the preparation of:

- plans for the research areas based on research proposals submitted by faculty.;
- plans for the University's research and artistic events during the year;
- publications plans;
- faculty development plans to strengthen research and creative capacities.

Art. 14.

The Council will prepare a report on the fulfillment of the plans at the end of each academic year and submit recommendations with regard to funding through the Dean of Faculty for consideration in the development of the institutional budget.

Art. 15.

The planning at the Department level is regulated by the Dean of Faculty in consultation with the Department chairs and includes:

- arranging teaching assignments to ensure one day a week for research activities;
- coordinating sponsorship of faculty/student research projects;
- planning colloquia and presentations of both faculty and student work.
- organizing seminars, conferences and other public events.

Art. 16.

The planning at the Department level also aims to actively involve students in faculty research as well as support student-initiated work. Students are encouraged to apply for support to participate in the development of creative and research projects, attend regional and international conferences, and distinguish themselves in international competitions and festivals.

chapter four
FUNDING OF ARCA

Art. 17.

The American University in Bulgaria provides funding to support the development and fulfillment of the plans for research and creative activities. There are several sources of funding available:

- Each faculty member has an annually designated amount of University funds to support research and creative activities;
- Faculty can apply for additional University funding through the International Conference Travel Fund or the Faculty Research Fund.
- Faculty can request work-study funds to support their research.
- Faculty can apply for external grants that are managed through the University.
- Faculty can apply for support through contracts with companies, NGOs, and other external organizations.
- Faculty can apply for a half-year or full year sabbatical according to the policies in the Faculty Handbook, which provides funded release time from teaching and other University responsibilities.

Art. 18.

Faculty may use designated University funds for a variety of purposes including, but not limited to, acquisition of equipment, development of library collections, travel to conferences, payment of research assistants, purchase of specialized software, support for a scientific forum, preparation of manuscripts, or payment of publishing costs.

Art. 19.

The University is committed to advanced technology and library resources to support the development and presentation of research and creative activities by both students and faculty. Departments may request specialized library materials, equipment, software, and so forth to support both research and instructional needs.

chapter five

INSTITUTIONAL PRIORITIES AND STANDARDS

Art. 20.

The University's research programs, plans, and projects are developed according to the goals, strategy, and policies outlined in this document. Priority is given to activities that create or generate, or discover new knowledge and contribute to:

- Continuous improvement of the faculty qualifications, fostering further their scholarly work and creativity;
- Research, innovations, and practical applications that contribute to understanding of the region or meet the needs of the region;
- Dissemination activities through publication and scientific forums at the international level or in well recognized venues, which affirm the overall reputation of the University, its faculty, and its students.

Art. 21.

Funds for academic research and creative activities will be allocated according to the institutional priorities set up by ARCA council following the principles of academic freedom, free initiative, and fairness.

Art. 22.

When faculty apply for either institutional funding or external funding, a formal proposal is required that includes:

- Name of the project;
- Principal investigator or executor (i.e. manager, Department);
- Purpose of the project (i.e. research question, expected results);
- Methodology;
- Time frame for fulfillment;
- Budget for the project
- Form of dissemination.

Art. 23.

All applications for external funding that will be managed by the University and/or use any University resources must be submitted to the Provost and to the Vice President for Finance and Administration for final approval. Any refusal of applications must be justified in writing.

Art. 24.

AUBG waives all rights to the results of scientific projects funded either by the University or an external source, and assigns intellectual ownership on the scientific and artistic and creative products and their distribution to the principal investigator.

Art. 25.

The University retains ownership of all software, research equipment, or other research materials acquired during the fulfillment of the scientific project unless a specific agreement has been signed in advance between the Vice President for Finance and Administration and the faculty member(s) authorizing a transfer to the ownership of the individual.

chapter six

DISSEMINATION OF RESEARCH ACTIVITIES

Art. 26.

AUBG faculty and students share their work in a variety of external venues, both refereed and non-refereed. They publish and disseminate the results of their research and creative work in books, journals, conferences, catalogs, albums, and other forms appropriate to the disciplines.

Art. 27.

Faculty members are free to sign contracts for publishing with various publishers and are solely responsible for the content.

Art. 28.

When publishing monographs, studies, articles, and reports, which are the results of projects funded by AUBG, this fact must be clearly stated.

Art. 29.

When University arranges to publish faculty and student work in both print and electronic format the name and the logo of the University will be included.

Art. 30.

Faculty members share their work with colleagues and students in a variety of forums, symposia, and conferences. The University will be responsible for publicizing such events, performances, and programs.

chapter seven
EVALUATION OF ARCA

Art. 31.

The results of Academic (or Scholarly) Research and Creative Activities (ARCA) are reported at two levels:

- University level – by the chair of the Council before the Faculty Assembly
- Department level – by the faculty member to the Department Chair and Provost

Art. 32.

The ARCA Council annual report will present both the volume and the quality of activities and use this information to assist in future planning.

Art. 33.

Indicators of quality will be established based on those commonly recognized in the academy such as citations, rankings of journals, and international recognition for a conference in an effort to measure the overall performance of AUBG with regard to the quality of its scientific research and artistic and creative activities.