

**Senate Legislation of Arsi University stipulates the following about the Research and Publication Directorate in its different articles.**

Article 175: Policy premises

1. Academic staffs in teaching faculties are expected to devote 25% of their time to research. Whereas, staff of research institutes are expected to devote at least 75% of their time to research as provided in this legislation.
2. The focus of research in the University shall be primarily on promoting the relevance and quality of education and on the country's developmental issues focusing on transfer of technology and innovation, and including basic research. To this end, the University shall, in consultation with stakeholders, define its core research areas and themes on the basis of the priority needs of the country and its comparative advantages.
3. The University shall deploy its academic staff primarily as teachers, researchers, or a combination thereof on the basis of its research agenda and plan, demonstrable merit, and practicality, and stipulations which clarify debated areas.
4. The University shall put in place a system for the dissemination of research findings through publication of books and periodicals, presentation of occasional papers and participation in and conduct of seminars, symposia and workshops.
5. The linkage between the research units in the University and the teaching units needs to be strengthened through active research undertaking of personnel as well as collaboration on joint research and teaching activities.
6. The University shall endeavor to build its own capacity to publish teaching materials, books, text books and references and solicit research funding.
7. A full time academic/research staff as a policy matter is expected to conduct research and/or develop projects.
8. Encourage regional and international collaboration global university research networking.

9. Improve research organization, facilities and environment to promote and deliver quality research output and outstanding research training of an international standard.

#### Article 176: General Provisions on Research

1. The University shall:

- 1.1 Establish a system that ensures that research funds are managed and utilized within a system that adheres to transparency, accountability, efficiency and efficacy;
  - 1.2 See to it that the RPO assume, among others, the responsibility to formulate research policies and guide and monitor their implementation.
  - 1.3 Establish Research and Innovation Fund, Research and Development units in fields deemed pertinent, and Science and Technology Park and create the environment for innovation and the transfer of technology from laboratory to the market place;
  - 1.4 Collaborate with the industry in establishing business and research incubation centers and create the environment for start-up companies and for reverse engineering and applied research;
  - 1.5 Ensure that its academic units equip students with basic knowledge and skills that enable them to undertake further and relevant studies and research;
  - 1.6 Allocate seed money for beginner researchers especially those who engage in basic research; and
  - 1.7 Adopt and implement comprehensive research incentive mechanisms.
2. Any academic unit may enter into joint research partnerships and receive research funds from national and international sources provided the research is consistent with accepted research standards, code of professional ethics, and norms and policy of the University and provided such undertakings are assumed pursuant to the existing laws and policies of the University regarding partnerships.
  3. Any research undertaking shall follow the rules and procedures of research standards, codes of professional ethics, norms and responsibilities as stated in the research policy of the University.
  4. Academic units of the University shall carry out assessment research on the quality and relevance of their research outcomes every three years. And the findings of such

assessment research shall be periodically consolidated by the Office of the Vice president for research and community service and be deployed to enhance future research capabilities of the University.

#### Article 177: Procedures for Initiating and Conducting Research

1. A research proposal of an academic staff member for which internal or external funding is sought shall be submitted to the concerned academic unit for review and endorsement.
2. A research proposal reviewed and endorsed by the relevant committee in charge of research and publications of the concerned academic shall be approved by the CAC.
3. Academic staff member carrying out research without the need for financial support shall notify their departments of such activities so that the department could oversee that the teaching and private research endeavors are going smoothly.
4. Where funds are sought from sources internal to the University, proposals deemed accepted by CRCSPC shall be forwarded to the University Research, Publication & Community service Committee (RPCSC) established by the University's Senate for overall review and approval subject to availability of funds. The CRCSPC reserves the right to have proposals reviewed by independent professional associations if there need be.
5. Where funds are sought from sources external to the university, the proposals deemed accepted by CRCSPC shall be reviewed and approved by the RPCSC and registered at Arsi University Research Affairs Office. However, this should not prevent individual researchers from securing research funds directly from potential donors as long as the management of the project is in accordance with the University's regulations.
6. The process of the research (and teaching material) proposal submission, reviewing, acceptance and funding shall be done following the policies and procedures set by the University's Research Affairs Office.
7. Research proposals to be submitted to the respective College shall be processed by the Colleges RPCSC following the research policy of the University.
8. The modalities of initiation, review, endorsement and approval of Research Proposals at the various levels shall be issued in the form of guidelines by the University RPCSC.

#### Article 178: Administration of Research

1. The overall administration of research in the University is vested in the Office of Vice president for research and community service.
2. The Office for Research and Publication, deans, institute directors, concerned Vice deans of the colleges' and department heads shall have the responsibility to implement the guidelines to be issued by the Senate or the RPCSC.
3. Researchers whose proposals have been approved and funded shall submit periodic reports to department heads, deans, and the Director of the Research Affairs office and Research and publication Coordinator in accordance with guidelines set by the RPCSC.
4. All reports by researchers to be submitted to external funding bodies shall obtain the prior endorsement of the Office of Vice president for research and community service.
5. The financial administration of research funds shall be governed by the existing financial policy and procedure of the University and such other relevant guidelines as may be issued by the Research Affairs Office and Vice President for Research & Community Service and approved by the Senate.

#### Article 179: General Provisions on Research Institutes

All academic rules and regulations governing teaching academic units, including their organizational structure, shall, *mutatis mutandis*, apply to institutes

#### Article 180: Functions of Research Institutes

1. Initiate, coordinate, and direct interdisciplinary research based on the guidelines for research provided by the Office of the VPRCS;
2. Initiate, plan, organize, and seek various foreign and local research grants and donations;
3. Publish journals and other research findings;
4. Encourage, promote and coordinate the dissemination of research findings through channels such as workshops, lectures and ICT;
5. Encourage and assist scholars to engage in research by providing financial assistance or otherwise;
6. Involve graduate and undergraduate students from relevant disciplines in their research projects;

7. With the view to attaining the objectives set forth in sub-article 1 of this Article, research institutes shall have core academic staff with home-base in the constituent academic units, support staff, a working place and adequate facilities as appropriate, a statute to govern the overall activities of the unit, a Director, and an Advisory Board;
8. The support services arrangement shall be in place for each research institute taking into account of its unique objectives/duties and responsibilities; and
9. Perform other tasks as may be assigned to it by the Senate or by the President.

#### Article 181: Research Priorities

The following are general guidelines for setting research priorities:

1. The initiation and approval of research priorities shall be the responsibility of each Colleges/school/Department council. However; University-wide projects could be initiated and approved by the VPRCS.
2. In determining their research priorities, Colleges/Schools/Departments shall take into account:
  - 2.1 The magnitude of the problem (present/future); the needs and priorities of the region and country; priority areas outlined in the Research Strategy of the University, missions and objectives of the College/schools/Department, and the University at large;
  - 2.2 Research thematic areas of the University
  - 2.3 Its contribution to development of science and technology.
3. The decision of a Colleges/department on its priorities shall be accompanied by the minutes of the CAC/DAC. .
4. Interdepartmental ad-hoc committees shall be set up to deal with multidisciplinary subjects.
5. Research priorities shall be revised every 3-5 years at all levels.

#### Article 182: Proprietary Rights on Research Findings and Research Property

Without prejudice to the relevant provisions of Federal and/or State laws and unless otherwise expressly provided under individual research agreements, the University shall have proprietary rights on research findings and/or products conducted as per the relevant provisions of this Legislation. Guidelines with respect to the share of the benefit to innovators shall be developed by the VPRCS.

## Article 183: Director for Research Affairs & Publication

The Office of Research Affairs & Publication shall have a Director with an academic rank of at least Assistant professor and above who has served the university for at least one year. He is accountable to the Vice President for Research & Community Service.

### 1. **Appointment**

1.1 The Director may be appointed by the vice president for research and community service following an open competition considering, his experience, year of services, and Performance evaluation results (evaluation by students, staff, and his immediate supervisor). The VPRCS shall nominate three candidates and present to the president for final appointment.

1.2 Where there are compelling reasons, the President, in consultation with VPRCS may appoint a head from academic unit within the University or another institution outside the University.

### 2 **Terms of Office**

The Director for Research Affairs & Publication shall serve for three years. However, he may serve for the second term.

### 3 **Duties and Responsibilities**

3.1 Direct the research and administration of the department towards the fulfillment of its stated objectives.

3.2 Implement the recommendations of the Board in consultation with the President and the Vice President for Research & Community Service.

3.3 Search for sources of external research funds and sign support agreements as per the guidelines of the institute.

3.4 Arrange and organize conferences, seminars, and symposia related to the objectives of the Institute;

3.5 Establish and formulate the administrative and research responsibilities of the Department.

3.6 In collaboration with the stake holders identify research needs, determine research priorities and research projects.

- 3.7 Determine the need, desirability and feasibility for creating functional units within the framework of the department.
- 3.8 Lay down policies and procedures, in consultation with the office of the Research & Community service Vice-president for:
- 3.8.1 The recruitment of professional staff for the Institute who shall have teaching responsibilities in other units of the University and the co-opting of staff members from the other units of the University.
  - 3.8.2 Visiting research scholars who seek formal association with the Department.
  - 3.8.3 Applications and acceptance of grants and donations in support of the institute's objectives and
  - 3.8.4 Publication & dissemination of research results.
- 3.9 Prepare the annual budget of the University and submit it to concerned body of the University.
- 3.10 Carry out other relevant tasks assigned to by the Vice presidents and the President.

#### Article 184: Fiscal Power

As Office of Research Affairs is an integral part of the University, the University has the ultimate responsibility for the management of grants & funds, including custody of all departments' funds and final accountability thereto. However, it is recognized that a Director of Research Affairs Department is autonomous to expend the funds of his department in such a fashion as to comply with the general requirements of the granting agency and of the University.

#### Article 185: Research, Publications & extension coordinator

1. There shall be a Research, Publication & extension Office headed by an Coordinator for Research and Publication whose academic rank shall be Lecturer and above, who has served the University for at least a year and he is accountable to the Director of the Research Affairs & Publication Office.
2. **Appointment**

**2.1** The Coordinator for Research and Publication may be appointed by the Vice President for Research & Community Service in consultation with the Director for Research Affairs, or

**2.2** He may be appointed by the Vice President for Research & Community Service following an open competition considering, his experience, year of services, and Performance evaluation results.

**3. Terms of Office**

The Coordinator for Research and Publication shall serve for three years. However, he may serve for a maximum of second term.

**4. Duties and Responsibilities**

Duties and responsibilities of Coordinator for Research and Publication shall be developed by the Director for Research & Publication and approved by the Vice President for Research & Community Service

**Article 186: Research Centers**

1. Arsi University shall establish research and extension centers and sub-centers in its mandated areas, and other locations within the country as deemed necessary, all operating under the same rules and regulations.

2. The centers shall serve as research sites, and locations of technology demonstrations and popularization.

3. Each center can have research, demonstration and popularization sub-centers, or stations.

**4. Purposes of the Centers/Sub-center's**

**4.1** The center's shall identify, initiate, and conduct research in various fields of specialization following the procedures adopted by the University regarding initiation and implementation of research, extension, and development endeavors;

**4.2** The center's shall serve as field laboratories, and students practical training sites;

**4.3** The center's shall be responsible for coordinating and laying out demonstrations of research findings;

**4.4** The center's shall be responsible for disseminating research findings to the ultimate users; and

**4.5** The centers shall be involved in training of the community and in providing advisory services.

## **5. Research Centre Manager**

- 5.1** Each center shall have a manager who shall be answerable to the vice president for Research & community service.
- 5.2** The Manager shall be appointed by the VPRCS.
- 5.3** The manager shall direct the research, extension and administration of the center's and sub-center's toward the fulfillment of its stated objectives;
- 5.4** The manager shall design proper research and extension mechanisms in collaboration with concerned departments within and outside the University;
- 5.5** The manager shall implement the policies established by the RPCSC;
- 5.6** The manager shall prepare annual research and extension budgets and annual reports in accordance with the University's policies and procedures and submit the same to the VPRCS;
- 5.7** The manager shall prepare a consolidated annual research and extension reports and submit to the VPRCS;
- 5.8** The manager shall represent the University research, extension, and technology dissemination in the woreda/town/village of zone he is assigned to work;
- 5.9** Make sure that the welfare and proper utilization of resources at the disposal of the center are realized. This includes vehicles, laboratory and field equipment and tools, computers, printers and accessories, etc.; and
- 5.10** Perform such other duties as may be assigned by the VPRCS.

### **Article 187: University Budgetary Responsibilities of research and publication office**

The RPO shall submit an annual budget reviewed and endorsed by Managing Council of the University. The RPO shall offer facilities for research by other University staff members. It is expected that the RPCSC shall be responsible for screening such commitments.

### **Article 188: Reputability of Professional Journals**

- 1.** The purpose of setting forth these rules for reputability of professional journals published and/or sponsored by the University or any one of its constituent units is to ensure that the journals maintain high levels of professional credibility and meet a minimum set of scholarly standards.

2. The reputability of professional journals published under the auspices of the University shall be established by the Senate upon recommendation by the RPCSC. To this end, the Senate shall issue regulations on the basis of which the reputability of journals is to be established.
3. The reputability of journals published outside the University shall be established by the relevant departments in the University having regard to guidelines to be issued by the Senate RPCSC.
4. The RPCSC shall, from time to time, review adherence by internal journals to the established criteria and make appropriate recommendations to the Senate on their status and reputability. Reviews under this Sub-Article shall be conducted at least once every three years.

#### Article 189: Commissioning and Approval of Teaching Materials, Textbooks and Books

1. A textbook and /or a book shall constitute a significant contribution to the area and said textbook and/or book must cite at least six published articles of the author.
2. The Office of the VPRCS shall develop guidelines and procedures on the commissioning and approval of teaching materials, textbooks and books and submit the same to the Senate for approval.