



INTERNAL POLICY & PROCEDURE

Subject: New Faculty Induction into Research Tracks at the College of Dentistry (COD)

Dates: Original:
19 December 2019

Last Revised:

Effective:
19 December 2019

Reference: KSAU-HS/KAIMRC/MNG-HA

Replaces Number:

Target Employees / Departments:
COD faculty members and its returning scholars.

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1. PURPOSE

This IPP describes the policy and procedures for the orientation of new faculty members of COD to research policies, facilities and resources and inducing them into ongoing research tracks at the COD.

2. POLICY STATEMENTS

2.1 The faculty member should be oriented regarding the policy and procedures of research conduction at COD during the induction process.

2.2 The faculty member should be made aware of the research opportunities, resources and facilities available at COD, National Guard hospitals and King Abdullah International Medical Research Center (KAIMRC) including the clinical areas, library, research labs, equipment, and facilities, etc.

2.3 The faculty member should be aware of the protocol of research proposal submission as well as funding and collaboration opportunities.

2.4 The faculty member should be encouraged to engage in research collaboration with senior faculty members, other researchers, and students within the University, National Guard hospitals and KAIMRC.

2.5 The faculty member are encouraged to seek national and international collaboration and external funding.

2.6 The faculty member should be encouraged to participate in local, national and international conferences and scientific days.

2.7 The faculty member should attend faculty enhancement workshops and research programs that would help enhance their competence and improve research mentoring capacities.

2.8 The faculty member should create and update their research profile in the University Research Portfolio.

2.9 The faculty member should be oriented into the research tracks and domains available at COD.

2.10 The faculty member should be informed regarding the importance of research in their promotion.



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3. PROCEDURES


- 3.1 A taskforce will be formed by the research committee to design, and whenever needed update, a web-based orientation into research for new faculty members at the COD website.
- 3.2 During the orientation process of faculty members, the administrative assistant from the department where the faculty is appointed at will schedule an appointment for the new faculty with the Research Committee chairman, or a delegated member of the committee to brief the new faculty with research potentials that are of interest to him/her and guide him/her to access research resources available at the website of COD.
- 3.3 The new faculty members will be requested to attend at least 10 credit hours of Continuous Education relevant to research in the organization, within the first academic year they join the College.

4. RESPONSIBILITIES


All unit leaders and faculty members in the College of Dentistry are responsible for the implementation of and adherence to the provisions of this IPP.

5. APPROVAL


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