



# POLICY AND PROCEDURE

Title:	Policy on Faculty Research Involving Student Populations
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## POLICY STATEMENT:

This policy establishes guidelines and procedures for faculty conducting research involving students to ensure the protection of student rights, uphold ethical research practices, and maintain institutional integrity. It aims to align research activities with federal regulations, institutional research priorities, and IRB protocols.

## Scope

This policy applies to all faculty members, including full-time, part-time, adjuncts, and visiting scholars who intend to conduct research involving students at the University of Bridgeport, including surveys, interviews, experiments, or the use of academic records.

## PROCEDURE DETAILS:

### Ethical Principles

Faculty must adhere to the following ethical standards:

- **Voluntary Participation:** Participation by students must be fully voluntary, with no coercion or undue influence.
- **Informed Consent:** Students must be provided with clear, accessible information about the research purpose, procedures, risks, benefits, and the right to withdraw without penalty.
- **Confidentiality:** Measures must be taken to protect the privacy and confidentiality of student data.
- **Academic Power Dynamics:** Faculty must avoid creating situations where their position of authority could influence student participation. Research involving students in their own classes is strongly discouraged and, if pursued, must include safeguards to mitigate coercion.

### Institutional Research (IR) Oversight

- Faculty must consult with the **Office of Institutional Research** (or equivalent) if their study involves institutional data (e.g., enrollment, grades, demographics).
- Institutional data use must align with data governance policies, FERPA regulations, and the institution's data sharing agreements.
- The IR office may assist in verifying the relevance of the research to institutional goals and help facilitate data access where appropriate.

### Institutional Review Board (IRB) Approval

- All research involving human subjects, including students, must receive IRB approval **before** the initiation of any research activities.
- The IRB will assess risks, ethical compliance, and the research design's appropriateness, particularly regarding student populations.
- Faculty must submit:
  - Research protocol
  - Consent/assent forms

- Recruitment materials
  - Data management plans
- Expedited or exempt review may apply depending on the risk level, but this is at the discretion of the IRB.

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### Special Considerations

- **Research in the Classroom:** Research using students as subjects in a classroom setting must:
    - Be approved by the IRB
    - Include procedures for alternative assignments for non-participating students
  - **Compensation or Incentives:** Incentives should be modest and not so large as to be coercive. Extra credit must be offered with an alternative of equal value.
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### Accountability and Compliance

- Failure to comply with this policy may result in disciplinary action and the suspension of research privileges.
- Faculty are responsible for maintaining documentation of IRB approval and any correspondence with Institutional Research.
- Annual updates or continuation applications must be submitted for ongoing research.

### PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☐ UNIVERSITY CATALOG

☒ STUDENT HANDBOOK

☒ FACULTY HANDBOOK

☐ STAFF HANDBOOK

### DEFINITIONS:

NA

### EXCLUSIONS:

NA

### OFFICES DIRECTLY AFFECTED BY THE POLICY:

Institutional Review Board, Office of Institutional Research

### HISTORY:

Created April 2025

<b>EFFECTIVE DATE:</b>	August 2025
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	OIE
<b>REVIEW DATE:</b>	Annually

### APPENDIX:

NA