
POLICY

Aurora College (the "College") will enrich its academic and research environment by creating partnerships with experts through the appointment of Research Associates.

PRINCIPLES

1. Aurora College values researchers whose expertise will enhance and contribute to the research and scholarly environment of Aurora College and the Northwest Territories.
2. Aurora College values researchers whose expertise will be beneficial to the environment and the residents of the Northwest Territories.
3. Aurora College is committed to having such researchers participate in College sponsored research.

PROCEDURES

1. Qualifications

- 1.1 The qualifications of a Research Associate¹ will include:
 - Education and/or experience, at a minimum, equal to that of Aurora College staff performing similar services;
 - Special competence or expertise not readily available from existing Aurora College staff; and
 - A willingness to participate in the Aurora College Community.
- 1.2 Such persons may be traditional knowledge holders, professionals in the community, staff or management employees of a university, other scholars and scientists, or emeritus professors.

2. Mechanism of Appointment and Reappointment

- 2.1 Interested candidates must send a letter of intent, including a full curriculum vitae, and a plan for their research and scholarly activities during their initial three-year appointment, to the Vice President, Research;
- 2.2 Adjunct appointments will be recommended by the Vice President, Research to the Research Advisory Council (RAC);
- 2.3 The RAC will review the nomination and give final approval through a majority vote; and

¹ A Research Associate is an individual whose appointment as an adjunct faculty member will enhance the intellectual life of Aurora College. The appointment carries no remuneration from Aurora College and has no teaching duties.

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- 2.4 Following approval, an offer of appointment will be made by the President. The offer will be in writing and will specify terms and conditions of the appointment.
 - 2.5 Initial appointments will be for three years; reappointments may be for three to five years.
 - 2.6 Subject to section 2.7, there is no limit to the number of times a Research Associate may be reappointed if the appointment is of mutual benefit.
 - 2.7 Reappointments are contingent upon the Research Associate's continued, active contribution to the research and scholarly environment of the College and/or the Northwest Territories.

3. **Privileges, Responsibilities and Restrictions of a Research Associate**

Privileges of a Research Associate

- 3.1 Research Associates will be accorded access to laboratories, field research support equipment and office space, as well as library, computing, athletic, recreational, and other facilities in the College on the same basis as regular members of staff and will be responsible for any charges associated with these privileges.
- 3.2 Research Associates may participate in College meetings at the invitation of the person calling the meeting (e.g. President, Vice President, School Chair, or program manager).
- 3.3 Aurora College will make all reasonable efforts to provide working space, administrative support and other support to an adjunct member; however, the needs of college staff will take priority.
- 3.4 Research Associates may use their association with Aurora College for the purpose of external applications for research funding, recognizing that such funds must be administered by Aurora College and the use of such funds will be governed by Aurora College policy and procedures and the Government of the Northwest Territories (GNWT) Financial Administration Manual (FAM).
- 3.5 With the approval of the Vice President, Education and Training, Research Associates may co-operate with regular academic staff in the supervision of the research of undergraduate or graduate students.

Responsibilities of a Research Associate

- 3.6 A Research Associate will:
 - Adhere to all Aurora College Policies and Procedures and where applicable the GNWT FAM;
 - At the request of the RAC, serve as an expert advisor to the Council;
 - Contribute to the educational mandate of the College;
 - Actively contribute to the research and scholarly environment of the College and/or the Northwest Territories by maintaining an active research program;
 - Submit an annual progress report to the RAC outlining the Research Associate's activities and achievements over the previous year; and

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- Recognize Aurora College's affiliation in relevant publications and presentations.

Restrictions of a Research Associate

- 3.7 A Research Associate is not considered an employee of Aurora College and is therefore not bound by the Collective Agreement between the Union of Northern Workers and the Minister of Human Resources. Employer obligations, as they relate to the Research Associate, will remain with the Research Associate's employer. This includes but is not limited to, remuneration, benefits, workers compensation coverage, liability insurance, etc.
- 3.8 Research Associates are not entitled to be a voting member of any College Committee; however, they can provide expert advice if a committee so chooses.
- 3.9 Research Associates must be aware of and adhere to Aurora College Policies and Procedures.
- 3.10 Research Associate appointments can be terminated at any time at the request of either party. The RAC may terminate an appointment if the Research Associate does not adhere to Aurora College policies and procedures, does not provide progress reports, or does not actively contribute to the research and scholarly environment of the College and/or Northwest Territories.
- 3.11 Research Associates will not use their status as adjunct faculty members at Aurora College to promote personal business purposes.

4. Titles

- 4.1 A Research Associate will be appointed only as an Adjunct Faculty member.
- 4.2 There is no implied equivalence between adjunct and regular college titles, as the professional qualifications, experience, and reputation of individuals appointed as a Research Associate will vary considerably. i.e. Appointing a person as a Research Associate does not make them an instructor or a senior instructor.

PROCEDURES, FORMS, AND RULES

The Vice President, Research (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

Forms are available on SharePoint and at <http://www.nwtresearch.com>.

RELATED POLICIES

- I.02 *Research Administration*
- I.03 *Integrity in Research and Scholarship*
- I.04 *Ethical Conduct for Research Involving Human Subjects*
- I.05 *Care of Animals in Teaching and Research*
- I.06 *Intellectual Property*

RELATED AURORA COLLEGE BYLAWS

None

FACT SHEET**DATES:**

2011-01-17	New policy issued. Board of Governors Motion #BG04-2011. Planned implementation July 1, 2011.
2011-04-07	Policy revised. Board of Governors Motion #BG17-2011. Planned implementation July 1, 2011. New format approved and implemented.
2011-06	Implementation date rescinded until all Research policies approved.
2013-06-11	Implementation date recommended. Policy and Planning Committee Motion #PP09-2013 Board of Governors Motion #BG13-2013 Implemented July 1, 2013.
2014-12-15	Released with other research policies.
2018-06-08	Policy revised. Approved by Public Administrator Ref.#Admin-29-2018. Implemented July 1, 2018.
2021	Next scheduled review