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<b>Type:</b>	A – Educational (Board)	<b>Last Approved:</b> Oct. 26, 2000
<b>Executive Responsibility:</b>	Vice-President Academic & Provost	<b>Next Review:</b>
<b>Administrative Responsibility:</b>	Deans & Directors	<b>Procedure:</b> 31.08

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STATEMENT:

The Honorary Research Associate program is a plan through which certain retired faculty members or members of the community, who are actively engaged in research, are able to maintain a connection with ~~Malaspina University-College~~Vancouver Island University to the mutual benefit of the individual and the institution. Honorary Research Associates are appointed for a renewable three-year term on the recommendation of their Department and Faculty.

PROCEDURES

1. The maximum number of Honorary Research Associates in each Faculty will be limited to 10% of full-time equivalent faculty in ~~that area~~the Faculty (to be reviewed at the time of each appointment). Exceptions may be authorized by Executive.
2. Honorary Research Associates are nominated for a maximum three-year renewable term. An Honorary Research Associate position can be terminated by written notice from either party to the other party ~~either party~~ prior to expiry of term.
3. Candidates should have the following qualifications:
  - Professionally and/or academically distinguished, especially in terms of research or artistic or technical achievement.
4. Both past faculty members of ~~Malaspina University-College~~Vancouver Island University and community members may be nominated as Honorary Research Associates. ~~Past employees of Malaspina may have been members of any bargaining unit.~~
5. Candidates are identified and recommended by their Department Faculty Council to the Dean or their equivalent, ~~either through application process or mutual agreement (as determined by the Faculty).~~
6. The Dean provides a final recommendation to the VP Academic & Provost, including approval for any budgetary commitments required by the nomination. This

recommendation ~~should~~must include a current *curriculum vitae* for the candidate, a description of activities expected of the Honorary Research Associate, and a summary of specific benefits to be provided to the Honorary Research Associate by the department and institution. The VP Academic & Provost gives final approval and issues a nomination letter acknowledging the terms (to be signed and returned by the candidate).

7. ~~The VP Academic & Provost then notifies~~ Human Resources, ~~who~~ will maintain records on Honorary Research Associates and provide advance notice to Deans regarding the expiry of terms.
8. ~~The VP Academic & Provost also notifies Communications and Public Relations who~~ The Dean will ensure that names of Honorary Research Associates are added to the ~~University College~~University Calendar and other appropriate institutional publications when required.
9. Honorary Research Associates are not considered employees of the institution and are not covered by employee benefits or other employee protections.
10. The resources of the ~~University College~~University are not to be used to support the private, for-profit business enterprises of Honorary Research Associates.

The activities of Honorary Research Associates must not conflict with the needs of regular faculty or employees.

Forms:

[Application for Designation](#)

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