

## **Guidelines for the Appointment of Research Affiliates / Research Associates**

The appointment category of Research Affiliate or Associate provides a mechanism for researchers to be affiliated with Vancouver School of Theology [hereafter, “VST”] or Iona Pacific Inter-Religious Centre [hereafter, “IP”].

Candidates prior to the PhD or ThD – that is, doctoral candidates who have completed all comprehensive exams and are working on dissertation – are eligible for appointment as **Research Affiliates**. Candidates holding a doctoral degree (PhD, ThD) are eligible for appointment as **Research Associates**.

A **Research Affiliate** or **Research Associate** is an individual who, as a result of his/her research expertise, achievements, and interests, desires an affiliation with VST or IP, which would be of mutual benefit to VST/IP and the individual. There is no salary associated with the appointment. Researchers are expected to contribute to and share in the research activities of VST/IP. Research Affiliates will not normally have any assigned duties associated with the appointment. In the event that duties are assigned for the Research Associate, they must be of a very limited nature and have the approval of the designated VST/IP faculty sponsor and of the Principal.

Research Affiliate and Research Associate appointments must fall within the following parameters:

- 1) All researchers must have a VST faculty sponsor (see below);
- 2) Appointments are time-limited with a start date and an end date;
- 3) All initial appointments are for a term up to two years, pending a review after one year;
- 4) Normally, a person will be appointed as a Research Affiliate or Associate for no more than two 2-year terms, pending renewals on an annual basis.

Privileges accorded a Research Associate/Affiliate include

- \*Library card, including access to the UBC system;
- \*Collegial affiliation with faculty;
- \*Institutional base, including VST.edu address;
- \*Academic presentation and feedback within the community;
- \*Study space, as available.

Applicants must obtain a Faculty Sponsor at Vancouver School of Theology. Sponsorship will be assessed on the following bases:

- Letter of application, curriculum vitae, sample of published research or writing, two letters of reference;
- Degree to which the applicant’s research offers collegial or collaborative support to the Faculty Sponsor, or the degree to which the applicant’s research corresponds with a thematic focus of Iona Pacific Centre;

- Degree to which the applicant's research is consistent with the broad framework of VST's or Iona Pacific's ethos.

Having obtained sponsorship by a member of the Faculty, the application will be submitted to the Faculty Association. If a recommendation from Faculty Association is received, the application will be submitted for final approval to VST's Principal. Once appointed, the title "Research Associate/Affiliate" shall be used only during the period endorsed.