

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

The appointment category of Teaching Affiliate or Associate provides a mechanism for teaching scholars to be affiliated with Vancouver School of Theology [hereafter, “VST”] or Iona Pacific Inter-Religious Centre [hereafter, “IP”]. A Teaching Affiliate or Associate is an individual who, as a result of his/her research and teaching expertise, achievements, and interests, desires an affiliation with VST or IP, which would be of mutual benefit to VST/IP and the individual.

Applicants for this appointment are expected to apply for and to receive grants to fund the teaching of a particular course and/or the development of a particular programme. The individual is expected to contribute to and share in the teaching activities of VST/IP.

Candidates prior to receiving a PhD or ThD – that is, doctoral candidates who have completed all coursework, comprehensive exams and are writing their dissertation– are eligible for appointment as **Teaching Affiliates**. Candidates holding a doctoral degree (PhD, ThD) are eligible for appointment as **Teaching Associates**.

**Teaching Affiliate / Associate** appointments must fall within the following parameters:

- 1) Teaching associates and affiliates will have the endorsement of the faculty association, dean and principal (see below);
- 2) These are time-limited appointments; start and end dates are to be set in the letter of appointment from the principal;
- 3) The initial term for a Teaching Affiliate or Associate appointment is for a period up to one semester;
- 4) Appointments may be renewed, following a review process under the auspices of the Faculty Association, along with the Principal and Dean, and pending further funding as well as course and calendar approval.

Applicants are appointed by the Principal and Dean, following the recommendation of the Faculty Association 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
- Approval of the applicant’s course proposal by the relevant faculty in the applicant’s general disciplinary area and the Faculty Council at Vancouver School of Theology
- Approval of the applicant’s c.v. by the Faculty Association at Vancouver School of Theology
- Assessment of the extent to which the applicant’s teaching ethos is consistent with the broad framework of VST’s or Iona Pacific’s ethos
- Funding commitment by a granting entity evidenced in writing
- Criminal records check

Privileges accorded a Teaching Associate/Affiliate include

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

These processes will be overseen by a sponsoring faculty, the dean or director of IP (as appropriate to the applicant's situation). The application will be finally submitted for approval to VST's Faculty Association and, consequently, its Principal.