
Research Associate Policy

Department Policy Number

025 002

Effective Date

Revised January, 2003

Purpose

This policy outlines the process necessary for appointing Research Associates.

Definitions

VPA	Vice-President, Academic or designate.
Department Head	Department Head, Centre Chair or Director of the sponsoring unit.
Sponsoring Unit	The Department or Centre with whom the incumbent is affiliated.

Policy

A Research Associate is an honorary appointment at Athabasca University designed to enable the incumbent to use the affiliation of the University as a credential in applications for research grants and awards.

1.0 Criteria

- 1.1 The incumbent cannot be an employee of AU.
- 1.2 The normal qualification for a Research Associate is a Ph.D. or equivalent.
- 1.3 The incumbent must be a Canadian citizen, have landed immigrant status, or the appropriate visa.
- 1.4 The term of a Research Associate appointment will normally be three years.
- 1.5 Research Associate appointment must be nominated by the Department Head of the relevant sponsoring unit.



1.6 Research Associate appointments may be terminated at any time at the request of either party.

2.0 Roles and Responsibilities

2.1 The Department Head will submit a written recommendation including an outline of the proposed research and a copy of the individual's curriculum vitae to the VPA for consideration. The Academic Research Committee of Academic Council will vet the research proposal.

2.2 The VPA will review the submission and the feedback of Academic Research Council and make a recommendation concerning the proposed appointment to the President.

2.3 The President shall formally notify the appointee of a decision specifying the terms and conditions of the appointment.

2.4 The President shall ensure that a copy of the decision is provided to the Department Head, the VPA and Human Resources.

2.5 Research Associate appointment files will be maintained in Human Resources.

2.6 The Department Head will ensure that the incumbent presents one or more lectures on their current research to the University community each academic year.

3.0 Entitlement

3.1 All persons awarded the title of Research Associate may be:

3.1.1 entitled to office space including local telephone services;

3.1.2 listed in the composite calendar of the University under the listing of the sponsoring unit staff;

3.1.3 identified in the AU telephone listing;

3.1.4 entitled to an AU login (printing charges as well as any other computer charge-backs that may be implemented in the future remain the Research Associate's responsibility);

3.1.5 provided with secretarial and technical services (in so far as these are available).

3.2 Research Associate appointments are not entitled to any remuneration, salary or benefits.



3.3 The University, through the office of the VPA and Financial Services, will administer research grants received by the incumbent, provided these have been reviewed and approved by the University. All such research must conform to applicable AU policies.

4.0 Renewal

4.1 Appointments to Research Associate positions are renewable subject to a satisfactory review of the incumbent's performance by the Department Head and the VPA. This review will be conducted three months prior to the completion of the term of the appointment.

4.2 The VPA will forward a recommendation concerning the renewal to the President.

4.3 The President shall formally notify the appointee of a decision with a copy to the VPA, Department Head and Human Resources.

Regulation

Procedure

Approved By

President, April 25, 2003

Amended Date/Motion No.

Reformatted July 2006

Related References, Policies and Procedures

[Policy for Research Involving Humans](#)

[Fraud and Misconduct in Academic Research and Scholarly Activity](#)

[University Approval to Forward an Application for Funds to an External Sponsor Policy](#)

[Conflict of Interest in Research Policy](#)

[Publication of Research Policy](#)

[Student Participation in Research Projects Policy](#)

[Animal Care Policy](#)

[Research Funding Administration Policy](#)

[Indirect Costs of Facilities and Administration Policy](#)

[Ownership of Items Purchased from Research Grants and Contracts Policy](#)

[Professional Salary Component in Research Grants and Contracts Policy](#)

[Restricted \(Trust\) Accounts for Research Policy](#)

Applicable Legislation/Regulation

[Alberta Freedom of Information and Protection of Privacy Act](#)

[Post-Secondary Learning Act](#)



Human Resources Development Canada - Foreign Workers Policy

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Human Resources Advisor or the Employment Services Advisor. Contact information is available on the Human Resources web-site at:

<http://www.athabascau.ca/html/depts/staffrec/general.htm>.

Keywords