
Type:	A – Educational (Board)	Last Approved: Mar. 15, 2012
Executive Responsibility:	Vice-President Academic & Provost	Next Review: May 1, 2015
Administrative Responsibility:	Deans & Directors	Procedure: 31.08

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 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. 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 prior to expiry of term.
2. Candidates should have the following qualifications:
 - Professionally and/or academically distinguished, especially in terms of research or artistic or technical achievement.
3. Both past faculty members of Vancouver Island University and community members may be nominated as Honorary Research Associates.
4. Candidates are identified and recommended by their Faculty Council to the Dean or their equivalent.
5. The Dean provides a final recommendation to the Vice-President Academic and Provost, including approval for any budgetary commitments required by the nomination. This recommendation 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).

6. Human Resources will maintain records on Honorary Research Associates and provide advance notice to Deans regarding the expiry of terms.
7. The Dean will ensure that names of Honorary Research Associates are added to the University Calendar and other appropriate institutional publications when required.
8. Honorary Research Associates are not considered employees of the institution and are not covered by employee benefits or other employee protections.
9. The resources of the 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](#)