

University of New Brunswick  
**SCHOOL OF GRADUATE STUDIES**

**HONORARY RESEARCH ASSOCIATE**

**1. Background**

The University welcomes collaboration with federal and provincial government laboratories and research agencies, as well as businesses, industries, social/cultural institutions, and Public Service departments. Employed on the staffs of these bodies, are many highly qualified scientists and scholars. To recognize those individuals who can be particularly active in University programmes (but who are normally employed elsewhere), the University has created the non-salaried appointment statuses of Honorary Research Associate (HRA) and Adjunct Professor (described elsewhere).

**2. Eligibility**

The appointment status of Honorary Research Associate is made to allow someone to be more engaged in the academic mission of the University than otherwise would be possible. Where a Department or Graduate Academic Unit (GAU) identifies a need for expertise in certain areas it may nominate a candidate to become an Honorary Research Associate. Persons eligible for appointment to the position of Honorary Research Associate are those who are singularly qualified because of their research or experience to make a substantive contribution to the GAU. The difference between an Honorary Research Associate (HRA) and an Adjunct Professor is that Adjunct Professor status is normally provided to individuals with background credentials and experience similar to that of a faculty member, while HRA status is provided to individuals with expertise relevant to the academic mission and research activities of the University but without background otherwise commensurate with appointment to a professorial type position.

**3. Appointment Process**

The School of Graduate Studies (SGS) follows a cyclical application and review process for the position of Honorary Research Associate. To facilitate review of applications (both initial appointments and renewal), and to maintain an updated database, the SGS will receive applications **three times yearly at the beginning of each academic term** (September, January and May). Following the process outlined below, the applicant will work with the nominating department to complete the application for appointment or renewal.

General process for all appointment types:

- a) Any department or GAU at the university may recommend a candidate to the Dean of their faculty to become an Honorary Research Associate.
- b) All nominations must include (i) a letter of support from the GAU providing a justification for the appointment, (ii) the completed application form, (iii) a current and formal Curriculum Vitae from the nominee, and (iv) a letter from the Dean of the Faculty endorsing the GAU's nomination.
- c) Following approval by the Dean of the Faculty, nomination packages must be compiled and forwarded electronically as a PDF to the School of Graduate Studies, after which it will be forwarded for subsequent approvals to: the Vice-President Research; the Vice-President Academic (or Vice-President Saint John), and the Faculty Senate or Board of Governors (as appropriate to the specific appointment type).

**4. Terms of Appointment**

An Honorary Research Associate will be appointed initially for a four-year term. Reappointment for an additional term/s is, like the original nomination, at the discretion of the GAU and follows the same process required for the original appointment as described in the previous section (Appointment Process). Hence, appointment renewals are subject to the same approvals as the original appointment and require also that the GAU provide evidence of contributions made by the nominee during the previous term.

**5. Duties and Responsibilities**

Honorary Research Associates are not employees of the University. The activities that they may be involved in will be determined by the Faculty Dean in consultation with the Department Chair and/or Director of Graduate Studies (where appropriate) for the relevant GAU, as well as the School of Graduate Studies.

Honorary Research Associates often cooperate with members of university GAUs in the direction or evaluation of graduate student research. Such cooperation may take the following forms:

- serving as a GAU reader on a graduate student's thesis, report, or oral defence committee
- serving as co-supervisor of a thesis or report
- participating in course delivery, graduate seminars, symposia, etc.
- serving on the graduate committee of the Graduate Academic Unit
- serving on appropriate sub-committees of the School of Graduate Studies
- offering guest lectures at an advanced level in his/her field of specialization

Honorary Research Associates may be interested in teaching for-credit courses at an advanced level in his/her field of specialization. However, such individuals who teach credit courses are usually covered by the terms of the AUNBT Group 2 (CAE) Collective Agreement and are issued stipend contracts separate from the appointment status of being an Honorary Research Associate.

## **6. Occupational Health and Safety**

If an Honorary Research Associate is to act in a supervisory role in directing the activities of students and/or staff on or off campus, or conducting UNB research activities regardless of location, then they are considered by NB Occupational Health and Safety legislation to be an "Employer" for those they direct and must comply with all appropriate Health and Safety legislation and UNB Policies (links to overarching guidelines below):

- <http://es.unb.ca/apps/policy-repository/resources/php/download-policy.php?id=Y56h>
- <http://www.worksafenb.ca/employers-responsibilities>
- <http://www.worksafenb.ca/acts-and-regulations>

## **7. Privileges**

In order for Honorary Research Associates to receive a UNB identification card, the GAU must submit a request through the Integrated Technology Services website at UNB. Office and research space, and support for hazardous material acquisition and disposal, may be provided where appropriate and available. Appointees may be accorded access to other University resources and facilities. Eligibility to make application for research funding is at the discretion of, and coordinated in conjunction with, the Vice-President Research and the Office of Research Services.

## **8. Remuneration**

Given the HRA is employed in other capacities (either at another institution providing services to UNB as part of that employment, or employed at UNB in another capacity), the Honorary Research Associate will receive no stipend from the University for his/her services in this capacity. Privileges associated with the appointment constitute recognition of "payment in kind" for any services rendered as an Honorary Research Associate.

Originally approved by the Executive Committee of the School of Graduate Studies January 7, 2002. Revisions approved by SGS Executive January 10, 2019.

**UNIVERSITY OF NEW BRUNSWICK**  
School of Graduate Studies

**Honorary Research Associate**  
Application form

**INITIAL APPOINTMENT:** \_\_\_\_\_ (check, if applicable)

**RENEWAL.** \_\_\_\_\_ (check, if applicable) **Date of Last Appointment:** \_\_\_\_\_

**CANDIDATE INFORMATION:**

**NAME:**

**TEL:**

**EMAIL:**

**ADDRESS:**

**NAME, ADDRESS AND TELEPHONE NUMBER OF EMPLOYER:**

**ACADEMIC, RESEARCH AND INDUSTRIAL EXPERIENCE**

Position(s) Held	Dates	Department	Institution

Highest Academic Degree	College/University	Country	Discipline	Year

**JUSTIFICATION FOR APPOINTMENT:**

(i) For **initial** appointments, provide a brief statement about the proposed involvement in research and graduate activities (e.g., research collaborations, graduate teaching or committee memberships etc.).

(ii) If this is a **renewal application**, provide a brief summary of involvement in research and graduate activities during the previous term.

**This appointment is recommended and approved by:**

\_\_\_\_\_  
**Graduate Academic Unit (GAU)**

\_\_\_\_\_  
Director of Graduate Studies

**Date:**

\_\_\_\_\_  
Department Chair

**Date:**

\_\_\_\_\_  
Dean of Faculty

**Date:**

\_\_\_\_\_  
Dean of Graduate Studies

**Date:**

\_\_\_\_\_  
Vice President Research

**Date:**

\_\_\_\_\_  
Vice President (Academic) or Vice  
President Saint John

**Date:**