

Research Associates Policy

BACKGROUND:

The Royal British Columbia Museum (RBCM) recognizes that providing formal affiliation and support for scholars and museologists advances knowledge about British Columbia's human and natural history and is beneficial to RBCM programs. Therefore, as part of its core mandate, the RBCM is committed to an active Research Associates Program in the various disciplines it encompasses.

This document summarizes policy regarding Research Associates of the Curatorial Services Branch and outlines the principles and procedures by which they are designated, supported and reviewed. Such policies would also apply to Research Associates in other branches.

POLICY:

A Research Associate is a researcher, scholar or museologist who wishes to conduct research, writing and/or publishing in relevant disciplines through formal affiliation with the Curatorial Services Branch of the RBCM; application to other branches may also be considered. As a Research Associate the individual is expected to publish scholarly material citing the Research Associate title and affiliation with the Royal BC Museum. Researchers who wish to use RBCM collections but who do not intend to publish as Research Associates are welcomed as visiting researchers by the RBCM. Access to the museum for visiting researchers is covered in the RBCM's Security Policy.

Research Associates are typically scientists and/or scholars who may be retired, employed outside the RBCM or on sabbatical leave.

Designation as a Research Associate is for three years and may be renewed after evaluation of the publication record to date and a proposal for future research leading to publication.

Criteria for application:

- evidence of recognized scientific/scholarly standing at a Masters level or equivalent;
- past record of published material in refereed journals or scholarly publications, as shown by a comprehensive list of past and current articles exhibiting a pattern of regular publication;
- a commitment to develop research projects which are relevant to the RBCM's interests and will be incorporated into the RBCM's Research Plans; and
- a willingness to work with the RBCM to identify possible partnerships and external sources of funding for the proposed research and/or its publication.

Benefits available to Research Associates include:

- access to the collections and to the expertise of the RBCM's staff;
- access to the RBCM public galleries when wearing their identification badge issued by Security;
- work space, if required; and
- additional benefits which will depend upon the RBCM's ability to fund them. Typically, these might include access to a telephone, e-mail and office equipment.

Research Associates must comply with all relevant Royal BC Museum ethics and conflict of interest guidelines, policies and procedures and conduct themselves in a professional manner.

Under the Security Policy, access may be provided to the collection or research area required for the project being undertaken between the hours of 6 AM to 6 PM Monday to Friday. Photo ID will be issued by Security. Research Associates are not permitted to sign in visitors.

Research Associates are subject to the same requirements regarding confidentiality of information as regular RBCM staff.

OBJECTIVES:

The objectives of the Research Associates Program are:

- to support recognized scientists, scholars and museologists in their articulated program of original research related to the mandate of the RBCM;
- to facilitate the publication of the results of this research;
- to identify research which is relevant to the appropriate curatorial division's Research Plan;
- to increase opportunities for collaboration and partnership in the research fields which are of interest to the RBCM;
- to enable scientists and scholars to work intimately with the RBCM's collections; and
- to increase public knowledge and awareness of British Columbia's natural and human history through the publication and presentation of original research.

PROCEDURE:

The following section identifies the practices and procedures under which the program is operated.

Research Associates are a class of RBCM volunteers and are registered with the Volunteer Services Manager. (Please refer to Personnel Management Policies and Procedures, Section 9.1, Volunteers Policy.)

Procedure for Application:

Applications for consideration as a Research Associate must include the completed form (see attached) in addition to:

- a current resume;
- a letter of support from the intended sponsor (who is a member of the RBCM staff and normally is in the applicant's discipline) incorporating an assessment of the value of the proposed research to the specific discipline and to the RBCM, and a commitment on the part of the sponsor to monitor and assist the Associate, where needed;
- a description of the proposed research program and its anticipated timeline;
- identification of the scope and scale of the project and an indication of its relevance to the RBCM's Research Plan;
- expected outcomes (these must include a minimum of at least one peer-reviewed publication per project); and
- an estimation of the resources required to complete the project.

A recommendation from the sponsor must preface the application and be reviewed by the appropriate section manager and Director of the Curatorial Services Branch before the application may proceed to the next stage.

External expert(s) may form part of the on-going process of evaluating applications or reapplications.

Applications will be judged on merit and their ability to meet the objectives of the program. Space and other resource requirements may be considerations.

Recommendations on successful applicants will be forwarded to the Chief Executive Officer by the Director, Curatorial Services Branch.

Successful applicants will be notified in writing by the Chief Executive Officer, with copies to the Volunteer Services Manager, the sponsor, Section Manager, and Director. A Letter of Agreement between the RBCM and the Associate will be included which outlines the terms of the appointment and the volunteer designation.

Successful applicants must return the signed Letter of Agreement to the Volunteer Services Manager for registration as an Associate.

Unsuccessful applicants will be notified in writing by the Chief Executive Officer, with copies to the Volunteer Services Manager, sponsor, Section Manager, and Director. Reasons for the decision will be given.

Procedure for Re-appointment:

The Volunteer Services Manager will notify the sponsor three months before the end of an Associate's term so that the sponsor may determine with the Associate whether re-appointment is desired.

Re-appointment is based on a review of publications by the Research Associate during the term being completed and a written description from the Research Associate of new or ongoing research proposed during the upcoming 3 year term.

A recommendation from the sponsor must preface the renewal application and be reviewed by the appropriate section manager and Director of the Curatorial Services Branch before the application may proceed to the next stage.

Recommendations on reappointments will be forwarded to the Chief Executive Officer by the Director, Curatorial Services Branch.

Reappointed Research Associates will be notified in writing by the Chief Executive Officer, with copies to the Volunteer Services Manager, the sponsor, Section Manager, and Director. A Letter of Agreement between the RBCM and the Associate will be included which outlines the terms of the appointment and the volunteer designation.

Reappointed Research Associates must return the signed Letter of Agreement to the Volunteer Services Manager for registration as an Associate.

Administration of the Research Associates Program:

The Volunteer Services Manager administers all records on RBCM Associates.

It is the sponsor's responsibility to ensure that the Associate receives orientation to the RBCM within the month following designation and understands the RBCM's policies and procedures.

Each Associate is to record the number of volunteer hours provided each month and submit this to his/her sponsor. This information is used by the Volunteer Services Manager as part of the statistics that record the contribution of volunteers to the RBCM.

Associates must submit a written annual report of accomplishments related to the agreed-upon program of research work to the sponsor each April as part of the Research and Collections Development Plan review. The report is reviewed by the sponsor, Section Manager, and Director and is filed with the Volunteer Service Manager.

Responsibilities of the RBCM towards Research Associates:

The RBCM grants the Associate the use of the Research Associate title and RBCM stationery during the Associate's term.

Research Associates may apply for research expense funds in joint project proposals with RBCM staff.

Research Associates are encouraged to use their RBCM affiliation to apply for external grants (with written approval from their sponsor and the appropriate Director) when these grants are to support their work at the RBCM.

Research Associates may hold contracts or auxiliary appointments with the RBCM, providing that the granting of such contracts or the hiring of staff follows Royal BC Museum policy and procedure. Appointments will be based on applying the principle of merit. Status as a volunteer is temporarily suspended during the life of any contract or appointment.

Research Associates have access to the appropriate RBCM collections through normal staff procedures.

Research Associates have a potential access for publication through the RBCM's publication program.

Responsibilities of Research Associates to the RBCM:

The research of Associates is part of the RBCM research program and their research plans are incorporated in the annual Research and Collection Development Plan. Associates are required to submit research and collections plans and reports according to RBCM procedures.

Collections made by Research Associates using RBCM resources are considered RBCM collections unless other arrangements are made.

Results of research should be shared with other colleagues and the public through talks, seminars, workshops, exhibits and publications.

Research Associates will deposit copies of publications resulting from their RBCM work with their sponsor and the Volunteer Services Manager.

Research Associates are required to indicate their RBCM affiliation on all publications and other professional communications related to their approved work at the RBCM.

Copies or originals of data, field notes, photographs or other materials, and information that is acquired by Associates, as a result of their RBCM research, must be deposited with the RBCM through the sponsor.

Correspondence relating to Associates' RBCM research projects should be on RBCM letterhead, and copies of pertinent correspondence must be filed according to RBCM procedure.

Research Associates may represent the RBCM to external audiences with regard to the disciplines or projects that are the basis for their designation.

The office of the Director, Curatorial Services Branch will monitor the activities and outputs of the Research Associates Program in the broader context and forward letters of recognition on behalf of the RBCM to persons who have published major works or received awards.

An Annual Report of research completed, and publications issued will be circulated to all Research Associates.

Occasional articles on the Research Associates Program will be published in *Discovery*.

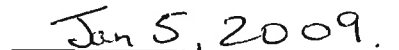
Review of the Research Associates Policy:

The Research Associates Policy shall be reviewed a minimum of every three years by the RBCM.

Approved



Pauline Rafferty
Chief Executive Officer



Date

1.0 SUMMARY INFORMATION

Date of application:

Principal researcher:

Sponsor:

Curatorial Section:

Title of research project:

Nature of the activity:

Additional researchers involved:

Start date:

Finish date:

Projected time to complete:

2.0 ABSTRACT OF THE RESEARCH ACTIVITY

100 words or less.

3.0 DETAILED DESCRIPTION OF THE RESEARCH ACTIVITY

In 500 words or less, please provide details of what this activity is and how, where and when it will occur. Outline the relevance of this work to the RBCM Business Plan.

4.0 RESOURCES REQUESTED

Work space:

Equipment:

Collections:

Supplies:

Areas to which access is requested:

Time of access requested:

5.0 EXPECTED DELIVERABLES

List the expected number and significance of journal publications, books, multi-media presentations and other products which will result directly from this activity.

6.0 PROGRESS REPORT

In 500 words or less, and in reference to the original submission, provide an outline of the accomplishments of the past year, with specific mention of the anticipated deliverables.

7.0 JUSTIFICATION AND EVALUATION

For sponsors and Section Managers - outline specifically how this proposal meets the research goals of the RBCM, and how it responds to the objectives of the Business Plan.

8.0 PERSONAL INFORMATION

Name:

Address:

City/Province:

Postal Code:

Home Phone:

Work Phone:

Fax:

Emergency Contact

Name:

Address:

City/Province:

Home Phone:

Work Phone:

Relationship:

9.0 SIGNATURES / APPROVALS

10.0

Applicant _____ Date _____

Sponsor _____ Date _____

Section Manager _____ Date _____

Director _____ Date _____

Chief Executive Officer _____ Date _____

FOR OFFICE USE

Security Access

Approved _____

Keys Issued _____ Returned _____

Identification Tag
Issued _____ Returned _____