

Institute of Island Studies

Research Associate Application Form

The position of Research Associate with the Institute of Island Studies at the University of Prince Edward Island is intended to establish a formal association between the Institute and outstanding scholars whose research is congruent with the Institute's mandate to:

- Encourage a deep knowledge, understanding, and expression of Prince Edward Island;
- Serve as a bridge between the University and Island communities;
- Contribute to the formulation of public policy in Prince Edward Island;
- Undertake and facilitate island studies research and education at local, national and global scales.

Applications should be directed to the Co-ordinator of the Institute of Island Studies. They are then vetted by the IIS Executive Committee, and forwarded for approval to the Dean of Arts and the Vice-President, Academic & Research .

Name

Mailing Address and Current Email Address

Supporting Documents Attached

- Curriculum Vitae
- Cover Letter
- List of five Significant Scholarly Contributions
- _____
- _____
- _____

Recommendation (to be filled out by Co-ordinator of the Institute of Island Studies)

That _____ be appointed as a Research Associate with the Institute of Island Studies effective for a renewable _____ year term from _____ to _____.

- Reappointment; current expiry date _____

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Privileges Include

- Office space (as available)
- Lab privileges (as available)
- Library privileges
- UPEI computer network access
- Listing on the Institute of Island Studies website
- May note Research Associate on business cards at home institution or organization
- Permission to use IIS logo
- Other privileges: _____

Details

Signatures

Chair, Executive Committee, Institute of Island Studies:	Date:
Dean of Arts:	Date:
Vice-President, Academic and Research:	Date:

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Guidelines for Appointment of Research Associates

The following guidelines outline the procedures to be followed in naming a Research Associate with the Institute of Island Studies (IIS).

IIS Research Associates are either: a) recognized scholars at a national or international level who have distinguished themselves, or b) emerging scholars who are poised to make substantive contributions, in the multidisciplinary field of island studies and/or the study of Prince Edward Island. They are also not currently employees of UPEI. The roles of Research Associates are to:

1. Enhance the reputation of the Institute;
2. Provide expert advice to the Co-ordinator, the Chair of the Executive Committee, and the Executive and Advisory Committees on the future of island studies scholarship, pedagogy and service; and
3. Collaborate with the Institute on project-specific initiatives.

An IIS Research Associate is an honorific title and conveys no implied obligation on behalf of UPEI. Within the parameters of UPEI policies and labour agreements, the Institute will encourage IIS Research Associates to visit UPEI and Prince Edward Island during their term. Nominations for appointment as an IIS Research Associate may come from the Executive Committee or the Advisory Committee and are to be approved by the Dean of Arts, and Vice-President, Academic and Research. .

1. A copy of the individual's current CV and a Cover Letter describing the activities to be undertaken in conjunction with the Institute are to be included with the application.
2. Evaluation procedures may vary, but might include a candidate's statement of interest, an interview, a seminar and so forth.
3. Research Associates may also be appointed as Adjunct Faculty and/or Graduate faculty of UPEI. The latter appointments require a separate application and approval process.
4. Appointment as a Research Associate will normally be for the period of up to five years, renewable upon evidence of continued excellence in contributing to the Institute.
5. Research Associate positions do not include compensation or benefits.
6. The designation of Research Associate may carry with it certain privileges, including:
 - a. Office and/or Laboratory space, as available, and at the discretion of the Dean;
 - b. Library privileges, as appropriate;
 - c. UPEI computer network access;
 - d. Research Associates will be listed on the Institute of Island Studies website;
 - e. Research Associates may note their status as IIS Research Associates on business cards from their home institution or organization;
 - f. The IIS logo may be used by Research Associates only with the specific approval of the Dean;
 - g. Other privileges may be accorded at the discretion of the IIS following consultation with the Dean.