



### Policy: Affiliate Scientist/Affiliate Engineer

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**History of Changes**

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## 1 Context

The success of TRIUMF's research program relies heavily on strong collaboration between researchers from TRIUMF, the laboratory's full and associate member universities, and other national and international groups. For many decades the relationship has been informal. A number of local faculty are treated effectively like TRIUMF staff, including office space, access to internal resources, etc., even though they have no formal relationship with TRIUMF. This has worked well over a long period of time and has been of substantial mutual benefit. In the meantime, TRIUMF's university community has grown to currently 19 member universities across the whole country. There is increased demand to track these relationships and their impact. Moving forward, TRIUMF would like to continue to recognize these established relationships while at the same time provide a transparent and fair way to nurture and recognize extraordinary contributions by national and international researchers to TRIUMF that go beyond the simple use of TRIUMF facilities. Such contributions may consist of particularly close collaboration on in-house or external experimental or accelerator projects, special theoretical support of TRIUMF's research program, or other activities that support TRIUMF's mission and vision. Since no generic metric can be defined to evaluate the benefit to TRIUMF by such contributions, each case has to be evaluated on its own merits.

## 2 Intent

The designation TRIUMF Affiliate Scientist is intended to recognize select national and international researchers who make special contributions to TRIUMF. This designation can be awarded to researchers who are present at TRIUMF for extended periods as well as to researchers who are present at TRIUMF only occasionally. The Affiliate Scientist designation will replace the designation of Visiting Professor and Sabbatical Visitor.

## 3 Procedure

The TRIUMF Director designates an individual as TRIUMF Affiliate Scientist based on nomination by the relevant Associate Laboratory Director. The appointment is typically for up to 3 years and may be renewed upon request and approval by the Director. The specific privileges, which are determined on a case-to-case basis, are detailed in the appointment letter, which is shared with the home institution, normally the department chair.

The ALD's nomination letter should provide information on the nominee's special contributions to TRIUMF and the intended research activity during the appointment period, as well as its relevance to TRIUMF. The letter should also include the proposed level and type of support that TRIUMF would provide, consistent with the menu of privileges spelled out in this policy. Each nomination and renewal will be approved by the Director.

The nominees must obtain and document the appropriate approval from their home institution on any aspects of the arrangement that impact their regular duties, such as teaching or administration.

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## 4 Privileges:

TRIUMF distinguishes between Affiliate Scientists from TRIUMF member universities and from non-member institutions, national or international. An Affiliate Scientist may be granted one or more of the following privileges as appropriate and in accordance with TRIUMF policies and procedures.

Selection of potential privileges for Affiliate Scientists:

- office space, computer and phone;
- administrative support;
- staff recruitment through TRIUMF's HR department;
- access to TRIUMF resources via work request system;
- access to the TRIUMF undergraduate student program;
- teaching buyout, normally for no more than one term, to pursue activities that support TRIUMF's mission;
- permission to take on supervisory functions and responsibilities within TRIUMF; after required training;
- space for a certain number of students and/or postdocs who are stationed at TRIUMF for an extended period of time.

The selection of privileges for a particular Affiliate Scientist will take into account the contributions of the individual to TRIUMF's mission, the priority of the activity/project in which the individual is involved, and the connection between TRIUMF and the individual's home institution.

## 5 Additional contributions to TRIUMF:

As a member of the broader TRIUMF team, the Affiliate Scientist is expected to

- use the TRIUMF affiliation on all publications resulting from TRIUMF related work;
- serve on TRIUMF internal committees;
- provide mentoring to TRIUMF students and postdocs;
- contribute to TRIUMF outreach activities;
- engage in educational activities upon request in form of lectures and/or seminars for the undergraduates, graduate students and postdoctoral fellows .

Responsibilities:

- Interpretation of this policy is the responsibility of the Director.
- Administration of this policy is the responsibility of the CAO.