

# NELSON MANDELA

UNIVERSITY

## INSTITUTIONAL REGULATORY CODE (IRC) (Policies, Procedures, Rules etc.)

*To be completed by initiator of policy/policy owner:*

<b>1. POLICY TITLE:</b>	<b>RESEARCH &amp; PROFESSIONAL ASSOCIATES POLICY AND IMPLEMENTATION PROCEDURE</b>
<b>2. FIELD OF APPLICATION:</b> (All persons to whom policy applies)	All Research and Professional Associates
<b>3. COMPLIANCE OFFICER(S):</b> (Persons responsible for ensuring policy implementation)	Research Capacity Development
<b>4. STAKEHOLDER CONSULTATION</b> (State the stakeholder group/s consulted during policy formulation/revision)	RTI Committee, ECS
<b>5. DESIGNATION OF POLICY OWNERS:</b> (Persons responsible for maintaining policy)	DVC: Research & Engagement/Director: Research Capacity Development

**POLICY HISTORY** *(To be completed by policy owner)*

Decision Date (Compulsory)	Status (New/Revised / No Changes)	Implementation Date (Compulsory if "new" or "revised")	Approving Authority (If "new" or "revised". N/A if no changes)	Resolution Number e.g. 07/11- 10.2 (Minute number. N/A if no changes)	Policy Document Number (e.g. D/.../07 N/A if no changes)	Pending date for next revision (Compulsory)
13Nov07	New	Jan 2008	Senate	S07.52.3	D/623/07	Jan 2010
21 July 2017	Revised	Immediately	Council	C17.40.2.5.1	D/379/17 (05-05- 2017_13h34)	Jan 2018

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<b>SUBJECT</b> (Broad policy field):	Research, Innovation & Technology
<b>SUBJECT NUMBER:</b>	400
<b>CATEGORY</b> (Policy sub-field):	Research, Internationalisation and Engagement Management
<b>CATEGORY NUMBER:</b>	405
<b>IRC NUMBER:</b>	405.05

# **Research & Professional Associates Policy**

Nelson Mandela University

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## **1. Preamble**

This policy pertains to the appointment, remuneration, commitments and funding available to Research & Professional Associates at the Nelson Mandela University (hereafter referred to as “University”).

### **1.1 Research Associates**

#### **1.1.1 *Definition of Research Associate***

For the purposes of this policy, “Research Associate” is described as a formal non-salaried position at the university, and such appointees will usually be drawn from the following:

- Retired University staff members
- Former University staff members and doctoral graduates
- Persons who conduct research in collaboration with an academic staff member of the University

#### **1.1.2 *Eligibility for appointment as Research Associate***

Except under extraordinary circumstances, Research Associates will:

- Hold a Doctoral degree.
- Be active in research, with a verifiable track record in publishing and postgraduate supervision
- Conduct research, offer expertise in postgraduate research supervision, and publish under the banner of the University.

### **1.2 Professional Associates**

#### **1.2.1 *Definition of Professional Associate***

For the purpose of this policy, the granting of the title “Professional Associate” reflects some mutually beneficial professional association between the University and the nominated candidate. The title “Professional Associate” may be granted for any of the following purposes:

- i. To recognise the sharing of professional expertise or specialised expertise, for example, in the performing or creative arts;
- ii. To recognise the importance of liaison with professional organizations, communities or agencies;
- iii. To recognise the importance of offering relevant work-integrated learning experience to University students in professional or clinical settings;
- iv. To recognise the intellectual contribution of individuals through guest lecturers, seminars and presentations;
- v. To recognise the valuable contribution that professionals can provide in the holistic education of students through professional roles of supervision, coaching and mentoring;
- vi. To recognise the expertise and contribution that professionals make in analysing teaching and learning situations within clinical/professional settings, as well as taking the responsibility for writing professional experience reports and evaluating field experiences.

### 1.2.2 ***Eligibility for appointment as Professional Associate***

A Professional Associate will be appointed based on the individual's professional qualification(s) and expertise as deemed relevant to the specific task or contribution he/she will be engaged in at the University.

Furthermore, a Professional Associate will, *where applicable*, meet the minimum criteria as per the relevant Professional Board of a particular discipline.

## **2. Appointment**

### 2.1 ***Duration***

A Research or Professional Associate shall be appointed for a three-year term. The appointment shall be reviewed every three years by the relevant Faculty RTI committee, Faculty Teaching and Learning Committee (TLC) or FMC, with input from the academic unit concerned. Any decisions regarding change in status of the Research or Professional Associate shall be forwarded to the Department of Research Capacity Development. The university shall have the right to terminate the appointment if the Research or Professional Associate has not fulfilled his/her agreed upon obligations.

## 2.2 **Status**

Appointment as a Research or Professional Associate confers associate status within the department/school/entity/faculty in which the appointment occurs.

## 2.3 **Remuneration**

The appointment of a Research and Professional Associate constitutes an honorary academic appointment and thus, is ordinarily a non-remunerated position at the University.

## 2.4 **Process**

The process for the appointment of Research or Professional Associates is as follows:

- 2.4.1 The Head of Department / Director of School / Dean of Faculty / Head of Entity will prepare a nomination on the prescribed form, motivating for the appointment of a Research or Professional Associate.
- 2.4.2 The nomination must serve at the relevant faculty committee for approval; that is, in the case of a Research Associate at the FRTI, or in the case of a Professional Associate at the FTLC or FMC.
- 2.4.3 A copy of the minuted resolution will be forwarded to RCD together with the complete set of documentation, as required to effect the appointment.
- 2.4.4 The Department of Research Capacity Development issues a letter of appointment to the Research or Professional Associate, with copies to the Dean (or equivalent) and Human Resources.
- 2.4.5 Human Resources creates a record on the ITS. The nominating department / school / faculty / entity assumes responsibility for the induction/orientation of the newly appointed Research or Professional Associate in terms of the values, policies, rules and procedures of the University.

### **3. Funding and Supervision**

- 3.1 Research or Professional Associates shall be accorded honorary status as academic staff members of the University for the purposes of administrative support and project funding, and shall be subject to the policies of the RTI Committee and relevant departments or faculties.
- 3.2 Funds accruing to the Research or Professional Associate under the policy “Division of output subsidy at DHET through research publication” will be paid into the research account of the Research or Professional Associate, and the relevant portion thereof may be requested as a taxable personal reward in the form of a single-payment, non-pensionable bonus.
- 3.3 Funding in research accounts may be utilised in accordance with the University’s rules and procedures for the management of research accounts.
- 3.4 If previously a University employee, research funds accrued at the time of retirement or resignation remain in the research account of the Research or Professional Associate, subject to a motivation approved by the relevant Faculty Committee. If such motivation is not made within three months of retirement or resignation, the relevant Faculty Committee may request that these funds be transferred to the central Faculty RTI or TLC funds.
- 3.5 Research or Professional Associates that have a track record of postgraduate research supervision may, upon recommendation by the relevant FPGSC, continue with such activities, subject to the provisions of the Policy on Masters and Doctoral Degrees and its procedures and rules for postgraduate research degrees being met.

### **4. Obligations of Associates**

- 4.1 Associates are expected to make a tangible contribution to the academic project of the University in the areas of teaching and learning, engagement and/or

- research programmes, or providing input to students particularly as regards the professional environment.
- 4.2 Research and Professional Associates will be required to abide by the values, policies and rules of the University applicable to them.
  - 4.3 Research and Professional Associates must indicate their affiliation as Nelson Mandela University in the case of any presentations or any research publications produced directly or indirectly with University resources.
  - 4.4 The expected research output norm for Research Associates would normally be at least one DHET research output subsidy unit per year, or the agreed-upon criteria set by the Faculty RTI or the relevant Faculty TLC Committee.
  - 4.5 Associates will be required to budget for and pay the administrative fee on externally funded research grants.
  - 4.6 Any intellectual property that arises from research undertaken with grant funding sourced under the auspices of the University will belong to the University [Refer to section 4.8 below].
  - 4.7 Professional Associates would not ordinarily be expected to produce accredited research outputs, but this would depend on the nature of the appointment. It is expected that the annual measurable outputs for Professional Associates would be linked to activities expected of a Professional Associate, as defined in section 1.2.1 and as determined by the relevant Faculty Management Committee upon recommendation by the Faculty TLC. These could include the offering of guest lecture(s), creative art performances, supervision of Work-Integrated Learning, activities associated with specific modules, and so forth.
  - 4.8 Research or Professional Associates will be required to abide by the University's Intellectual Property Policy, unless alternate intellectual property arrangements have been approved in writing by the Innovation Office prior to the Associate undertaking a commitment to produce the intellectual property in question.

## **5. Obligations of the University**

- 5.1 A Research or Professional Associate will be issued with a University identification card, and be given access to the relevant portions of the financial system, email and Library and Information Systems.
- 5.2 The research outputs of the Research or Professional Associate will be included in the list of departmental/school/faculty/entity outputs.
- 5.3 The nominating department/school/faculty/entity will assume responsibility for ensuring that research or accredited outputs will be processed as per University rules and procedures.
- 5.4 The University may, at its discretion, make available technical, physical and other infrastructure, subject to availability.
- 5.5 The nominating department/school/faculty/entity will assume responsibility for ensuring that the appointment of research or professional associates will be evaluated at the end of the three-year cycle and a recommendation for renewal or termination communicated timeously to RCD for the renewal of the appointment for a further period of three years.