

# **Institute Affiliate Membership Process**

## **Ingenuity Labs Research Institute**

### **Version History**

Version 1: Approved by the Steering Committee on May 19, 2020

### **Section 1: Background**

The Ingenuity Labs research institute at Queen's University is an interdisciplinary initiative focused on the design and use of intelligent systems and robotic machines to enhance human productivity, creativity, safety, performance, and quality of life. Ingenuity Labs recognizes the need for a set of basic criteria for the evaluation of initial membership as well as renewal of membership as an Institute Affiliate Member.

#### *Section 1.1*

The principal qualifications are that the candidate has current or potential collaborations with current Institute Faculty Members and that their interests and expertise align with the vision and mandate of Ingenuity Labs.

#### *Section 1.2*

Candidates who become Affiliate Members are expected to fairly contribute to activities that support the goals of the Institute, primarily through research collaborations, although other forms of engagement with the Institute are also welcome.

### **Section 2: Initial Affiliate Membership Process**

#### *Section 2.1*

A candidate for affiliate membership provides a CV or resume and a letter expressing the reasons for their interest in affiliate membership, listing anticipated contributions to the Institute, including intended research interactions. At least one current Institute Faculty Member is required to provide a brief letter of support.

## *Section 2.2*

The Institute's Steering Committee will evaluate the file and make a recommendation to the Director. The Director will write a response to the candidate. A copy of this letter will also be sent to the candidate's home Unit Head, if applicable.

## **Section 3: Affiliate Membership Renewal Process**

The set of criteria for renewal is the same as that of the initial membership. All affiliate members going through the renewal process will be requested to submit a letter outlining a list of their contributions to the Institute. In addition, the letter must include any plans for future research contributions, collaborations with other Institute Faculty Members, and other activities within the Institute. The Steering Committee will review the submitted materials and make a recommendation to the Institute Director, who will then provide a written response to the candidate with a copy sent to the candidate's home Unit Head, if applicable.

## **Section 4: Additional Details**

### *Section 4.1*

All affiliate memberships to the Institute are generally for a two-year term.

### *Section 4.2*

Affiliate Members have different rights and responsibilities than core Institute Faculty Members. Most significantly, Affiliate Members cannot serve as a voting Member of the Institute's Steering Committee.