

Institute Faculty Membership Process

Ingenuity Labs Research Institute

Version History

Version 1: Unanimously approved by the Interim Steering Committee on March 7, 2019

Version 2: Unanimously approved by the Interim Steering Committee on February 28, 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 Faculty Member.

Section 1.1

The principal qualifications are that the candidate is:

- 1) an active and demonstrably strong researcher,
- 2) that the candidate's expertise and focus are suitably aligned with the Institute's current mission and research focus, and
- 3) that the candidate has current or potential collaborations with current Institute Faculty Members.

Section 1.2

Candidates who become Members are expected to fairly contribute to activities that support the goals of the Institute, including maintaining a high level of research output, graduate supervision/co-supervision, seeking research funding, and offering service.

Section 2: Initial Membership Process

Section 2.1

A candidate for membership provides a CV and a list of anticipated contributions to the Institute, including intended research interactions and planned student supervision. At least one current Institute Faculty Member is required to provide a letter of support and list the anticipated contributions, collaborations, and advantages to the Institute.

Section 2.2

The Institute's Steering Committee will evaluate the file and make a recommendation to the Director. If the recommendation is positive, then the Director will invite the candidate to present a seminar to Members of the Institute. Institute Faculty Members will be asked to provide their input based on the candidate's file and seminar. The Steering Committee will review all materials and make a recommendation about the proposed membership to the Institute Director, who will then provide this recommendation to the Dean of the Faculty of Engineering and Applied Science. The Dean will then write a response to the candidate. A copy of this letter will also be sent to the candidate's home Unit Head and Institute Director.

Section 3: Membership Renewal Process

The set of criteria for renewal is the same as that of the initial membership. However, the renewal process is simpler and includes a re-evaluation of the member's contributions to the Institute over the previous term. All members going through the renewal process will be requested to submit a letter outlining a list of their contributions to the Institute (e.g., participation in collaborative research projects, seminars, graduate supervision, Institute committees and meetings, as well as other Institute initiatives and events). In addition, the letter is to 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 this recommendation to the Dean. The Dean will then provide a written response to the candidate with a copy sent to the candidate's home Unit Head and to the Institute Director.

Section 4: Additional Details

Section 4.1

All memberships to the Institute are for a five-year term.

Section 4.2

It is generally expected that Members will lead or participate directly as named participants in collaborative research projects from which revenue flows to the Institute (e.g., a project from which overhead flows to the Institute as per the Faculty of Engineering and Applied Science's Overhead Policy, or similar arrangement).

Section 4.3

Members are based in a home Unit at Queen's but have prescribed and limited responsibilities in the Institute (similar to a cross-appointee, as described in Section 25.2.2.1 of the Collective Agreement). The filing of annual reports, applications for renewal, tenure, and promotion are directed to and handled through the home Unit.