

Approved Dec. 2, 2009 by FC Board

Frost Centre Criteria for Honorary Appointments

A. Criteria for Appointment of Adjunct Professors to the Frost Centre:

1. Adjunct professors appointed in the Frost Centre will have PhDs, sustained publication and research records, and a capacity to secure research funds in fields of interest to the Frost Centre. To be considered for appointment, applicants must be able to make a contribution both as a faculty colleague and a mentor to students in the Frost Centre. They should have research interests and expertise that show breadth and depth in an area of interest to the Frost Centre. They must be available periodically to give talks/lectures, work collaboratively with faculty, contribute to graduate classes, and/or mentor students.
2. Adjunct professors must be able to demonstrate clearly what they will be able to contribute to both the mandate of the Frost Centre as a Research Centre and the home of graduate programmes in Canadian Studies and Indigenous Studies.
3. Normally Adjunct Professors will hold/will have held academic appointments in parallel institutions.
4. Adjuncts can sit on supervisory committees as third members for both MA and PhD students. They will not be able to supervise students. They will be appointed only if their commitment to the Frost Centre extends beyond the responsibilities of sitting on one graduate student committee. They can sit on PhD comprehensive committees with the approval of the Director only if it can be demonstrated that there is no one with parallel expertise at Trent or Carleton.
5. Adjunct professors must be available periodically in person to maintain an active presence in the Frost Centre.
6. Adjunct professors will be appointed for five year terms, normally renewable once.

B. Criteria for Appointment of Research Associates to the Frost Centre

7. In keeping with the Guidelines from the Committee on Academic Personnel (COAP), Research Associates will be appointed for a two year term, normally only renewable once. Visiting fellows and postdoctoral fellows are examples of the kind of individuals who should be made Research Associates of the Frost Centre. Independent scholars can be also considered for these appointments. Recently graduated Trent Canadian Studies PhD students will normally be invited to be Frost Centre Research Associates.

8. Research Associates need to demonstrate what they will be able to contribute to the intellectual life of the Frost Centre. They must be willing to give talks, contribute to graduate classes, and/or mentor graduate students on an informal basis.
9. Research Associates would normally have a PhD and have demonstrated their potential to either maintain or develop a sustained research and publication record. Parallel qualifications can be considered.
10. Research Associates will not sit on Frost Centre graduate student supervisory committees, save in very exceptional circumstances approved by the Director.

C. Application/Review Process for Frost Centre Honorary Appointments:

1. Individuals wishing to apply for either of these positions must submit to the Director of the Frost Centre a full CV, and a letter which details specifically what they see that they will be able to contribute to the intellectual life of the Frost Centre. Applicants should address #1 and #2 or #7 and #8 above, as appropriate. These documents must be sent to the Frost Centre Director in both hard copy and electronically. Lack of specificity in the letter can seriously effect the decision as to whether to recommend someone for appointment.
2. The application for honorary appointments can be accompanied by letter(s) from Frost Centre student(s), supervisor(s), or Frost Centre members more broadly who feel that the appointment of an individual is of significant value to their research and professional development.
3. These documents must be submitted to the Frost Centre Director at least four weeks in advance of the Frost Centre Board meeting at which they will be reviewed.
4. These documents will be reviewed by an Appointments Committee of the Frost Centre Board. This Committee will review these materials and make a detailed written recommendation to the Director. This Committee will be appointed by the Director at the start of each academic year. It will be made up of two Frost Centre faculty members, who may or may not be members of the Frost Centre Board, and one MA and one PhD student representative selected by their peers. The Director will also be a voting member of this committee.
5. The Director will bring the Appointment Committee's recommendation forward to the next FC Board meeting. The Committee report will be circulated to Board members in advance of the meeting. Copies of the complete applications of those under consideration will also be made available for consultation by Board members prior to the meeting. Annually the Director will discuss with the

Appointments Committee those Adjuncts and Research Associates whose terms are ending in the upcoming academic year. A decision will be made at that time to either let an appointment lapse, or to contact the individual(s) in question to see if they wish to be considered for re-appointment. If they do, at least four weeks before the Board meeting at which such appointments will be considered, they will provide the Director with an updated CV, and a letter detailing what they have contributed to the Frost Centre since their last appointment. They should also highlight what they see their role in the future in the Frost Centre.

6. Approved applications for Adjunct Professors will be sent on to Graduate Studies, and if approved there, to COAP. Approved Research Associate applications will be sent on to COAP. The Director will send all new/renewed appointments an email following the Board meeting which acknowledges the decision taken by the FC Board. This email will outline what the Board anticipates that such an appointment to the Frost Centre entails. It will also clearly set out the length of the appointment and what the review process will be.
7. All decisions made by the Board on these appointments are final, and no appointment is official unless it has been approved by Graduate Studies and COAP (as necessary). Those making an unsuccessful application can re-apply after three years if they so choose.
8. Those who supported a particular application will be informed directly by the Frost Centre Director of the outcome. If an application is unsuccessful, the Director will work with students and supervisors to find a replacement committee member/mentor at Trent for those in the MA programme, or at either Trent or Carleton for PhD students.