

Auckland Museum – Research Associateship Guidelines

These guidelines are to explain the purpose and general principles behind research associateships at Auckland Museum along with the steps for how to apply, following an invitation to do so.

General Principles

Research Associateships are honorary roles awarded to individuals undertaking research that makes a significant, relevant and ongoing contribution to Auckland Museum.

The Research Associate role also acknowledges the importance of the relationship between the individual, the individual's home institution (where applicable) and Auckland Museum

Objectives of the Auckland Museum Research Associateship Programme:

- Enhance the Museum's knowledge of its Natural Sciences, Documentary Heritage, and Human History collections
- Produce novel research outcomes, including creative works and/or findings published in peer-reviewed journals, which formally acknowledge affiliation to Auckland Museum
- Complement and extend the Museum's research expertise and activities
- Strengthen areas where the Museum currently lacks in-depth capacity
- Contribute to Museum's Research Strategy and 5-year Strategic Plan
- Create new opportunities for research collaboration

Characteristics of Research Associates

- Research Associates are emerging or established researchers and are subject-experts in their field
- Research associate roles are of a voluntary nature, are not remunerated or rewarded, and are not classed as employees under the Employment Relations Act
- Research Associates (RA) are classified as follows:
 - **Honorary RA**- has considerable research standing following a position as a salaried member of a museum, academic institution or research association – not currently employed at any other research institution
 - **Adjunct RA** - has professional standing and specialist expertise and a current home institution
 - **Visiting RA** - includes those who have a substantive academic or museum appointment at another institution and are visiting Auckland Museum for a short term, to carry out a specific piece of research
 - **Emeritus RA** is a title that may be awarded where an Auckland Museum researcher who has permanently retired from regular



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continuous employment at the Museum has made a distinguished contribution to research of not less than 10 years

These roles differ from the AM volunteer programme which welcomes applications from a wider variety of backgrounds. The volunteering programme at Auckland Museum is designed to provide a resource to enable the Museum to better achieve its goals but does not typically entail the undertaking of independent research.

Duration of Research Associateships

- Research Associates are appointed for a minimum of one year and a maximum of three years, with the possibility of renewal

Further career opportunities

There should be no expectation of employment at the end of a Research Associateship or during a Research Associateship

Research Associateships in Practical Terms

Invitation and management process (by invitation only)

- The invitation-only application process begins with an invitation from a member of the Museum staff, with prior approval to issue an invitation from a Head of Department
- The potential applicant provides evidence of research plans that are in alignment with Auckland Museum’s Research Strategy and 5Y Strategic Plan
- The Curator/nominator issues an invitation for a nominee to apply for a Research Associateship
- An application is completed and submitted to the Curator/nominator
- Curator/nominator distributes submitted application form to Head of Department and Research Manager
- The Head of Department notifies the Research Manager whether they approve or decline the application
- The Research Steering Group ratifies appointments

Step	Responsibility
<ul style="list-style-type: none"> • Establish relationship and research potential 	Curator with individual
<ul style="list-style-type: none"> • Invitation to apply 	Curator supported by Head of Department (HOD) and checked by People & Organisation (P&O) and Research Manager
<ul style="list-style-type: none"> • Application including Research Plan 	Individual supported by Curator
<ul style="list-style-type: none"> • Approval and decision 	Head of Department with Research Manager (RM) and People & Organisation
<ul style="list-style-type: none"> • Acknowledgement 	Research Steering Group



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• Performance management	HOD/RM/P&O
• Renewal process	RM

How to apply

The following documents are required along with the completed application form

1. the candidate's CV, qualifications and details of his or her current position (if any) within another organisation
2. a research proposal that outlines the scope of the research together with a timeline, the benefits and resources that each side will contribute, an outline of intended outputs and how the appointment is expected to contribute to Auckland Museum's Research Strategy

Museum requirements

- Police Vet application must be sent out, and returned to the P&O a minimum of one month before the start date
- Managers must ensure the P&O/Research Manager is fully aware of the terms of the Associateship and should arrange a time for contracts or agreements to be signed before they start
- RAs should always wear a museum ID, and access to keys or computer logins should be arranged through the P&O/Research Manager
- RAs must undergo a Health and Safety briefing with Security staff as soon as possible after they begin
- RAs are unpaid but are entitled to collect exit tickets for underground parking, but not to have a permanent parking card
- At the end of the associateship the Research Manager is responsible for ensuring the full exit process is adhered to

Terms of Engagement

The RA must be made aware of the following terms and conditions of engagement:

- RAs are not paid regular income (salary or hourly rate)
- If an associateship at any stage changes to become a paid or contract position, the P&O/Research manager should be notified immediately in writing (email)
- RAs must keep confidential any sensitive information obtained during the associateship internship programme
- The RA will provide notice in case of illness or other unavoidable circumstances that might prevent him or her from completing the associateship
- An associateship may be terminated or the associateship period reduced at any time by the museum if this is deemed to be in the interests of either the museum or the RA – according to the terms set out in the Research Associate agreement
- The process for any agreed renewal of an appointment is managed by the Research Manager.



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Access to resources

- Where appropriate, RAs are given special access to collections, library databases and facilities. In return they must adhere to the terms of use of Museum IT systems and library databases
- Reasonable access to a desk will be provided, where possible and subject to availability. This may include space in the Library Reading Room. These requirements are considered on a case-by-case basis and in the context of any existing space and resource constraints

Benefits to the Research Associate include, depending on their research field,

- Formal affiliation to the Museum through a named role
- Access to Museum staff, collections and networks for research or for co-supervision of research students
- Opportunities to publish relevant work in the journal Records of the Auckland Museum or the Bulletins of the Auckland Museum
- Opportunities, by agreement, to use Museum facilities and specialist equipment.
- Opportunities to present their research work to staff and other Museum audiences
- Opportunities to contribute to exhibitions and public programmes where appropriate

Intellectual property rights

- Research Associates retain copyright in copyright material such as a monograph, journal article, book or conference paper, created as a result of their appointment. However, the Museum shall have a non-exclusive, royalty free, worldwide and irrevocable licence to exploit or use that work.
- Any other exploitable IP produced as a result of their appointment will be subject to negotiation.

Performance Management

- Research Associates are jointly managed by an individual staff member (typically a curator but not exclusively) and the Research Manager
- The scope of their involvement and exact nature of duties are outlined in the formal agreement (currently being revised)
- It will include active research plans which are updated annually along with an annual report on research outputs.
- The Curator is the point of contact for subject-related expertise
- The Research Manager is the point of contact for support, access and reporting of research outputs (required on an annual basis)
- Research Associates must comply with the Museum's policies, procedures and codes of conduct as they relate to their activities.

Exit process



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At the end of the associateship the HoD / curator must inform the Research Manager whether the research associate is coming to an end or being renewed – whichever is appropriate.

If the Research Associateship is coming to an end, the Research Manager is responsible for:

- Collecting the associate's museum ID and returning it to Security
- Notifying the P&O in writing (email) of the date that the associateship ends
- Notifying both Security and the P&O in writing (email) that the associate no longer has swipe access, so that their keypress PIN can be deleted
- Holding a feedback and exit interview with the associate if appropriate

If the research associateship is being renewed, the Research Manager is responsible for:

- Issuing a new agreement
- Ensuring an updated research plan has been provided



Research Associate Application Form

(Application strictly by invitation only – please refer to Research Associate Guidelines)

Contact information

Name:

ORCID iD:

Current research/institutional affiliations:

Email address:

Phone Number:

Background

1. Briefly describe how being a Research Associate of Auckland Museum will support your research interests (1 – 2 sentences):

2. Name of supporting curator:

3. Name of Head of Department:

Anticipated commitment

(i.e. frequency you anticipate needing access to space, collections, staff, resources)

It is helpful for our planning if we know whether you intend to be undertaking research at the Museum on a regular or irregular basis. If planning to be present on a regular basis it helps us to know when that might be.

1a. Regular

Please circle anticipated days and times below

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
am / pm	am / pm	am / pm	am / pm	am / pm	am / pm	am / pm

OR

1b. Irregular

Weekly _____ hours Monthly _____ hours Ad-hoc.....

2. Will you be able to commit to the Associateship for the next 12 months?



Attachments to accompany this form

3. *Please provide a separate brief CV, with qualifications and details of current position (if any) within another organisation. A standard NZ research CV is ideal if possible.*

4. *Please attach a brief (less than one page) research plan that outlines:*
 - *Scope of the research*
 - *Aims*
 - *Methods*
 - *Relevance to Auckland Museum*
 - *Relevant collections*
 - *Relevant Research Strategy Themes*
 - *Anticipated research outputs*
 - *Other organisations or partners involved*
 - *Timeframe*

5. *Please indicate in your research plan which of the six research themes, identified in the Museum’s Research Strategy 2018-2023, is most closely aligned to your research:*

Theme 1: Tāmaki Makaurau

Theme 2: Biodiversity

Theme 3: Human Impacts

Theme 4: New Zealand in Conflict and in Peace

Theme 5: Aotearoa New Zealand: Evolving Identities

Theme 6: Indigenous cultures and knowledge systems

The above information is true and correct. I understand that this information will be used to assess my suitability as a Museum Research Associate. If unsuccessful the information will be held for 12 months and then destroyed. Should my application be successful the information on this form will only be used and disclosed to museum staff in relation to my museum duties and responsibilities. It will be securely stored by the Research Manager for the purpose of research administration and treated in a confidential manner. Research Associates may be required to undertake a security clearance, because of museum security requirements.

Signed:

Date: