Research Associates

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Owner: Dean’s Office, Faculty of Science
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Faculty of Science Policy
Research Associates (RAs) are individuals who primarily conduct research under the direction of one or more faculty members. The primary responsibilities of Research Associates are to assist with and contribute to the research programs of individual faculty members, departments, research centres and institutes, or other academic units within the University.

The duties of Research Associates, in addition to research, may also include the teaching of undergraduate and graduate courses and the work of assisting their faculty mentor(s) with the supervision of undergraduate and graduate students. Research Associates are not permitted to supervise or co-supervise graduate students, but they may serve on the supervisory committees of graduate students.

In some circumstances, Research Associates may be appointed on a part-time rather than a full-time basis.

The University of Regina Senate Bylaws preclude Research Associates from membership in the Faculty of Science Council; furthermore, Research Associates do not have voting privileges at departmental meetings.

The Vice President (Research) is the executive member responsible for Research Associates at the University of Regina.

Terms of Reference

1. **Eligibility.** A Research Associate is an individual who holds a doctoral degree, or is expected to have a doctoral degree conferred within six months of the start of the appointment.

2. **Funding.** The salary and statutory benefits of a Research Associate are funded through a combination of:
   a. Research grants and/or contracts of the supervisor(s);
   b. Departmental funds, if applicable;
   c. Faculty of Science funds, if applicable;
   d. Teaching stipends, if applicable.

3. **Term.** The term of appointment of a Research Associate is normally four months (minimum) to three years (maximum). Renewals of Research Associate appointments are possible, and there is no limit on the number of renewals that may be granted to a particular individual. However, the renewal of a Research Associate may be contingent on factors such as:
   a. the availability of funding
   b. satisfactory performance.
   Therefore, the Letter of Appointment should be clear about the conditions, if any, for renewal.

4. **Resources.** Office and laboratory spaces for Research Associates, as well as computer resources, are the responsibility of the supervisor(s); normally, these are arranged in consultation with the Department Head. The Faculty of Science will request that the Research Associate’s email address remain active for one year following the completion of the term.
5. **Teaching.** If teaching duties form part of the Research Associate appointment, then this expectation must be included in the letter of offer; teaching assignments are made by the Department Head.

6. **Minimum Salary.** The minimum salary, not including statutory benefits (Employment Insurance, Workers Compensation Insurance, Canada Pension Plan), for a full-time Research Associate is $30,000 per annum, prorated to the term of the appointment. Proposals at less than this minimum salary will not be approved by the Dean of Science.

7. **Vacation.** It is recommended that vacation time for Research Associates follow the URFA vacation entitlements for academic staff: 20 working days per year, during the first two years and, after the completion of two years of continuous service, 25 working days per year in all subsequent years.

8. **International Candidates.** Research Associate appointments to individuals who are neither Canadian citizens nor Permanent Residents of Canada are not exempt from the Labour Market Impact Assessment (LMIA) under the Government of Canada’s Temporary Foreign Worker Program. Appointments of international research personnel should be made instead under the Postdoctoral Fellow designation, as Postdoctoral Fellows appointments are exempt from the LMIA (exemption code C44).

**Related Information**

- Research Associate Appointment Procedures
- Research Associate Appointment Letter Template