



Research/Scholar and Professional Affiliate Guidelines

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RESEARCH/SCHOLAR AFFILIATE GUIDELINES

1.0 INTRODUCTION

The University recognises the increasing internationalisation of higher education and research, and the need for strong commitment to global partnerships and cooperation as part of its Strategic Themes. The Theme emphasises development of strong and relevant partnerships and collaborations to promote valuable research and superior learning, as well as to drive innovation and knowledge transfer. This has since formed the basis of the Partnerships Policy that identifies “strong collaboration” as one of its pillars, underlining the value the University attaches to diversified resource mobilisation and support as it continues its development journey. The Policy, together with the Internationalisation Policy that promotes recruitment of international scholars and international collaborations, provide a backbone to the Research and Innovation Policy that has been translated into the Research Strategy. The Strategy clearly identifies collaborations and partnerships that include affiliation of researchers from outside as key strategic initiatives in delivering the research goals of the Botswana Open University.

Affiliation provides opportunities for mobilising support to research and professional activities as well as interaction of BOU staff and students with others from different learning cultures/traditions, research approaches, intellectual orientations and professional experience. It can also involve different types of affiliation as would be defined from time to time and hence these guidelines define the types of possible affiliation and circumstances. It also provides criteria, guidelines and procedures to be followed in applications for affiliation.

2.0 SCOPE

The guidelines apply to academic and professional affiliation to the Botswana Open University.

3.0 PURPOSE

The purpose of these guidelines is to provide clarity on the different types of affiliation at BOU, and the criteria and procedures to be followed in the application process. The guidelines cover the following:

- i. Criteria for different types of affiliation
- ii. Application processes and required documentation;
- iii. It also provide affiliates with information regarding BOU expectations as well as the expected affiliates' benefits from the association.

4.0 OBJECTIVES

The objective of these guidelines is to provide the University with a framework of engaging with potential opportunities available through affiliation in research and innovation, program review and development, professional services as well as teaching and learning. Additionally, the guidelines support and encourage the strengthening of university staff collaboration with external scholars, researchers and professionals from practice and industry.

5.0 DEFINITIONS

In these guidelines, the following meaning of the terms used will apply:

Academic: involving studying and reasoning as opposed to practical and technical skills.

Affiliation: It denotes the state of being formally and closely associated or connected to the Botswana Open University.

External: Appointment request from outside Botswana Open University.

Extra-Ordinary: Appointment originated within the Botswana Open University outside normal conditions of service.

Professional: Gained skills, creativity and experience from their practice and links with the profession and industry.

Researcher: An individual who conducts, is involved or collaborates in any aspect of research or innovation at Botswana Open University.

Scholar: An individual who conducts, is involved or collaborates in any aspect of scholarly work at BOU.

6.0 TYPES OF AFFILIATION

The University recognises that as part of its resource mobilisation to drive its research and scholarly agenda, academic development and professional services, deployment of a variety of strategies will enable flexibility in achieving its objectives.

Hence affiliation of researchers, scholars and professionals will be regarded as a form of partnership or appointment that will benefit its teaching and learning, research and professional activities, complementing its meagre resources. Different categories of affiliation will be recognised:

6.1 External Affiliates

This category includes individual researchers, scholars and professionals with their own funded project(s) that support the strategic priority research and other academic as well as none academic areas of BOU, and who should partake fully in Departmental activities, normally without payment from BOU.

6.2 Extra-ordinary Affiliates

The University will from time to time, appoint affiliates of standing to develop and drive strategic programmes without substantive position in the University establishment, and outside normal conditions of service. However, the University reserves the right to assimilate such affiliates into the establishment where it serves its strategic and developmental purpose.

7.0 CRITERIA FOR APPOINTMENT OF AN AFFILIATE

Different criteria will apply for different types of affiliation to allow for assessment that is geared to support achievement of BOU strategic goal.

7.1 External Affiliated Researcher or Scholar or Professional

Normally independent researchers or scholars with reputable research and publications record or professionals with wide practical experience, may seek conducive environment to further their interests while being fully involved in the activities of the Department, but not being part of the establishment or affected by conditions of service or paid a salary. They will need to satisfy the following criteria:

- i. Must possess higher Degree (PhD) or professional qualification/license or experience backed by three references from the profession or industry.
- ii. Good research and publication record or industry recognised outstanding professional practice.

- iii. Evidence of funding from credible source adequate to cover proposed activities or demonstrate ability to win grants as evidenced by past record and grant application or association with industry.
- iv. Evidence of significant and ongoing contributions to a field of expertise relevant to the research, scholarly and professional activities of departments or schools.
- v. Willingness and ability to contribute to the activities/projects of departments or school.
- vi. Ability to cover their living costs, health and occupational insurance if using BOU premisses, and affiliation fees (as determined from time to time). Fees for non-resident Affiliates will be considered based on benefits and risks, on a case by case basis.
- vii. Declaration to abide by BOU policies and other protocols.

7.2 Extra-ordinary Affiliated Researcher/Scholar or Professional

As part of resourcing its academic and other strategic developments, BOU may from time to time, seek to appoint researchers/scholars or professionals outside its normal conditions of service on a mutually agreed basis. This will allow flexibility necessary to exploit opportunities that will benefit BOU and interested researchers/scholars or professionals wishing to have a conducive environment for their scholarly or professional activities. Such appointment may attract payment from BOU or through jointly acquired grants of which BOU bears the whole accountability. To be appointed, a researcher/scholar or professional must meet the following:

- i. Must possess higher Degree (PhD)) or professional qualification/license or experience backed by three references from the profession or industry.
- ii. Good research and publication record or industry recognised outstanding professional practice.
- iii. Evidence of impactful research or innovations or industry recognised professional service.
- iv. Must have reached the rank of at least an Associate Professor or accredited professional practice.
- vi. Evidence of grant writing skills, attraction of grants and team leadership

- viii. Evidence of postgraduate supervision and mentoring of emerging researchers/professionals.

8.0 APPLICATION PROCEDURE

All applications are expected to follow the appropriate procedures and provide the required documentation.

8.1 External Affiliate

The candidate must consult with the Head of Department in which they wish to affiliate. The applicant can then submit an application dossier containing the following:

- i. Application letter detailing the consultation undertaken with the relevant BOU Department
- ii. Detailed CV
- iii. Research proposal with work plan and budget or professional work they wish to undertake while affiliated
- iv. Evidence of funding or potential from authentic and verifiable sources
- v. Letters of Reference from three referees sent directly to BOU.
- vi. Those from other institutions must provide approval for their seeking BOU affiliation.

The application will be processed as follows:

- i. Evaluation by Department Board meeting which will make recommendation with outline of activities and monitoring framework for the Affiliate to the Dean of School.
- ii. Dean will endorse recommendation for the DVC to appoint the Affiliate
- iii. HR Department to provide appointment letter or agreement stipulating conditions of affiliation and entitlement.

8.2 Extra-ordinary Affiliate

Normally the candidate will respond to an advert that describes the type and purpose of affiliation offered or sought by the Botswana Open University, as well as the duration and conditions. The advert will also provide responsibilities, requirements and application details that should include the following:

- i. Application letter
- ii. Detailed CV
- iii. Three referees submitted directly to BOU

The application procedure will still apply in situations where a candidate has been 'head hunted' by a Department based on its identified need, and also subjected to the criteria as provided in this Guideline.

The application will be processed following normal academic staff appointment procedures which include the following:

- i. Department evaluation
- ii. DAPRC
- iii. SSAPRC
- iv. Appointment by the VC
- v. HR to provide letter of offer with the applicable conditions, reporting lines, as well as entitlements and exclusions

9.0 DURATION OF APPOINTMENT

The duration of the appointment will vary for the different categories of affiliation, but for the individual Affiliates it will normally be between 1 to 3 years depending on the activities agreed upon by the affiliate and school/ department.

10.0 REMUNERATION

Except for internally appointed Affiliates, all other categories will not attract financial benefits from BOU except where there are specific agreements to that effect.

11.0 BENEFITS FOR AFFILIATES

Affiliates to the Botswana Open University can be assured of supportive and conducive environment for their work across its campuses. The Open and Distance Learning (ODL) supporting digital infrastructure with its elaborate ICT resources, will enable a flexible operational environment that will benefit affiliates. Specifically the following will be available at BOU:

- i. Digital platforms that include the Website on which affiliates can be listed
- ii. Land space for mounting portacabin offices for projects funded with grants
- iii. Office space where available at various campuses across the country

- iv. Parking space where available at various campuses
- v. Printing and publishing expertise and facilities
- vi. ICT facilities for communication and interaction virtually when needed
- vii. Library facilities and services
- viii. Remote teaching and learning experience
- ix. Other services as may be available at various campuses
- x. Use of BOU affiliation status for conferences, grant applications and publishing purposes.
- xi. Where available, accommodation will be offered on rental basis or as may be agreed with BOU

12.0 AFFILIATE RESPONSIBILITIES

Responsibilities will vary according to categories, but both individual external and Extra-ordinary Affiliates will be expected to fully participate in the Department/School activities that may include:

- 12.1 Participation in the ongoing research/scholarly, teaching and learning and professional activities of a program, department, school, in collaboration with a full-time School member.
- 12.2 Initiating new activities as identified by the School.
- 12.3 Co-supervision of graduate students, in collaboration with one or more full-time member of staff. Sole supervision will be considered on a case by case basis.
- 12.4 Participate in grant applications as may be requested.
- 12.5 Be part of teams that may be formed as needed from time to time.
- 12.6 Participate in programme or course development or review.

13. TERMINATION OF AFFILIATE STATUS

The University or the Affiliate may terminate the affiliation as provided in the signed agreement.

14. REVIEW

These Guidelines will be reviewed every three years or as necessary.

Acknowledgements

In developing these guidelines, reference was made to various other experienced institutions from which information was obtained on their website and other publicly available sources. These include Boston University, University of Western Cape, Higher Education Council UK, Northern Arizona University, The University of Vermont and University of Botswana and Orebro University.