



# Associate Members Policy

The Department of Politics and International Relations (DPIR) welcomes applications from individuals who have genuine reasons to be associated with the Department for purposes of meaningful research collaboration, where mutual benefits will accrue from such an association.

Meaningful collaboration will extend beyond co-authorship and include, for example, the execution of major research projects, development of research networks and consortia, or significant contributions to teaching or other forms of knowledge sharing across DPIR and the University of Oxford.

Formal associations are available in one of the categories listed below. All Research Associations described within this policy do not give any employment rights, access to any financial or administrative support from DPIR, or office space.

## 1. Senior Associate Members

**Definition:** Senior academic staff employed elsewhere in the collegiate university who contribute to, and collaborate on, teaching or research activities with DPIR.

**Conditions:** Standard tenure is **two years**, renewable and may be coterminous with principal University appointments.

**Benefits:** This Association is a recognition of the contribution made to DPIR by senior academic staff who are otherwise not formally members of the Department. DPIR Senior Associate Members will be kept informed of events in DPIR, be linked with relevant academics and networks across DPIR and be listed on the DPIR website. They are also able to make use of bookable rooms at DPIR and request a DPIR email address.

**Procedure:** Typically, Senior Associate Members are by Departmental invitation. Colleagues from within the collegiate university may approach the Head of Department to put themselves forward as Senior Associate Members. All DPIR Senior Associate Members are reviewed and approved by GPC.

## 2. Research Associates

**Definition:** Researchers either from within the collegiate university (e.g. Junior Research Fellows), or another academic institution or a non-academic institution (in the UK or overseas) who actively collaborate on specific research activities with members of DPIR, or who make significant contributions to teaching as a member of the DPIR Sub-Faculty.

In addition, Research Associate status may be considered for junior researchers whose contract with DPIR is coming to an end and are continuing to conduct research with a DPIR member of staff, whereby a Departmental association will benefit this ongoing research activity.

**Conditions:** Standard tenure is **one year**, renewable annually if the reason for collaboration continues.

**Benefits:** Research Associates will be kept informed of DPIR events and linked with relevant academics and networks across DPIR. They are able to attend seminars, events and lectures organised by DPIR. Research Associates are listed on the DPIR website. They are also able to make use of bookable rooms at DPIR and request a DPIR email address.

Those from other institutions can also be entitled to a Bodleian visitor card with access to library facilities

and an Oxford email address.

**Procedure:** Applicants should submit the following documentation.

- A completed application form, featuring a short statement that includes:
  - Relevant research summary
  - Evidence of collaboration with DPIR
  - Details of how DPIR will benefit from the association
  - A statement of support by a DPIR permanent academic staff member
- A full curriculum vitae (CV)

Associate Membership applications are reviewed and approved by GPC. Applications should be sent to the GPC Secretariat via [enquiries@politics.ox.ac.uk](mailto:enquiries@politics.ox.ac.uk) at least two weeks before the GPC meeting in which the application is intended to be reviewed. GPC meetings occur every term during Week 0 and Week 7.

Successfully applicants from other institutions will be asked to sign the University of Oxford Visitor Agreement.

### 3. Practitioner Associates

**Definition:** Professionals from other academic or non-academic institutions in research-related roles, who while not themselves in academic roles nevertheless collaborate on research activities with colleagues from across DPIR, including both academic staff and research staff.

**Conditions:** Standard tenure is **one year**, renewable annually if the reason for collaboration continues.

**Benefits:** Practitioner Associates will be kept informed of events in DPIR and linked with relevant academics and networks across DPIR. They will be able to attend seminars, events and lectures in DPIR. Practitioner Associates are listed on the DPIR website. They are also able to make use of bookable rooms at DPIR and request a DPIR email address.

Those from other institutions can also be entitled to a Bodleian visitor card with access to library facilities and an Oxford email address.

**Procedure:** Applicants should submit the following documentation.

- A completed application form, featuring a short statement that includes:
  - Relevant professional career summary
  - Evidence of collaboration with DPIR
  - Details of how DPIR will benefit from the association
  - A statement of support by a DPIR permanent academic staff member, highlighting any potential conflicts of interest
- A full curriculum vitae (CV)

Practitioner Membership applications are reviewed and approved by GPC. Applications should be sent to the GPC Secretariat via [enquiries@politics.ox.ac.uk](mailto:enquiries@politics.ox.ac.uk) at least two weeks before the GPC meeting in which the application is intended to be reviewed. GPC meetings occur every term during Week 0 and Week 7. DPIR Practitioner Associates will be asked to sign a visitor agreement.