

Appendix A: Queen's Kaleidoscope Institute: Collaborators

Updated October 17, 2022 – This is a living document, to incorporate lessons learned and feedback as we work towards the launch of the Institute.

Language

Throughout the envisioning of the Queen's Kaleidoscope Institute, language has been intentional to demonstrate our commitment towards doing things differently, challenging institutional structures, and critical advocacy.

We have approached membership with this same critical lens. Membership tends to infer exclusivity, an elite club, being in or out, status, and privilege.

Our hope is that those who participate in the Queen's Kaleidoscope Institute (QKI), will see their involvement as being dynamic and focused on collective action. As such, we have chosen to frame those who engage, participate and contribute as collaborators.

Philosophy

Our philosophy for collaborators includes the following:

Community: We cultivate a space that nurtures collaboration and safety for critical engagement.

Relationships: We place mutually beneficial and reciprocal relationships at the heart of our institute to drive our agendas for knowledge and action.

Co-creation: We re-imagine a healthier world together, to disrupt existing structures, and to co-create new solutions and approaches.

Inclusivity: We want everyone to belong and feel welcome to join us, with a goal of representation from across all faculties in the university, and with communities beyond the university.

Commitment: We expect that collaborators will nurture the Kaleidoscope Institute knowledge ecosystem, contributing to as well as benefiting from it according to their skills and capacity.

Collaborators

Core Collaborators:

Queen's learners, faculty and staff who make a commitment to the vision and mandate of the Institute. Core Collaborators are highly engaged and active participants in the work of the Institute.

Affiliate Collaborators:

People who are committed to the vision of the Institute and who engage with Institute initiatives, activities and projects informally or on a less regular basis than core collaborators. This includes people from the community (e.g. from partner organizations and groups, from participating communities, persons with lived experience) who actively engage to create, share and use knowledge to co-create solutions to identified challenges and problems.

Friends:

People who have an interest in the vision of the Institute. They stay in communication, but are not expected to contribute to the work of the Institute.

Core Faculty Collaborators – Benefits & Responsibilities

- Who?
 - Queen's faculty members, including adjunct faculty

- Benefits:
 - Priority in joining Institute-led research collaborations
 - Admin, grant writing, financial admin support
 - Assigned funding for HQP (e.g. postdoc fellows, data analytics staff)
 - Access for trainees to other faculty collaborators, examiners and mentors across disciplines
 - Elevating profile – promote using communications channels (e.g. social media, QHS stories, Institute website), highlighting publications on Twitter to build engagement ratings, award nominations where possible
 - Infrastructure (once established) – bookable meeting space with video conferencing capabilities, space for trainees

- Responsibilities

A menu approach will be adopted, enabling collaborators to engage in ways that are the most meaningful and suitable for them.

Mandatory items:

- Signing onto CCGHR principles for global health research
- Profiled on Queen's Kaleidoscope Institute website, once launched

Additional items to select from (at least two):

- Join (future) governance structure
- Deliver a talk (e.g. webinar, student event, Institute event) or agree to be a guest speaker in another core or affiliate collaborator's course (at least 1 time/year)
- Co-supervision of trainees to push cross disciplinary collaboration (at least 1 every two years)
- Participate in Institute meetings (e.g. annual general meeting, stakeholder meetings)
- Take on a key role in an Institute event (e.g. moderator, facilitator, host, planning committee)
- Represent Queen's in external organizations related to the mandate of the Institute e.g. CAGH, Women in GH, CUGH, local organizations

- It is highly recommended to apply for a minimum of one grant per year, to flow through the Institute (may be as PI, Co-I, co-applicant) – We understand that that specifics are important to the commitments researchers are able to make. We are advocating to ensure that participation in this will not be discouraged by home departments, schools or other units.

Core Learner Collaborators – Benefits & Responsibilities

- Who?
 - Queen's learners: undergraduate, graduate trainees, post-doctoral fellows, residents

- Benefits:
 - Priority in joining Institute-led research collaborations
 - Featured in Institute-related projects and activities
 - Visibility for communications (e.g. social media, news stories)
 - Access leadership and learning opportunities (e.g. co-host events with faculty members)
 - Network with faculty collaborators
 - Opportunities for reduced entry costs to network events (e.g., CCGH conference)
 - Infrastructure (once established) – bookable meeting space with video conferencing capabilities

- Responsibilities: A menu approach

Mandatory items:

- Signing onto CCGHR principles for global health research

Additional items to select from (at least two):

- Join (future) governance structure
- Participate in event organization
- Peer support or mentorship of colleagues
- Participate in communications (e.g. social media champion, co-author stories)
- Participate in Institute meetings (e.g. annual general meeting, stakeholder meetings)
- Represent Queen's in external organizations related to the mandate of the Institute
e.g. CAGH, Women in GH, CUGH, local organizations

Core Staff Collaborators – Benefits & Responsibilities

- Who?
 - Queen's staff in any faculty

- Benefits:
 - Be part of a staff community of practice to share learning and experiences
 - Priority in joining Institute-led research collaborations
 - Featured in Institute-related projects and activities
 - Visibility for communications (e.g. social media, news stories)
 - Access leadership and learning opportunities
 - Network with collaborators
 - Opportunities for reduced entry costs to network events (e.g., CCGH conference)
 - Infrastructure (once established) – bookable meeting space with video conferencing capabilities

- Responsibilities: A menu approach

Mandatory items:

- Signing onto CCGHR principles for global health research

Additional items to select from (at least two):

- Join (future) governance structure
- Participate in event organization
- Peer support or mentorship of colleagues
- Participate in communications (e.g. social media champion, co-author stories)
- Participate in Institute meetings (e.g. annual general meeting, stakeholder meetings)
- Represent Queen's in external organizations related to the mandate of the Institute
e.g. CAGH, Women in GH, CUGH, local organizations

Affiliate Collaborators – Benefits & Responsibilities

- Who?
 - Anyone committed to collaborate in research in alignment with Kaleidoscope articulated principles and vision.
 - This includes people from the community and/or partner organizations, as well as Queen's staff, faculty, post-doctoral fellows, learners, and alumni

- Benefits:
 - Receive newsletter
 - Invited to virtual and in-person events
 - Opportunity to attend general meetings
 - Opportunity to be a guest lecturer
 - Opportunity to shape institute moving forward
 - Opportunity to identify key questions for knowledge creation, use and sharing
 - Opportunity to share in publication authorship

- Responsibilities:
 - Share feedback to continually inform evolution of institute
 - Take part in research as collaborators, when applicable
 - Hold QKI faculty and learner members accountable to our values, mission, vision, and principles

Queen's Kaleidoscope Institute – Core Collaborators, Process for Registration

Updated November 15, 2022 – This is a living document, to incorporate lessons learned and feedback as we work towards the launch of the Institute.

Section 1: Background

The Queen's Kaleidoscope Institute (QKI) is an interdisciplinary institute at Queen's University focused on reimagining global health. Its approach is integral, including a spirit of radical collaboration, anti-colonialism, interdisciplinarity, and inter-professionality. While QKI is housed in Queen's Health Sciences, it is designed to actively engage all faculties of the university. QKI recognizes the need for a process in relation to core collaborators.

Section 1.1 - Qualifications

The principal qualifications are:

- 1) That the candidate's expertise, experience, focus, and approach to knowledge are suitably aligned with QKI's statement of mission, vision and values
- 2) That the candidate commits to contributing to QKI
- 3) That the candidate has current or potential research collaborations with QKI

Section 1.2 - Contributions

Candidates who become Core Collaborators are expected to fairly contribute to activities that support the goals of the Institute, as outlined in the relevant section of Appendix A: Queen's Kaleidoscope Institute: Collaborators

Section 2: Initial Process for Collaborators

Section 2.1 - Registration

To register, a candidate for Core Collaborator provides:

- a completed application form, which includes:
 - o an endorsement of the CCGHR global health principles
 - o anticipated contributions to the Institute in the next year
- a CV (optional), as a means for sharing relevant experience for internal use

Section 2.2 – Acceptance as Core Collaborator

2.2.1 - Interim Process for Registration

2022-23 Academic Year

- The Interim Director will formally accept registrations as collaborators. If there are issues of concern in the registration form, the Interim Director will seek to clarify ahead formally inviting the individual as a collaborator.

- For accepted candidates, the Interim Director will write a letter of invitation
- The Interim Director will inform the QHS Vice-Dean of Research, and candidates home unit heads on an annual basis of collaborators.

2.2.2 – Suggested Ongoing Process – to be confirmed by incoming Director

- When the full governance structures are in place, the Director will finalize core collaboration processes moving forward, in alignment with the governing mechanisms that will be established

Section 3: Renewal Process

3.1 - Renewal Application

The renewal process includes a re-evaluation of the collaborator's contributions to the Institute over the previous term.

All collaborators going through the renewal process will be requested to outline:

- a list of their contributions to the Institute
- any plans for future research contributions, collaborations with other Institute Core Collaborators, and other activities within the Institute.

3.2 - Renewal Acceptance

- When the full governance structures are in place, the Director will finalize core collaborator renewal, in alignment with the governing mechanisms that will be established

Section 4: Additional Details

Section 4.1 - Term

All 2022-2023 memberships to the Institute are for a one-year term. (This policy will be reviewed by the incoming director)

Section 4.2 – Home Unit

Core faculty collaborators are based in a home Unit at Queen's but have prescribed and limited responsibilities in the Institute (similar to a cross-appointee, as described in Section 25.2.2.1 of the Collective Agreement). The filing of annual reports, applications for renewal, tenure, and promotion are directed to and handled through the home Unit.

Section 4.3 – Conduct

In the event that a core collaborator's actions are questioned to be incompatible with the values of the Queen's Kaleidoscope Institute (e.g., accusation of a serious ethical violation), the QKI Director, in consultation with the relevant Institute governing bodies to be established, will determine a formal

process for evaluating the conduct and determining if action must be taken, related to ongoing affiliation with the Institute.