

## ***LERC'S RESEARCH AFFILIATIONS AND SERVICES***

- **All positions are non-salaried unless otherwise indicated in the appointment letter.**
- All appointments are made by the Director in coordination with the Vice President for Sponsored Research and Development and with other Associate Researchers as appropriate.
- Funding responsibility for each of these research appointments resides with the applicant unless otherwise indicated in the appointment letter. Proof of funding is required for each appointment.
- All research appointees, especially those from outside Lebanon should have proof of international health insurance and repatriation. This document is one of the requirements for appointment.
- Non-NDU appointees do not benefit from any staff benefit programs.
- All applicants should provide LERC with their *Curriculum Vitae*, digital or hard copies of their migration-related publications, two letters of recommendation, and a letter of intent concerning their research work under LERC, their research proposal, a copy of their identification card, a short biography, and a photo.
- All research appointees may mention their association with LERC on their personal business cards and stationery for the duration of their association, with the exception of guests and volunteers.
- All those associated with LERC must sign a Copyright Agreement.
- All those associated with LERC and conducting field work must obtain a consent letter from the interviewees.

## **I. RESEARCH APPOINTMENT FOR NDU FACULTY AND STAFF**

### ***Associate Researcher***

Senior Associate Researchers enjoy senior positions at LERC and therefore have access to all services the Center provides, both structural and academic, including research assistants and interns. Individuals holding such a position must conduct independent studies, with the ability to direct the work of others. They must have demonstrated their research competence and published independently in refereed journals and/or with internationally recognized publishing houses. Appointment to this rank is evidence of wide international and domestic recognition of an independent contribution to research in the individual's field. Such contributions may be exemplified by traditional scholarly recognition, excellence in the leadership of technical projects, and/or other significant research activities.

Appointments are made on the recommendation of the Center's Director.

The total number of appointments to this rank should not exceed 25 percent of the Center's academic staff. Appointments to this rank are by semester. An appointment may be terminated by either party on the basis of mutual consent. Funding for these positions is based on the equivalent of a three-hour course release unless otherwise specified.

NDU faculty and staff working with LERC can also be remunerated through externally funded projects.

## **II. RESEARCH APPOINTMENTS FOR NON-NDU FACULTY AND STAFF**

### **Adjunct Associate Researcher**

Adjunct Associate Researcher is a position reserved for accomplished scholars from other universities and research institutions. This position is externally funded; funding is generally the responsibility of the candidate. Adjunct Associate Researchers enjoy senior positions at LERC and therefore have access to all services the Center provides, both structural and academic, including research assistants and interns. Individuals holding such a position must conduct independent studies, with the ability to direct the work of others. They must have demonstrated their research competence and published independently in refereed journals and/or with internationally recognized publishing houses. Appointment to this rank is evidence of wide international and domestic recognition of an independent contribution to research in the individual's field. Such contributions may be exemplified by traditional scholarly recognition, excellence in the leadership of technical projects, or other significant research activities. Adjunct Associate Researcher will enjoy all the general services on reciprocal basis.

### ***Research Fellow***

Research Fellows are post-doctoral associates, who join LERC with fellowship funding or grant to carry out a specific project. They work under the supervision of the Center's academic staff and enjoy the use of the Center's facilities. Duration is semester-based. Renewal is upon the request of the appointee and the approval of the Center. An appointment may be terminated by either party on the basis of mutual consent.

### ***Research Affiliate***

Research Affiliates are recognized candidates in MA or PhD programs and/or independent researchers who are affiliated with the Center for the duration of their research activities in Lebanon. Research affiliates characteristically have no specific duties and are typically not in residence; appointments are with or without term. Appointment may be terminated by either party on the basis of mutual consent.

### ***Guest/Visitor***

A guest is a distinguished individual of considerable professional achievement. This honorary status is given to the participant on a month-by-month basis. Guests wishing to prepare a lecture or work on a scholarly or artistic project, or who are preparing a research grant application, receive no remuneration from the University but may use the facilities of the Center during their stay.

### ***LERC Research Assistants***

Research Assistants are MA or BA graduates, who work on a specific field project or assist with a research project assigned to them by LERC. They either work independently under the supervision of one of the senior Associate Researchers, or as member of a team. Duration is project based. Renewal and termination is upon the request of either party on the basis of mutual consent.

### III. LERC SERVICES AND FEES

LERC reserves the right to charge a flat fee for association with the Center and/or for extensive use of its electronic archives and database. This includes a flat fee of \$250.00 US Dollars for organizations and companies; \$150.00 US Dollars for Adjunct Associate Researchers, and \$100.00 US Dollars for Affiliates, Guests and Research Fellows for in-house use of LERC research infrastructure for one year or less. A fee of \$80 is charged for MA Students while BA students are not charged.

Each Adjunct Associate Researcher, Fellow, Affiliate or Guest will be provided with a photo identification card, which will permit the researcher entry and borrowing privileges from the NDU libraries, use of the photocopy and computer printout service for a maximum of 250 pages, access to LERC's research infrastructure and use of LERC's internet and email facilities.

A User Agreement must be signed and dated and sent to Ms. Liliane Haddad at the following address [liliane.haddad@ndu.edu.lb](mailto:liliane.haddad@ndu.edu.lb)

*Users of the Center's research infrastructure should note that work on the Center's library, archive, electronic archive, and museum is in progress and that the collections are not complete, material being added every day. Although the best expertise will be used, the results of any search at the Center cannot guarantee satisfied results. The staff researcher's time input remains the same however; fees must be paid regardless of the outcome.*

#### **Comprehensive Package for Adjunct Associate Researchers, Fellows, Affiliates, and Guests/Visitors**

Adjunct Associate Researchers, Fellows, Affiliates and Guests who need the following services will be charged affordable fees based on the intensity and length of their need:

- Processing of research requests in LERC research infrastructure (i.e., archives, databases, and the like) and other research facilities,
- Identifying key persons for interviews relevant to the topic of the research project,
- Accessing to local phone calls to make appointments for research purposes,
- Research and/or extensive administrative assistants,
- Facilitating and insuring access to NDU professors and professionals,
- A platform for giving lectures to the University community and/or to the public,
- Limited permission to shadowing a professor or to attend class session following written approval from the Dean and the professor,
- Photocopying and computer printout service,

- A photo identification card. The card will permit the researcher entry and borrowing privileges from the library, use of recreational facilities, use of the Medical Center, and opening of a computer account,
- NDU Email account, and
- Access to the University doctor and nurses.

### **Facilitating and Outsourcing Field Research Support for Adjunct Associate Researchers, Fellows, Affiliates and Guests**

Based on the researcher's needs and beyond LERC regular services and the services provided above, LERC can facilitate the outsourcing of the following services. The cost of these services is contingent upon the specific needs of the project, the size of the sample, the geographic spread, the length of the questionnaire, the type of the field work, and the like. These services are mainly out-sourced on a need basis and are remunerated:

- Qualified research assistants,
- Writing letters, taking appointments on behalf of the researcher,
- Facilitating access to interviewing personalities be they from the government, religious, media, local or international institutions and NGOs,
- Selecting representative sampling of the Lebanese population,
- Providing data entry (SPSS, excel, and the like),
- Accessing audio/video studios, equipment and recording professionals,
- Accessing a pool of field workers/interviewers and field surveyors,
- Accessing a pool of translators and/or interpreters in Arabic, English and French and other languages if required,
- Accessing transcribers in three languages Arabic, English and French, and
- Accessing guides, drivers and the like.

### **On Campus Lodging Studios for Adjunct Associate Researchers, Fellows, Affiliates and Guests/Visitors**

NDU offers facilities for lodging on campus with predetermined rates, \$23 US Dollars per day/per occupant, \$130 US Dollars for a one week stay, and \$380 US Dollars per month/per occupant for long-term stay.

Accommodation is in a quiet private building with studio apartments fitted for one occupant. Each studio apartment is equipped with basic furniture, a TV + cable, a private bath, an air-condition/heating system, and a refrigerator.

The above rates cover:

- Basic necessities upon arrival- Tea, coffee, jam, cheese, water, compliments of the house.
- Bed linen and towels.
- Weekly house-cleaning service.
- Custodial staff present day and night.

- 24-hour security.
- 24-hour electricity/generator.
- Water (hot and cold).
- Access to internet.
- Cable TV.
- Access to sports facilities.
- Access to a common TV room.
- Access to a common kitchen.
- Laundry room.
- A qualified nurse on permanent night duty in the student accommodation.
- Parking.
- Coin operated phone situated in lobby for out-going calls.

Local telephone lines are available upon request and the telephone bill is paid separately. A copy of a valid Credit Card is required. Non-refundable deposit is required for long-stay reservations.

