Role Description: Institute Affiliate

The Institute Affiliate role at the King's Institute for Artificial Intelligence (AI) offers academic and research staff at King's College London an opportunity to align their research and interests with the mission of the Institute. Affiliates play a crucial role in shaping the Institute agenda by liaising with the steering group members to foster collaboration, interdisciplinary research, and innovation within the field of AI. This role description outlines the expectations, benefits, and application process for becoming an Institute Affiliate.

1. Eligibility:
- Academic or research staff at King's College London, including those in education and research, education-only, or technical roles with relevant expertise.
- Visitors to King's who have attained formal visitor.

2. Benefits:
- Institute Agenda: Affiliates contribute to defining and refining the broader Institute agenda, supporting Steering Group representatives and the Institute Leadership Team.
- Networking Opportunities: Affiliates have the opportunity to connect and collaborate with researchers from diverse backgrounds, fostering interdisciplinary AI activity.
- Priority Access: Affiliates enjoy priority access to Institute events, opportunities (including seed funding schemes), and proposing Institute-supported events and activities.
- Visibility: Affiliates gain priority access to Institute communications staff and media, ensuring wider visibility of their work within King's and externally.

3. Expectations:
- Annual Report: Affiliates are expected to submit a brief standardised report each year, highlighting their activities related to AI and the Institute, including publications, grant applications, and other relevant outputs.
- Acknowledgment: Affiliates are encouraged to acknowledge the Institute on externally facing academic activities (such as, publications and grant applications).
- Institute Involvement: Affiliates are encouraged to attend seminars, Institute events, and represent the King's Institute externally. They may also contribute to Institute activities, such as reviewing applications or proposals from the King's community.

4. Term:
- Successful applicants will serve as Institute Affiliates for an initial term of 2 years, with the possibility of renewal.

5. Application Process:
- Interested individuals should complete the application form to join the King's Institute for AI as an Affiliate.
- Applications are reviewed twice a year with submission deadlines in September and January by representatives of the Steering Group Committee.

Note that being an Institute Affiliate does not alter workload or line management. While outputs and grants remain associated with the home department, they may also be linked to the Institute if systems allow. However, there will be no double counting in matters such as research benchmarking.

By becoming an Institute Affiliate, individuals can actively contribute to the advancement of AI at King's, engage in collaborative projects, and enhance their visibility within and beyond King's College London.