

**Access in the Making (AIM) Lab
Onboarding and Exiting Protocol**

Acknowledgement¹

As we write our Onboarding and Exiting Protocol, we want to acknowledge in bold letters that it was the methodological work of **the Civic Laboratory for Environmental Action Research (CLEAR)** that has inspired and guided us throughout the process.² We are extremely grateful to CLEAR Lab for the incredible amount of work that they have done in how to run a feminist and anti-colonial lab,³ and their generosity in sharing this know-how with others. **We cannot cite you and thank you enough.**

Citation

Inspired by CLEAR Lab's work, AIM Lab has worked on this document over almost a process of ten months (and we are still and will be working on it). This document is the result of *labour*, including doing research, collective conversations, and editing. This document is a research output. This document is *a publication*. If you quote, use, or in any way benefit from this document, cite it.

¹ Please note that in our *Manifesto* and *Protocols*, we make the deliberate decision to use, not endnotes, *but footnotes*. In order to subvert the design hierarchy scripted into footnotes (which automatically decreases their font size vis-a-vis the font size of main text) we choose to use the same font size for both footnotes and the main body of the text, with the same line spacing. These design choices reflect our commitments to feminist ethics of citation. Through these choices, we seek to emphasize the shoulders we stand upon, and the various intellectual genealogies, activist, and artistic traditions that we draw from. Thank you, Annemarie Mol, Sara Ahmed, and Max Liboiron for teaching us about the importance of citations and the politics of footnotes (Mol, *The Body Multiple*; Ahmed, "Making Feminist Points,"; Liboiron, *Pollution is Colonialism*).

² CLEAR, *CLEAR Lab Book: A living manual of our values, guidelines, and protocols*.

³ For methodological projects of the CLEAR Lab, see:

<https://civiclaboratory.nl/methodological-projects/>

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As a lab committed to disability justice and feminist citational practices, we are especially concerned that the intellectual labour of marginalized folks (including BIPOC, disabled artists, activists, scholars) and those occupying precarious positions in the academia (graduate students, adjuncts, emerging scholars) are not properly (sometimes, never) recognized. Our own citational practices seek to dismantle that ignorance and erasure, and we hope that you, the reader, will do the same.

Onboarding and Exiting Publication Co-authorship

This publication emerged out of a series of numerous conversations within AIM as well as from a litany of members' own experiences in various academic and community spaces as well as activist and social movements. The writing of this manifesto was by and large produced by Jessie Stainton, Nicholas Goberdhan, and Diego Pacheco Bravo in consultation with AIM's Steering Committee.

Onboarding and Exiting Protocol

1. Types of Members

1.1. Steering Committee Members

The Steering Committee (SC) is responsible for the everyday operations, current and future planning, and decision-making process of the AIM Lab. The SC has the responsibility of leading and managing lab projects, communications, events, working groups, and all other lab activities. All SC members have the additional commitment to take the lead on at least one of its ongoing projects, and participate in AIM's activities, events, and projects. The SC is comprised of AIM's director in addition to research assistants, associates, affiliates, and postdoctoral fellows. All SC members are paid staff, compensated either through formal employment (university faculty, staff, or research assistants) or through paid honoraria in the case of non-Concordia community members. SC membership is open on an invitation basis only.

1.2. Members

In addition to the SC, who are actively involved in the governing of the lab, the AIM community is also made up of members. Members are invited to monthly AIM open house meetings, participate in AIM's ongoing projects, and propose events and activities, but do not have the operational responsibilities of the SC. Members are also able to make requests for access to the AIM Lab space at Concordia University as well as to make requests to loan equipment. These requests will be fulfilled where possible, however priority will be given to the SC. Members can also propose projects to AIM, give feedback, as well as make requests for support for projects related to AIM's mission.

1.2.1. How to become a member

The path to membership goes through being involved in one of AIM's ongoing projects. Meaning, if you want to become an AIM member, you must express interest in becoming involved in (at least) one of AIM's ongoing projects. The directions and membership request form are available on our website, accessinthemaking.ca. Once the form has been filled and sent, wait to hear from us. We will get back to you within two weeks' time.

Please note that active membership status will be valid for one academic year. Depending on the member's level of involvement in AIM, they may either be asked to reapply to renew their membership or lose their active membership status and be moved to past members.

1.2.2. Membership requirements

All members are asked to fulfil the following three key requirements.

- **Provide website profile:** New members are asked to submit material for their profile page on AIM's website and to annually update their profile as their membership continues.
- **Provide information for external grant reporting:** Once a year in the spring, members are required to respond to a questionnaire designed to collect information needed for AIM's annual reporting to external funding agencies. Departing members (e.g. graduating students) are required to respond to the questionnaire following their departure if it covers any part of their period of membership.
- **Make acknowledgment of AIM support:** Members are asked to credit Access in the Making Lab in any publicly presented projects and any publications created using AIM resources.

1.3. **Guests**

Guests are individuals or groups who are invited by AIM's Steering Committee (SC) to work at AIM for a fixed or finite duration. This can be a result of working closely with AIM on a partnership project or other collaboration, as an artist or activist in residence, as a visiting scholar, etc. During their time at AIM, guests are expected to be actively involved in the activities of the lab and will have their presence included on the AIM website.

All guests are expected to present their work to AIM SC in one of AIM's regular meetings. This presentation is meant to initiate a productive exchange between the guest and AIM SC members. Guests are invited to the monthly SC operational meetings and can assist in AIM projects during their stay. Guests may also request access to the Lab space and loan equipment. Any project proposal put forth by (prospective) guests must go through the consensus decision making process which will be conducted during the SC meeting. Upon completing their residency or project at AIM, guests are welcome to remain affiliated with AIM by electing to remain a lab member. In this scenario, a membership application will not be required.

2. **Onboarding into AIM's Culture**

AIM is more than just a physical space, rather it is a holistic endeavour that requires a self-reflexive relationship with intersectional anti-oppressive work.

As a community, we embrace accountability and cohesion throughout all AIM activities including its structure, research projects, meetings, event programming, citational

practices, and interpersonal relationships. We recognize that we are all coming to AIM with different lived experiences, which makes this a diverse space of critical intervention, (un)learning, creation, and critique.

2.1. Onboarding Guests and Members

Welcome! We are excited to have you at AIM and appreciate your time to complete the following steps:

- Read the AIM Lab Manifesto.
- Read the Lab Protocols that are relevant to you (e.g., If you are working on a project with multiple people review the Collective Authorship Protocol).
- If you will be attending any of AIM meetings, please also read the Meetings Protocol.
- Skim the “Projects” section of our website to be up to date with our happenings.
- Notify your on-boarding coordinator and our Lab director of any access needs and provide your information to the Member Address Book.

2.2. Onboarding Core Members

As you’ll be involved in the day-to-day happenings of AIM, all members of the steering committee have a thorough onboarding process.

Steering Committee members must:

- Read the full AIM Lab Manifesto, Values, Principles, and all AIM Protocols.
- Read the Projects section of the website.

- Please register for any upcoming Pîkiskwêâtân: Indigenous Learning Series workshops (these are paid hours)
<https://www.concordia.ca/indigenous/resources/learning-series.html>
- Complete the Member Address Book on Teams.

3. Website Profile

For all members and guests, the next step is to complete a profile of yourself for the website. Please email a 200–300-word biography in third person to (insert email address). When writing your bio, we invite you to consider your relations to the Land on which you and the AIM Lab are situated. Two great resources we suggest are:

- Library and Information Studies Students' Association. "LISSA Land Acknowledgement, Template for Personalization, Definitions, and Speaker Protocol." 2019.
- <https://native-land.ca/>

In your website profile also include:

- A headshot of yourself against a neutral background. We can arrange a photoshoot for you at the AIM space. If you are interested, please get in touch Roï Saade to arrange a photoshoot. If you are unable to come to the AIM space, then you may send your own photo. The photo appearing on the website will be in black and white, but feel free to send a color photograph and it will be edited.
- A self-description of your photo (see Communication Protocol for more context on image descriptions)
- A recording of yourself reading this self-description (any sound file is fine) Please see the member website section for details *[hyperlink to website](#)*
- Spelling and pronunciation instructions for your name if applicable. (For example, see <https://faculty.sites.uci.edu/boellstorff/>)

4. Logging Hours

As all SC members are paid staff, graduate student RA's must keep a track of their RA hours. Logging hours are **mandatory** for all Steering Committee graduate students. Logging hours are filled in the following spreadsheets forms: "Timesheet-RA-AIM.xlsx" (on Teams). This document needs to be emailed to the Lab director, before there are less than 15 hours left to the end of your contract.

5. Exiting the AIM Lab

We are sad to see you go and we hope that your time at AIM was fruitful! If you are officially stepping out of an AIM role, here are a few things you need to complete:

- Attend an exit interview, this could be done in person or email. Please contact our Lab director to initiate this process.
- Ensure that you have returned all borrowed equipment. Details for this will be available in the Equipment Protocol.
- Once the physical space is open, we will add any additional steps for exiting.

References

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