

GUIDELINES FOR CHAIRS AND PROFESSORSHIPS

1.0 The University of Saskatchewan encourages the establishment of chairs and professorships in order to develop and enhance specific areas of teaching, research and service, including outreach and engagement activity. The areas of development and enhancement must support the overarching goals and objectives of the university, the college or school, and the department and contribute to their achievement.

Purposes:

- to promote scholarship and research in a particular area of interest;
- to promote the exchange of ideas with outstanding scholars from other institutions and locations;
- to recognize the accomplishments of an individual.

Application:

These guidelines are intended to provide guidance to the university community in its acceptance and administration and fiduciary oversight of chairs. Accordingly, these guidelines will not apply to chairs supported by Tri-agency funding or similar agencies, e.g. Canada Research Chairs, which are covered by other policies and procedures. In those situations, where it is not clear whether the guidelines will apply, the provost and vice-president academic, or designate, will determine the application of the guidelines.

2.0 Chairs

2.1 Chairs and professorships may be funded via an endowed trust fund, a contract/agreement, or internally designated funds. Regardless of the source, there must be sufficient funding provided to attain and maintain the proposed purpose and tenability of the chair. Funding requirements will vary significantly depending upon the nature of expenditures associated with the chair and its anticipated tenability. As a result, funding requirements for individual chairs must be determined on a case-by-case basis.

The dollar amount of an endowment created to support a Chair position shall take into account the identified financial requirements of the initiative and must reflect, and be consistent with, the university's Spending Policy.

Expenditures that must be considered and addressed include:

- Chair salary
- Benefits
- Research and other support
- Related infrastructure and equipment
- Protection of the fund value

To confirm the most current funding requirements for a chair position, contact the director of finance and trusts, University Relations.

Chairs may be of the following types:

2.1.1 *Tenure-Track or Continuing Status Chair*

The objective of the chair is to establish and maintain an emphasis in a particular academic area or field of study, for an extended period of time. Normally this would be a distinguished scholar appointed to a tenure-track, who would contribute to academic programs through teaching, research and service;

Typically, it is expected that the chair would be primarily supported through an endowed trust fund such that sufficient funding is available to financially support the ongoing costs of the chair, including salary, benefits, research activities and other potential support and infrastructure requirements of the chair holder.

(The following chair types may be funded through either an endowed trust and/or an agreement/contract as outlined in 2.1 above)

2.1.2 *Defined /Limited Term Chair*

The objective of the chair is to develop and enhance a specific area of teaching, research, or service for a defined or limited period. The appointment would be for a fixed term, with possible renewal; it may also be a development position for base-budget tenure-track positions. It is expected that funds provided will support the annual costs of the chair, including salaries, benefits and research activities of the chair holder, for a specified term, usually one to 10 years.

2.1.3 *Visiting Chair*

The objective of the chair is to bring to the university outstanding individuals for a limited period of time, generally three months to two years.

The chair holder would be expected to have a national or international reputation in their field. They would be expected to interact with staff and students, and to stimulate activity in their area of expertise during their period of residence. There should be sufficient funds to accommodate any required travel, salary, benefits, and related expenditures, and also to provide support for the research activities of the chair holder.

2.1.4 *Enhancement Chair*

The objective of the chair is to enhance the activities of an outstanding individual currently employed at the University of Saskatchewan.

The appointment may be for a period of one to five years. Sufficient funding may be available to allow the incumbent to be relieved of other duties and to focus on a specific area of teaching, research or service; and/or to provide funding in support of the appointee's research.

2.1.5 *Honorary Chair/Professorship*

The objective of the chair is to recognize the contributions of an outstanding staff member or colleague.

Normally the designation is entirely honorary; however, in those instances where a nominal contribution is provided, it would provide financial support to enhance the incumbent's research, teaching or service activities. External sponsorship of these types of chairs could provide financial support for the incumbent's research and academic endeavors.

Eligible persons would include current faculty or research staff, retired colleagues, and professional colleagues from the public or private sector.

2.2 Direct costs of all chairs must be totally self-financing and must not impose any financial commitment on the university unless otherwise authorized by the Board of Governors. Externally sponsored chairs or professorships must have adequate financial resources to ensure maintenance of the value of the fund, or have provisions allowing for the use of contributed capital to support the program.

2.3 At a minimum, fully endowed chairs will provide for the full salary and benefit costs of the chair holder, and provide for adequate capital growth to protect the value of the fund. In addition, the fund should also provide an allowance to support the chair holder's research activities, general administrative and clerical support, appointment-related travel expenses, and other potential support and infrastructure requirements.

2.4 In the case of a faculty secondment to a chair, the incumbent may be relieved of other duties to focus on the purpose and objectives of the chair. Provision must be made for resources to offset the duties of the seconded faculty member, and for the resumption by the individual of a normal range of duties on completion of his or her term.

- 2.5 To confirm the most current funding requirements contact the director of finance and trusts, University Relations.

3.0 Procedures for the Establishment of a Chair

- 3.1 Chairs will be attached from their inception to a department, college, or school of the university.
- 3.2 The initiative for the establishment of a chair must come from a department, college, school, institute or centre, from the president, or from a prospective funder.
- 3.3 Early in the process, the dean or executive director or their designates should communicate their intent to establish a chair to the vice-provost faculty relations and to the director of finance and trusts so that discussions of the chair funding and chair purpose can occur together at the outset.
- 3.4 A formal proposal for the establishment of a chair will be prepared as outlined in these guidelines and submitted to the vice-provost faculty relations and director of finance and trusts for review and feedback.

The proposal must address:

- the type of chair;
 - the objectives of the chair;
 - the terms and conditions of the chair;
 - the responsible college or school and department;
 - the sources of funding;
 - the proposed management; and
 - an indication of how the chair will enhance the goals and objectives of the university, college or school, and department
 - the process for disestablishment of the chair.
- 3.5 All formal proposals for the establishment of chairs will be considered by the Joint Committee on Chairs and Professorships and approved by Council and subsequently authorized by the Board of Governors. See Appendix A for the joint committee roles and responsibilities, as approved by Council and the Board of Governors.
- 3.6 Externally funded chairs, in addition to the teaching/research/service components, carry with them legal and financial obligations and responsibilities. To address the legal and financial components, a formal trust deed (*chair terms of reference*) between the sponsor and the university will be required. The trust deed outlines the financial commitment and expectations of the funder, and the commitment of the university. At an early stage in the discussions with the funder, the department and/or college or school should seek the advice and assistance of the director of finance and trusts to ensure all the legal, financial and chair program requirements are addressed. The trust deed would be processed and signed according to the normal university procedure relating to contracts of this nature.

Finalization of the trust deed and approval of the chair shall be coordinated.

4.0 Responsibilities – Selection

For all chair appointments:

- 4.1 The provost and vice-president academic, or designate, and the dean or executive director, in consultation with the department or faculty in the school or college, shall appoint a selection committee for selection of an appropriate candidate. The selection committee will consist of the provost and vice-president academic or designate, the dean or executive director, and the department head, and may include other members, including a representative of the funder(s) (where the funder has requested that opportunity), appointed by the provost and vice-president academic or designate and the dean. The dean will act as chair.

- 4.2 The dean or executive director shall ensure that members of the department or school are advised of the existence of the chair.
- 4.3 Selection of the incumbent and a recommendation of appointment will be made in accordance with standard university policies and practices and in consultation with the department;
- 4.4 The scope of the appointee shall be in accordance with standard university policies and practices, which recognize the Faculty Association Collective Agreement.
- 4.5 The dean and department head will ensure that the activities of the incumbent are integrated with the college or school and department activities.
- 4.6 The specific duties of each incumbent of a chair will be stated in the formal letter of offer.

5.0 Chair Oversight – Operational and Fiduciary Responsibilities [Refer to Appendix B]

For all chair appointments:

- 5.1 To oversee the activities of each chair, the provost and vice-president academic or designate, in consultation with the dean, shall determine if a management committee will be struck. If a management committee is determined to be necessary, it shall consist of the dean, the department head, the director of finance and trusts, (or respective designates) and others, including a representative of the funder(s), as may be deemed beneficial to achieving the objectives of the chair. The dean will act as chair of the management committee.
- 5.2 Where there is no management committee, the dean will assume the responsibilities outlined in 5.3 below, as appropriate.
- 5.3 The management committee will:
 - oversee the activities of the chair or professorship;
 - oversee management of the fund to ensure compliance with the terms of the trust deed and the on-going financial integrity of the initiative;
 - approve annual budgets;
 - receive annual financial statements of the trust fund;
 - receive and review the annual report and financial report on the activities of the chair;
 - provide a copy of the annual report and financial report with commentary as appropriate to the provost and vice-president academic or designate.
- 5.4 The holder of the chair will submit an annual report of activities in accordance with university practices to the department head and to the dean or executive director, as appropriate, and to the provost and vice-president academic or designate. The report will outline accomplishments of the chair in keeping with the chair's purpose and objectives.
- 5.5 The department head or dean or executive director as appropriate will conduct an annual review of the performance of the incumbent in accordance with the university's practices for the review of equivalent positions.
- 5.6 The department head or dean or executive director as appropriate will ensure that the activities of the incumbent are integrated with college and department activities.
- 5.7 Maintaining the on-going financial integrity of the chair will be the responsibility of the dean or executive director and the department head.
- 5.8 The dean will submit a copy of the annual report and financial report to the provost and vice-president academic or designate and to the funder as requested.
- 5.9 The provost and vice-president academic or designate will receive a report of the administrative and financial arrangements pertaining to each chair, and the performance of the chair in keeping with its purpose and

objectives at least every five years, or more frequently if so determined by the dean, unit head, or by an external agency.

6.0 Naming of Chairs

In accordance with the university's policy on the *Naming of University Assets*, the naming of chairs is a joint responsibility of Council and the Board of Governors where the naming reflects both the academic intent for the chair and a naming opportunity related to donor recognition. The academic purpose of the name is approved by Council when it recommends that the Board authorize the establishment of the chair, and the honorary designation of the chair name is approved by the Board when it authorizes the establishment of the chair.

Changes to the names of chairs that follow subsequently are handled as follows:

When the change in the name clarifies the academic purpose of the chair and is not a substantive change to the academic purpose and activities of the chair, or is a minor editorial change to the honorary designation of a chair, the joint committee approves the new name of the chair and reports on the name change to Council and to the Board;

When the change of name reflects the re-purposing of the chair, the joint committee recommends that Council approve the new academic purpose of the chair and the chair name and reports on the name change to the Board;

When the change of name reflects a new honorary designation associated with the chair, the joint committee recommends that the naming committee of the Board of Governors approve the new name of the chair in accordance with the procedures of that committee and reports on the name change to Council.

7.0 Other

7.1 These guidelines are also applicable in the establishment of chairs that are held jointly with another university or with a hospital or research institute or other entity. Such chairs shall follow the same process and procedures, will be considered by the joint committee on chairs and professorships and approved by Council and subsequently authorized by the Board of Governors.

7.2 Joint committee on chairs and professorships terms of reference [refer to Appendix A].

**JOINT COMMITTEE ON CHAIRS AND PROFESSORSHIPS
TERMS OF REFERENCE**

Preamble:

Specific provision for Council's role is provided within the *The University of Saskatchewan Act, 1995*, Section 61, which describes the powers of Council. Section 61.1 states that Council may "... where it considers it appropriate on academic grounds, authorize the Board to provide for (i) the establishment of any college, school, department, chair, endowed chair or institute." As the establishment of a chair or professorship has a financial consequence, the board's role in approving the establishment of a chair is required.

Purpose:

The purpose of establishing a joint Board/Council committee on chairs and professorships is to bring both approving bodies to the table, thus ensuring that academic and financial concerns are considered in conjunction with one another.

1.0 Membership:

- the provost and vice-president academic or designate – chair;
- one member of Council appointed by Council;
- one member of the Board of Governors appointed by the Board;
- one member of the research, scholarly, and artistic work committee of Council appointed by Council;
- the university secretary or designate;
- the vice-president research or designate;
- the vice-president, University Relations or designate;
- the associate vice-president, Financial Services or designate.

2.0 Responsibilities:

- to develop and review procedures and guidelines relating to the establishment, funding, and on-going administration of chairs at the University of Saskatchewan;
- to receive and review proposals for the establishment of all chairs and professorships, assessing compliance with university aims and objectives, administrative processes, and financial integrity;
- to recommend to Council approval of proposed chairs, and subsequently to recommend to the Board of Governors that the Board authorize the establishment of chairs and changes to the structure of chairs as may be required from time to time;
- to receive notice of proposed changes to the names of chairs in accordance with the university's policy on *Naming of University Assets*; and
- to submit an annual report to Council and the Board on the activities of the joint committee on chairs and professorships.

Template for Annual Report on Chairs/Professorship
to be submitted to the vice-provost faculty relations and director of finance and trusts
after June 30th each year

Part I: To be completed by chairholder

NAME OF CHAIR:				
Reporting Year:	Name of Chairholder:			
College / School:			Department:	
Dean /Executive Director:			Department Head:	
Summary of Research Results / Impact:				
Indicate the number of publications, technical papers and other contributions where you were the primary author, co-author or lead researcher.				
Books:	Peer-reviewed Publications:	Technical and Presented Papers:		
Invited presenter at Conferences:	<i>(national)</i> <i>(international)</i>		Patent applications submitted:	
<i>Comments:</i>				
Training of Highly Qualified People (HQP) Indicate the numbers below.				
	Masters Students	Doctoral Students	Postdoctoral Students	Other (R.A & T.A.)
Supervised				
Co-Supervised				
Graduated				
External Research Funding: Indicate the type and amount of funding acquired during the reporting period and whether it came to this or another institution.				
Other relevant information (courses/lectures/seminars)				
Signature: _____ Date: _____				

Part II: To be completed by Chair, Management Committee or Dean

Oversight of Chair/Professorship: Management Committee: Dean:

If by Management Committee, please list current members:

How has this chair/professorship enhanced the goals and objectives of the university, college and department:

▪

What collaborative relationships have been developed by the activities of this chair/professorship:

▪

Are there other sources of funding supporting this chair/professorship? If so, please list source and amount.

▪

Has the funding associated with this chair helped you to leverage new funding from other sources (e.g. granting agencies, provincial sources, private sector, CFI or any other source) If yes, state the value of the funding and identify the source.

▪

Have you completed an annual review of the performance of the current incumbent? Date:

Comments Optional:

Briefly describe how the activities of the incumbent are consistent with the approved mandate of the chair.

Please attach Part III - Financial Report

I have reviewed the Annual Report and conclude the information is accurate and timely. The financial sustainability of the chair has been reviewed and there are adequate funds to ensure the financial integrity for:

5 years 10 years More than 10 years

If less than ten years of sustainability, outline the nature and scope of potential exposure to the College and to the Institution.

Dean or Chair of Management Committee: _____

(Name)

(Signature)

(Date)

This report covers a one-year period from July 1st through to June 30th.

Part III: Financial Report

For the fiscal
year ending
April 30, 20__

	Spendable Fund Fund #	Endowment Fund * Fund #	TOTAL
REVENUE			
Donations			
Investment Income			
EXPENDITURES			
Salary & Benefits			
Operational Supplies & Expenses			
Travel			
TOTAL - Revenue less Expenditures			
Fund Balance, beginning of year			
Fund Balance, end of year			

* This amount is not available to be spent