

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. They must be premised upon, and contribute to, the principles inherent within foundational documents such as the University of Saskatchewan's Equity, Diversity and Inclusion Policy, ohpahotân | oohpaahotaan (Indigenization Strategy), and the International Blueprint.

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, and the vice president research, or designate, will determine the application of the guidelines.

2.0 Chairs

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 financial policies.

Expenditures that must be considered and addressed include:

- Chairholder 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 vice president university relations or designate.

2.1 Chairs may be of the following types:

2.1.1 Tenure-Track or Continuing Status Chair (or equivalent)

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 a Chairholder would be a distinguished scholar appointed to a tenure-track or equivalent position, 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 Chairholder. Chairholder scholarly progression must be reviewed at least biennially. A financial review must occur annually.

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 under exceptional circumstances. It is expected that funds provided will support the annual costs of the Chair, including compensation, applicable benefits and research activities of the Chairholder, for a specified term. Chairholder scholarly progression must be reviewed at least biennially. A financial review must occur annually. Chairholders must submit a final report at the end of their term (see section 8).

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 Chairholder 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 to provide support for the research activities of the Chairholder. A financial review must occur annually if funds have been designated to the Visiting Chair. Chairholders must submit a final report at the end of their term (see section 8).

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. Chairholder scholarly progression must be reviewed at least biennially. A financial review must occur annually. Chairholders must submit a final report at the end of their term (see section 8).

2.1.5 Honorary Chair or Distinguished Professorship

The objective of the chair is to recognize the contributions of outstanding faculty or research staff, retired colleagues, and professional colleagues from the public or private sector.

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.

A financial review must occur annually if funds have been designated to an Honorary Chair or Distinguished Professor.

- 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 compensation and benefit costs of the Chairholder 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 Chairholder'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 vice provost, faculty relations and vice president university relations (or designates).

3.0 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/executive director or their designate should communicate their intent to establish a Chair to the co-chairs of the Joint Committee on Chairs and Professorships and to the vice president university relations or designate 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 co-chairs of the Joint Committee on Chairs and Professorships and to the vice president university relations or designate for review and feedback (Appendix A).

The proposal must address:

- the type of Chair;
 - the objectives of the Chair;
 - an indication of how the Chair will enhance the goals and objectives of the university, college, school, and department;
 - the terms and conditions of the Chair;
 - the responsible college or school and department;
 - the sources of funding;
 - the proposed mentoring and/or support strategies to be implemented by the Chairholder's unit;
 - the strategies that will be used to recruit members of equity-deserving groups (women, persons with disabilities, Indigenous peoples, members of racialized groups);
 - the proposed management structure of the Chair; and
 - 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 B for the Joint Committee roles and responsibilities, as approved by

Council and the Board of Governors.

- 3.6 Chair appointments are made in-scope of the bargaining unit of the University of Saskatchewan Faculty Association (USFA) and fall under the collective agreement between the University and the USFA. All other standard university policies and practices apply.
- 3.7 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 co-chairs of the Joint Committee on Chairs and Professorships and vice president university relations or designate 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 by the provost and vice president academic, the vice president research and vice president university relations.

4.0 Selection of a Chairholder

For all Chair appointments:

- 4.1 The provost and vice-president academic, or designate, the vice-president research, or designate, and the dean/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, where appropriate, align with provisions of the Collective Agreement between the University of Saskatchewan and the University of Saskatchewan Faculty Association and include the provost and vice-president academic or designate, the vice-president research, or designate, the dean/executive director, and the department head as appropriate. Appropriate mechanisms may be implemented to allow inclusion of other stakeholders, including a representative of the funder(s) (where the funder has requested that opportunity). The dean/executive director will serve as chair.
- 4.2 The dean/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 dean/executive director and department head as appropriate will ensure that the activities of the incumbent are integrated with the college or school and department activities.
- 4.5 The specific duties of each incumbent of a Chair will be stated in the formal letter of offer.

5.0 Renewal of a Chairholder

- 5.1 If the Chairholder wishes to seek renewal, within six months of the culmination of the term of the Chairholder, the Chairholder will submit a renewal request (Appendix C) to the dean/executive director of the unit in which the Chair is housed. The dean/executive director will review progress and financial reports, consult with the Management Committee (if appropriate) and the funder (if applicable) and the co-chairs of the Joint Committee on Chairs and Professorships to validate support or nonsupport of the renewal. The dean/executive director will forward the signed request to the chair of the Management Committee (if appropriate) and to the co-chairs of the Joint Committee on Chairs and Professorships. The renewal review may include a request for presentation from the Chairholder to discuss the renewal request and answer questions related to their tenure as Chairholder and plans for a renewed term. The decision on renewal is final.
- 5.2 Should the request to renew come after the six months prior to the culmination of the term of the

Chairholder, the Provost/Vice President Academic and the Vice-President Research will determine if the opportunity to engage in a renewal process will be approved.

- 5.3 Prior to renewal, the dean/executive director, or the Management Committee, as appropriate, will ensure that all legal, financial and Chair program requirements are met (including those with external funders).
- 5.4 The co-chairs of the Joint Committee on Chairs and Professorships will inform the Chairholder of the final decision.
- 5.5 The reappointment will begin on the day subsequent to the culmination of the terms of the current Chair and/or on a date determined by any revisions to the terms of reference.
- 5.6 Renewal does not affect the established terms of the Chairholder's academic appointment unless specified in other agreements.

6.0 Vacancies

6.1 Leaves

The Chairholder shall be eligible for all leaves appropriate to the faculty position they hold. It is the responsibility of the Chairholder to notify the dean/executive director of the unit in which the Chair is housed and the chair of the Management Committee (if applicable) of any approved leaves of absence that will impact the use of funds. It will be the responsibility of the Chairholder to submit a plan to the dean/executive director and the chair of the Management Committee (if applicable) for any alternate use of funds that aligns with the overall terms and length of the agreement. Once approved, the plan should be included with documentation as part of the review process.

6.2 Death

If in the unfortunate case a Chairholder becomes deceased during the terms of the agreement, the dean/executive director of the unit in which the Chair is housed may, after consultation with the funder (where applicable), and with approval for a search granted by the provost and vice president academic, initiate the appropriate search processes as per section 4.

6.3 Resignation

In the case of a Chairholder resignation during the terms of the agreement, the dean/executive director of the unit in which the Chair is housed may, after consultation with the funder (where applicable), and with approval for a search granted by the provost and vice president academic, initiate the appropriate search processes as per section 4.

6.4 Termination

In the case that a Chairholder has been terminated during the terms of the agreement, the dean/executive director of the unit in which the Chair is housed may, after consultation with the funder (where applicable) and with approval for a search granted by the provost and vice president academic, initiate the appropriate search processes as per section 4.

7.0 Disestablishment of a Chair

If it is the case that: (a) the terms of the Chair agreement have ended and there is not a willingness to extend and/or refine the terms of the Chair; or (b) the Chair has become vacant and there is no agreement or request to conduct a search for a new Chairholder; the dean/executive director of the unit in which the Chair is housed will notify the co-chairs of the Joint Committee on Chairs and Professorships who will submit a motion to the Joint Committee on Chairs and Professorships to disestablish the Chair. Once approved by the Joint Committee on Chairs and Professorships, the motion to disestablish the Chair will be approved by Council and authorized by the Board of Governors.

8.0 Chair Oversight – Operational and Fiduciary Responsibilities (Refer to Appendix D)

For all Chair appointments:

- 8.1** To oversee the activities of each Chair, the provost and vice-president academic or designate, and vice president research or designate, in consultation with the dean/executive director, shall determine if a Management Committee will be struck. If a Management Committee is determined to be necessary, it shall consist of the dean/executive director, the department head (if applicable), the appropriate financial officer (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/executive director will act as chair of the Management Committee.
- 8.2** Where there is no Management Committee, the dean/executive director will assume the responsibilities outlined in 8.3 below, as appropriate.
- 8.3** 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 biennial scholarly report, the annual financial report and the final report on the activities of the Chairholder; and
 - provide a copy of the required scholarly, financial and/or final reports with commentary as appropriate to the co-chairs of the Joint Committee on Chairs and Professorships (Appendices D and E).
- 8.4** The holder of the Chair will submit reports of scholarly and financial activities in accordance with university practices to the department head, the dean/executive director or the chair of the Management Committee as appropriate. The reports will outline accomplishments of the Chairholder in keeping with the Chair's purpose and objectives as per the templates found in Appendix D.
- 8.5** The department head, dean/executive director or Management Committee as appropriate will conduct a review of the performance of the incumbent in accordance with the terms of the Chair and the university's practices for the review of equivalent positions. Should the determination be that the Chairholder is not meeting expectations, the department head, dean/executive director or Management Committee may recommend a plan of support with expectations that must be met by the following year, or they can recommend termination of the Chair (Appendix D). All decisions on termination will be made by the Provost/Vice-President Academic and the Vice-President Research.
- 8.6** The department head or dean/executive director as appropriate will ensure that the activities of the incumbent are integrated with college/school and department activities.
- 8.7** The department head or dean/executive director as appropriate will ensure that the Chairholder receives appropriate mentoring and support.
- 8.8** Maintaining the on-going financial integrity of the Chair will be the responsibility of the dean/executive director and the department head as appropriate.
- 8.9** The dean/executive director or chair of the Management Committee will submit a copy of the scholarly and financial reports to the co-chairs of the Joint Committee on Chairs and Professorships and to University Relations. The dean/executive director may submit a copy of the reports to the funder if requested.
- 8.10** At the conclusion of the established term for a Chair, the dean/executive director or chair of the Management Committee shall submit a final report (Appendix E) regarding the administrative and financial status of the Chair to the co-chairs of the Joint Committee on Chairs and Professorships.

9.0 Allegations/Reconciliation

Any allegations related to a breach of one or more of the University policies, including the collective agreement between the University and the University of Saskatchewan Faculty Association, made against a Chairholder should follow appropriate university policies and procedures related to the nature of the breach. This includes, but is not limited to, policies related to research, financial stewardship, and/or employment. Should an allegation of a breach of University policy against a Chairholder be upheld, the provost and vice president academic and vice president research will determine appropriate measures regarding the tenure of the Chairholder that may include termination from the Chair. The final determination will be communicated to the Chairholder, the dean/executive director and the chair of the Management Committee (if applicable).

10.0 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:

- 10.1 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 on Chairs and Professorships approves the new name of the Chair and reports on the name change to Council and to the Board;
- 10.2 When the change of name reflects the re-purposing of the Chair, the Joint Committee on Chairs and Professorships recommends that Council approve the new academic purpose of the Chair and the Chair name and reports on the name change to the Board;
- 10.3 When the change of name reflects a new honorary designation associated with the Chair, the Joint Committee on Chairs and Professorships 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.

11.0 Review and/or Revision of Terms

Notification of whether the Chair agreement will remain as is, or if there is an intent to update terms or extensions should be formalized by appropriate procedures in consultation with the vice president university relations or designate. All revisions to terms must be approved by the Joint Committee on Chairs and Professorships.

Any revisions to the Guidelines for Chairs and Professorships or to Chair agreements must be documented and updated in a timely and appropriate fashion by the co-chairs of the Joint Committee on Chairs and Professorships. This includes delineating responsibility for the updating and maintenance of internal documents such as information related to Chair terms as well as information that is publicly available (i.e., websites, online information or public documentation).

12.0 Other

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.

Joint Committee on Chairs and Professorships terms of reference can be found in Appendix B.

Appendix A Proposal to Establish a Chair/Professorship

Name and Contact Information:
Name of Chair:
1. Name of responsible college, school, and department, as appropriate:
2. Proposed type of Chair/Professorship (see section 2.1 of guidelines):
3. Objective of Chair/Professorship:

4. Describe how the concept of this Chair/Professorship aligns with the university and department/college/school strategic plans:

5. Proposed terms and conditions of Chair/Professorship:

6. Potential and confirmed sources and level of funding for establishment of Chair/Professorship:

7. Funding plan for faculty position subsequent to the end of Chairholder title:

8. Proposed mentorship and/or support strategies:

9. Proposed strategies for recruiting members of equity-deserving groups (women, persons with disabilities, Indigenous peoples, members of racialized groups)

10. Proposed management structure of Chair/Professorship (see section 8 of the guidelines):

11. What considerations apply to the disestablishment of the Chair in the future:

12. Other relevant information:

Recommended:

Head: _____
(Please Print Name)

Dean/Executive Director: _____
(Please Print Name)

Head: _____
(Please Sign Name)

Dean/Executive Director: _____
(Please Sign Name)

APPENDIX B

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 – co-chair;
- the vice-president research or designate – co-chair;
- two members of Council appointed by Council; one at-large member and one member representing the Research, Scholarly, and Artistic Work Committee;
- one member of the Board of Governors appointed by the Board;
- the university secretary or designate;
- the vice-president university relations or designate;
- the vice-president finance and resources 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 changes to the names of Chairs in accordance with the university's policy on *Naming of University Assets*;
- to monitor the reporting requirements related to Chair oversight and fiduciary responsibilities and report on the extent to which these are met, and;
- to submit an annual report to Council and the Board on the activities of the Joint Committee on Chairs and Professorships.
- to hold at least one meeting annually.

Appendix C

Renewal Request for holders of Chairs Governed by the Joint Committee on Chairs and Professorships

The Chairholder will provide evidence to support a Chairholder renewal request to be submitted to the dean/executive director of the unit in which the Chair is housed within six (6) months of the culmination of the Chair. The dean/executive director will review scholarship and financial review documentation and consult with the chair of the Management Committee (if appropriate), the funder (if appropriate), and the co-chairs of the Joint Committee on Chairs and Professorships to make a determination of whether a chair renewal will be approved.

Evidence to be completed by the Chairholder:

Name of Chairholder:

<p>1. Leadership: Candidates have demonstrated leadership contributions related specifically to their efforts as Chairholder. Their leadership as Chairholder has led to the development of new initiatives, partnerships, programs, and/or community/partner engagement. There exists evidence that holding the position of Chairholder has helped to distinguish their leadership in the research, scholarly and/or artistic endeavors in the area of focus of the Chair.</p>
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2. Chair Progress: There is evidence to conclude that the research, scholarly and/or artistic program has progressed over time, and performance and engagement in the area of the Chair's focus has accelerated. Efforts to work with collaborators and/or funding partners has contributed to greater research, scholarly and/or artistic intensity/outcomes and fostered excellence in student programming and training. The programming initiated by the Chairholder has/is producing significant impacts locally, nationally and/or internationally and there is evidence to suggest that the impacts have benefited the university, the external funder and/or the broader community.

3. Proposed Program for Renewal Term: There exists a renewal term proposal that includes a project summary, objectives, and explanation of how future programming would be different and/or extend important work conducted in the previous term.

4. Scholarly and/or Community/Partner Contributions: A PDF file of an updated CV for the incumbent has been acquired that provides evidence of contributions aligned with the Chair Progress elements from section 2.

5. HQP Training Record: The HQP training strategies and success of trainees indicate that the Chairholder has successfully attracted, developed and retained - and continues to attract, develop and retain – excellent trainees, students, researchers, scholars and/or artists. This includes a demonstration of equity, diversity and inclusion practices in the hiring and training of HQP.

6. Financial Stewardship: There exists evidence to suggest that the Chairholder has the ability to attract and leverage resources for research, scholarly and/or artistic endeavours, programming and/or community/industry/government engagement. In addition, the Chairholder has wisely managed and accounted for the funding available within the terms of the Chair.

To be completed by the Dean/Executive Director:

7. **Strategic Importance:** There exists strategic advantage for the university and for the external funder in offering another term for this individual in this area of focus.

8. **Resources Commitment:** There exists resources from the department, school, college or external funder to support the continuation of the Chair.

NOTE: If necessary, work with the Director of Donations and Trust to update and/or extend existing Chair agreements.

Recommendation of the Dean/Executive Director:

Proceed with a renewal process

Do not proceed with a renewal process

Chairholder Signature	Date
Dean/Executive Director Signature	Date
Additional Signatory (Position)	Date
Additional Signatory (Position)	Date

Appendix D

Scholarship Report for Chairholders

(see guidelines for frequency of scholarly and financial reporting)

Biennial Scholarship Report: The responsibility for completion of the scholarship report falls to the Chairholder and is submitted to the Dean/Executive Director and Chair of the Management Committee (if applicable) by April 30th.

Name of Chair:	
Name of Chairholder:	Reporting Period:
College/School/Centre:	Department:
Dean/Executive Director:	Department Head:
Summary of Research Results/Impact:	

Scholarly Contributions

1. Awards (to self or currently supervised HQP)

2. HQP Supervision (includes students, post-doctoral fellows, research personnel)

3. Funding (indicate funding agency, total value of each award or sub-grants if applicable, whether award(s) came to USask or another institution, Chairholders' role in the project)

4. Knowledge Dissemination, Mobilization and Impact/Influence (e.g. peer-reviewed publications; reports; presentations; patents; social media; artistic endeavours; community engagements; contributions to public debate; policy and/or practice; teaching; contributions to professional associations; contributions to community development; etc.)

5. Mentorship and Leadership (beyond HQP supervision)

6. Collaborators and Partners (names, roles in projects, and contributions)

7. Other Relevant Information/Comments

Signature

Date:

Appendix D

Financial Report for Chairholders

(see guidelines for frequency of scholarly and financial reporting)

Annual Financial Report: To be completed by the Chairholder and submitted to the Dean/ Executive Director and Chair of the Management Committee (if applicable) by April 30th.

Name of Chair:						
Name of Chairholder:				Reporting Period:		
College/School/Centre:				Department:		
Dean/Executive Director:				Department Head:		
1. Include a spreadsheet of income and expenses for the fiscal period ending April 30 th of the current year. You may wish to request support from the financial officer responsible for your unit to organize this by spending categories.						
2. Long-term Overview (fill in the chart below)						
	Funds from Endowment Released at Beginning of Fiscal Year	Total Funds Available in Endowment as of April 30th (end of fiscal year)	Budgeted Approved Annually		Actuals	
			Income	Spending	Income	Spending
Year One						
Year Two						
Year Three						
Year Four						
Year Five						
Year Six						
Year Seven						
Year Eight						
Year Nine						
Year Ten						
TOTAL						

3. Note any discrepancies that exist between approved budget and actual income/spending for the current year. Indicate why any discrepancies occurred.

4. Budget Plan for Upcoming Fiscal Year

Income:

Spending:

Signature

Date:

Appendix D

Review Report for Chairholders

(see guidelines for frequency of scholarly and financial reporting)

Review Report: Completed by Dean/Executive Director or Chair of Management Committee and submitted to the co-chairs of the Joint Committee of Chairs and Professorship by May 31st.

Name of Chair:	
Name of Chairholder:	Reporting Period:
College/School/Centre:	Department:
Dean/Executive Director:	Department Head:
Oversight Structure: Dean/Executive Director Management Committee	
If oversight is by Management Committee, please list members:	

1. How has this Chair/Professorship enhanced the goals and objective of the university, college/school/centre and department and/or unit:

2. If this reporting period includes a scholarship review, was the performance of the current incumbent deemed satisfactory?

YES NO

If not, outline the areas in which the Chairholder needs to demonstrate improvement in order to meet the expectations of the Chair.

3. Does the financial report provide evidence of financial sustainability and sound financial stewardship for the period of the agreement?

YES NO

If not, outline the nature and scope of potential financial risk to the college, school, centre department, institution and/or unit.

4. Does there exist new or other sources of funding supporting this Chair/Professorship? If so, please list source and amount.

5. Does the committee deem the Chair's performance overall to be satisfactory?

YES NO

If the response is NO, either provide a plan of support and expectation to be met by the following year or recommend termination with rationale/evidence.

Dean/Executive Director or Chair of Management Committee Signature:

Date:

Appendix E

Final Report for Chairholders

Note: The responsibility for submission of the final report falls to the Chairholder and is submitted to the dean/executive director and chair of the Management Committee. The dean/executive director or chair of the Management Committee will receive the final report and submit it to the co-chairs of the Joint Committee on Chairs and Professorships within six months of the culmination of the terms of the Chair.

Name of Chair:	
Name of Chairholder:	Reporting Period:
College/School/Centre:	Department:
Dean/Executive Director:	Department Head:
<p>Significance and Value of the Chair to Research, Teaching, and Engagement (in what ways has the Chairholder, the unit in which the Chair was housed, partners, funders, and/or local, national and/or international communities benefited from the creation of this Chair/Professorship? In what ways has this Chair furthered the vision and strategic intent of USask to “be what the world needs”?)</p>	

Major Contributions, Outcomes and/or Impact (List the major contributions, outcomes, and/or impacts of the research, scholarly and/or artistic efforts that evolved as a consequence of the establishment of this Chair/ Professorship)

Financial Account of Term				
	Budgeted Approved Annually		Actuals	
	Income	Spending	Income	Spending
Year One				
Year Two				
Year Three				
Year Four				
Year Five				
Year Six				
Year Seven				
Year Eight				
Year Nine				
Year Ten				
Total				

If there are any residuals left in accounts dedicated for the Chair, what plan has been put in place to account for them?

Signature:

Date: