

UNIVERSITY OF SASKATCHEWAN

PREAMBLE:

To help sustain its work in research, teaching, and service, the University of Saskatchewan is fortunate to have the support and assistance of numerous benefactors, some of whom wish to provide their gifts in the form of chairs or professorships. The University welcomes such support and outlines below the categories and conditions of chairs and professorships.

The University accepts these gifts in the spirit of academic inquiry and on the understanding that they will not compromise the requirements of academic freedom. The holders of chairs and professorships must be free to follow lines of investigation and argument that expand the frontiers of knowledge and debate. The University will not accept gifts of chairs or professorships which contain conditions that would compromise the University's integrity, autonomy or academic freedom.

The University is committed to accountability in its acceptance of chairs and professorships and for this reason the terms and conditions attached to these gifts will be matters of public record. The University is also committed to the highest standards of stewardship and will provide benefactors, if so requested, with timely information on the work completed under the sponsorship of the chair or professorship. The University will recognize the generosity of its benefactors, and celebrate their gifts, in ways that are consistent with the policies and traditions of the University of Saskatchewan.

Guidelines for the Establishment of Chairs or Professorships (hereinafter reference as "Chairs")

1.0 The University of Saskatchewan encourages the establishment of Chairs 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 be in harmony with the goals and objectives of the University, the college 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 of Chairs. Accordingly, these guidelines will not apply to Chairs supported by Tri-Council 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 for Endowments.

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- Approved by University Council February 26, 2009
 - Approved by Board of Governors March 13, 2009

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 Advancement.

Chairs may be of the following types:

2.1.1 *Tenure-Track (or equivalent) 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 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 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/Professorship*

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/Professorship*

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. Normally, provision will be made for re-entry of the individual into a normal range of duties on completion of their term.

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 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 Director of Finance and Trust, University Advancement.

3.0 Procedures for the Establishment of a Chair

- 3.1 Chairs normally will be attached from their inception to a department, college, school, centre or institute 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, a letter of intent to develop the Chair will first be submitted to the Joint Committee. Upon approval of the proposal in principle, a development officer will be assigned to work with the proponent in developing the financial and contractual components of a formal proposal. Under extraordinary circumstances, and with the approval of the appropriate Dean or Director, the Chair of the Joint Committee may be contacted directly to expedite the process.
- 3.4 A formal proposal for the establishment of a Chair will be submitted to the Joint Committee by the Dean of the College or Director of the School, Institute or Centre. All such proposals must have the approval of the appropriate department, Dean or Director, and the Provost and Vice-President Academic, or designate.

The proposal must address:

- the type of Chair;
- the objectives of the Chair;
- the terms and conditions of the Chair;
- the responsible college and department;
- the sources of funding;
- the proposed management; and

- an indication of how it will enhance the goals and objectives of the University, college and department.
- 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.
- 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 should seek the advice and assistance of the Director of Finance and Trust, University Advancement 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 done in concert.

4.0 Responsibilities – Selection

For all Chair appointments:

- 4.1 The Provost and Vice-President Academic, or designate, and the Dean or Director, in consultation with the department, 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 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 and the Dean. The Dean will act as Chair. In those situations where a funder is represented on the committee, it is understood that the funder will have voice but not vote. Funder representation on the committee will be defined in the trust deed (*Chair terms of reference*).
- 4.2 The Dean shall ensure that members of the department are advised of the existence of the Chair and are provided an opportunity to apply for the position.
- 4.3 Selection of the incumbent and a recommendation of appointment will be made by the Selection Committee in accordance with standard University policies and practices and in consultation with the department; in addition, the Dean or Director will report all related Chair appointments to the Joint Committee.
- 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 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 Responsibilities – Management of Ongoing Activities [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 Trust, University Advancement, (or respective designates) and others, including a representative of the funder(s), as may be deemed beneficial to achieving the objectives of the fund. 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, and when requested by the Provost and Vice-President Academic, make recommendations on salary increases;
- provide a copy of the annual report and financial report with commentary as appropriate to the Joint Committee on Chairs and Professorships.

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 Director, as appropriate, and to the Provost and Vice-President Academic. The report will outline accomplishments of the Chair in keeping with the Chair's purpose and objectives.

5.5 The Department Head, or Dean 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 Dean and Department Head 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 and the Department Head.

5.8 The Dean will submit a copy of the annual report and financial report to the Joint Committee or to the Management Committee, and to the funder as requested.

5.9 The Joint Committee 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 Other

6.1 These Guidelines are also applicable in the establishment of chairs that are held jointly with another university or with a hospital or research institute. 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.

6.2 Joint Committee on Chairs and Professorships Role and Responsibilities, Appendix "A".

**CHAIRS AND PROFESSORSHIPS
(hereinafter reference as “Chairs”)**

**JOINT COMMITTEE ON CHAIRS AND PROFESSORSHIPS
ROLE AND RESPONSIBILITIES**

Preamble:

With the new Council structure comes an increasing awareness of the broader scope of Council and the role that “Chair”-funded positions play in achieving the academic mission. Specific provision for Council’s role is provided within 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 can be addressed simultaneously.

The purpose of guidelines is to bring structure to an existing process. Recognizing that we want to enhance the number and value of these resources, it will be much easier to do so with established guidelines to follow.

1.0 Composition:

- the Provost and Vice-President Academic, or designate – Chair;
- one member of Council;
- one member of the Board of Governors;
- one member of the Research, Scholarly, and Artistic Work Committee of Council;
- the Secretary to the Board of Governors and Council,; or designate;
- the Vice-President Research, or designate;
- the Vice-President, University Advancement, or designate;
- the Associate Vice-President, Financial Services, or designate.

2.0 Responsibilities:

- develop and review procedures and guidelines relating to the establishment, funding, and on-going administration of Chairs at the University of Saskatchewan;
- receive and review proposals for the establishment of all Chairs and Professorships, assessing compliance with University aims and objectives, administrative processes, and financial integrity;
- recommend to Council approval for proposed Chairs, and subsequently recommend to the Board of Governors that it authorize the establishment of Chairs and changes to the structure of Chairs as may be required from time to time; and
- submit an annual report to Council and the Board on the activities of the Joint Committee on Chairs and Professorships.

On-Going Responsibilities

Chair Holder

- ⇒ Completes annual report of activities, and identifies accomplishments of the Chair in keeping with the Chair’s purpose and objectives.

[copies to Department Head, Dean, Vice-President Research, and Provost and Vice-President Academic]

Department Head
[or Dean/Director
where no Dept. Head]

- ⇒ Conducts annual review of performance of Chair Holder in accordance with University practices.
- ⇒ Ensures activities of the Chair are in keeping with Chair purpose and activities and integrated with college and department activities.
- ⇒ Works with Chair Holder to prepare annual budgets.
- ⇒ Monitors financial reports.

Dean/Director

- ⇒ In consultation with the Provost and Vice-President Academic, determines the necessity of a Management Committee, and Chairs that committee if it exists.
- ⇒ Works with Department Head to ensure activities are in keeping with Chair purpose and activities and integrated with college and departmental activities.
- ⇒ Ensures the on-going financial viability of the Chair and; reviews annual budgets and financial reports.
- ⇒ Provides a copy of the annual report and financial report to the Management Committee and, where there is no Management Committee, to the Joint Committee on Chairs and Professorships.

Management Committee
[or Dean/Director
where no Committee
exists]

- ⇒ Oversees the activities of the Chair or Professorship.
- ⇒ Approves annual budgets.
- ⇒ Oversees management of the fund to ensure compliance with the trust deed and long-term financial sustainability
- ⇒ Receives annual financial statements of the trust fund.
- ⇒ Receives and reviews an annual report and financial report on the activities of the Chair.
- ⇒ Provides a copy of the annual report and financial report with commentary as appropriate to the Joint Committee on Chairs and Professorships.

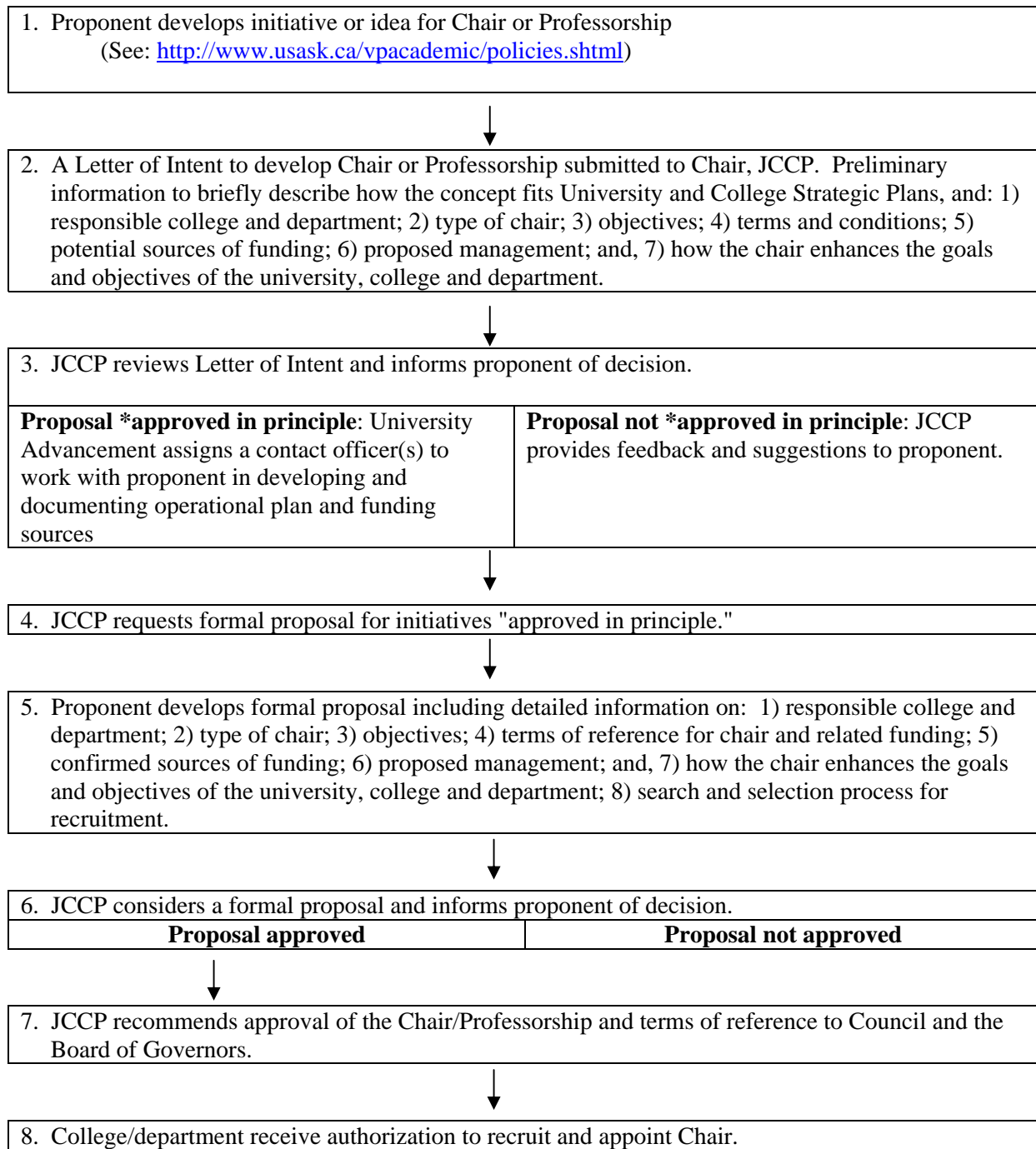
**Provost and Vice-
President
Academic**

- ⇒ Determines the necessity of, and appoints members to, a Management Committee when appropriate.
- ⇒ Chairs the Joint Committee on Chairs and Professorships.

**Joint Committee
on Chairs and
Professorships**

- ⇒ Develops and reviews procedures and guidelines relating to the establishment, funding and on-going administration of Chairs at the University of Saskatchewan.
- ⇒ Receives proposals for the establishment of all Chairs and Professorships, assessing compliance with University aims and objectives, administrative processes and financial integrity.
- ⇒ Receives the annual reports from Chairs and Professorships.
- ⇒ Recommends the establishment of all Chairs and Professorships to Council.
- ⇒ Recommends the Board of Governors authorize the establishment of all Chairs and changes to the structure of Chairs as may be required from time to time.
- ⇒ Submits an annual report to Council and to the Board of Governors on the activities of the Committee.

PROCEDURAL FLOWCHART



*Approved in principle in this context means that the following three components have been addressed:

- i. Proposed Chair fits with the University and College Strategic Plans.
- ii. Has the support of the Dean(s) and Department Head(s).
- iii. That items 3-7 on the Letter of Intent have been addressed and appear reasonable.
- iv. A proposal that is not approved means that one or more of the three components listed have not been addressed satisfactorily.

Template for Letter of Intent to Establish a Chair/Professorship

Date:	Name & contact information:	
Name of Chair:		
1. Name of responsible college, school, or department:	2. Proposed type of chair/professorship:	
3. Objective of chair/professorship:		
3a. Briefly describe how the concept of this chair/professorship fits the University and College strategic plans:		
4. Proposed terms and conditions of chair/professorship and related funding:		
5. Potential sources and level of funding (describe any preliminary contacts):		
6. Proposed management of chair/professorship:		
7. How will this chair/professorship enhance the goals and objectives of the university, college and department:		
8. Other relevant information:		
Recommended:		
Head: _____ (Please Print Name & Sign)		Dean: _____ (Please Print Name & Sign)
<p><i>Please submit to Chair, Joint Committee of Chairs and Professorships c/o Vice-Provost, or, electronically to</i></p> <p><i>February 2007</i></p>		Date Received by JCCP:
		JCCP Decision:

Template for Annual Report on Chairs/Professorship

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:		Patent applications submitted:		
	<i>(national)</i>	<i>(international)</i>		
<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.

To be submitted to JCCP by September 1st.

Date Received by JCCP:

JCCP Review and/or Action:

Part III: Financial Report

**For the fiscal
year ending
April 30, 200_**

	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