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Parent Policy: [Awards for Faculty Excellence Policy](#)

Appointment of Killam Memorial Chairs Procedure

Office of Administrative Responsibility:	Vice-President (Research)
Approver:	Provost and Vice-President (Academic) and Vice-President (Research)
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

The Last Will and Testament of Dorothy J Killam included an endowed gift to the University of Alberta to be used to establish at least two Chairs at the University in the fields of engineering and/or science as determined by the Board of Governors subject to approval of the Killam Trustees. The Chairs are primarily research appointments, and incumbents are expected to: i) make major research and scholarship contributions to the sciences; ii) bring to the University exceptional research capabilities; iii) be senior research leaders at the University; iv) act as a major catalyst for interdisciplinary research; and v) present a highly positive profile for research both internally and externally.

In addition, both undergraduate and graduate teaching/supervision is expected of the Chairholders; the Department Chair or Dean is responsible for assigning such duties.

Purpose

To outline the steps to be taken to initiate and complete the appointment of a **staff member** as a Killam Memorial Chair.

PROCEDURE

1. RECRUITMENT AND SELECTION PROCESS

- a. The Vice-President (Research) is responsible for the recruitment process for Killam Memorial Chairs.
- b. The recruitment and selection process for Killam Memorial Chairs will ordinarily begin at least one year prior to a Chair becoming vacant.
- c. The Vice-President (Research) shall convene an Advisory/Selection Committee composed of the following members:

Ex officio

Vice-President (Research) as Chair
 Provost and Vice-President (Academic) or designate
 Dean, Faculty of Graduate Studies and Research or designate

Elected

Three members from Categories A1.1, A1.6, or their counterparts in A1.5 and A1.7 elected by General Faculties Council.

- d. Membership expires once the Advisory/Selection Committee has fulfilled its responsibilities.
- e. The quorum for the Advisory/Selection Committee is that only one member may be absent from any meeting where decisions are made.
- f. The proceedings of the Advisory/Selection Committee are confidential.
- g. Once the Advisory/Selection Committee has identified the individual to be offered the Killam Memorial Chair, the name will be recommended by the Advisory/Selection Committee Chair to the President. The President will present the name to the Board of Governors. The selection of the Killam Memorial Chairholder and the Terms of Appointment are to be made by the Board of Governors subject to the approval of the Killam Trustees. No appointment is to be made without the approval and support of the unit involved.
- h. A candidate will not be formally appointed to the University of Alberta unless the **Letter of Appointment** has been completed and a fully executed copy has been returned to the University prior to the effective date of the appointment.

2. ELIGIBILITY REQUIREMENTS

Killam Memorial Chairs are normally used to attract scholars to the University of Alberta, rather than appointing faculty members currently at the University.

3. TERMS OF APPOINTMENT

- a. Killam Memorial Chairs will be appointed to a Department and/or Faculty as a professor with tenure, and will be subject to the Faculty Agreement.
- b. Killam Memorial Chairs are awarded for a five year term, renewable once.
- c. Upon completion of the terms of the appointment and on application from the Dean to the Provost and Vice-President (Academic) and the Vice-President (Research), consideration will be given to awarding the title of Killam Memorial Scholar in perpetuity. The Provost and Vice-President (Academic) and Vice-President (Research) will recommend awarding the title to the Killam Trustees for their approval.

4. VALUE OF AWARD

- a. Appropriate salaries and other financial arrangements will be negotiated by the Vice-President (Research). Budgetary provision will be made from general University (ie, non-Killam Chair) resources for secretarial and technical services for the Chairholder.
- b. Since Killam Memorial Chair appointments are not intended to meet ordinary Departmental needs, and since they are funded by an endowment, no compensation will be due to a Department should a Killam Memorial Chair be vacated and filled in another Department.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

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Staff Member	A person employed by the University of Alberta and defined under <i>Recruitment Policy(Appendix A) Definition and Categories of Academic Staff and Colleagues</i>
Letter of Appointment	Appendix A.1 of the Faculty Agreement

FORMS

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There are no forms for this Procedure.

RELATED LINKS

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[Faculty Agreement](#) (University of Alberta)

[Recruitment Policy \(Appendix A\) Definition and Categories of Academic Staff and Colleagues](#) (University of Alberta)