

Approval Date: February 22, 2010

Most Recent Approval Date: October 6, 2014

Most Recent Editorial Date: June 19, 2015

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

Henry Marshall Tory Chair Application and Selection Procedure

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

Overview

Named for Henry Marshall Tory, the first President of the University, Tory Chairholders are outstanding individuals who by their presence will enhance the reputation of the University and who will provide leadership and experience to strengthen interdisciplinary scholarship and teaching in their fields. The Chairs are expected to: i) make internationally recognized contributions in their fields; ii) bring to the University exceptional capabilities in scholarship, teaching, and creative activities; iii) be senior leaders at the University; iv) act as a major catalyst for interdisciplinary scholarship, research, and creative activities; and, v) present a highly positive profile for research, scholarship, and creative activities both internally and externally. The Tory Chair program focuses primarily, but not exclusively, on disciplines in the humanities, social sciences, and fine arts.

The incumbent will have teaching duties throughout the term. The Department Chair or Dean is responsible for assigning such duties and for costs associated with reduced responsibilities.

Purpose

The Henry Marshall Tory Chairs at the University of Alberta have been created to foster excellence in teaching and research at the University. This program is committed to the support of individuals influencing the University and the community as a whole within an interdisciplinary field.

PROCEDURE

1. ELIGIBILITY REQUIREMENTS

Any full-time member of the academic teaching staff (Categories A1.1 and A1.6) at the University of Alberta may be appointed as a Tory Chair.

Tory Professor appointments are funded by the Endowment Fund for the Future, subject to the following conditions:

- No more than ten Tory Chairs will hold appointments at any one time. Eighty per cent of Chairs will be selected from within university disciplines not eligible for Killam Memorial Chairs, which are designated for science and engineering. Twenty per cent shall be open to general competition.

- Although Henry Marshall Tory Chairs will normally be used to attract outstanding scholars to the University current faculty members may be considered for these appointments.
- Appointees to Tory Chairs are to be attached to or associated with Departments, Faculties, centres or institutes and shall be obliged to undertake teaching functions of some kind. The teaching need not necessarily be of specific courses in an existing program, but perhaps more appropriately, may consist of special courses, seminars and public lectures in the field of interest of the person who holds the Chair.

2. SUBMISSION REQUIREMENTS

Submissions may be made by Departments, Faculties, centres or institutes of the University, through the office of the responsible Dean, Submissions should be sent when positions are vacant to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron, no later than 4:00 p.m. on the date advertised.

The submission shall include these items in the following order:

- Curriculum Vitae
- **Supporting documentation**

Documentation may be submitted electronically or single-sided, on 8½" x 11" size paper (or paper that can be easily cut to size). Since submissions must be duplicated, no formal presentation is required.

Please note that submissions should not be bound, tabbed or include cover pages.

3. SUBMISSION PROCEDURE

Normally, submissions are to be made by Departments, Faculties, centres or institutes of the University to the Strategic Initiatives Manager, Centre for Teaching and Learning, 5-02 Cameron.

4. SELECTION

a. Selection Committee

The Selection Committee will be elected by General Faculties Council (GFC) to review nominations and to make recommendations for Tory Chairs, and is composed of the following members:

i. Ex Officio:

1. Provost and Vice-President (Academic) or delegate, Chair
2. Vice-President (Research) or delegate
3. Dean of the Faculty of Graduate Studies and Research or delegate

ii. Elected

1. Two members from Categories A1.1, A1.6, or their counterparts in A 1.5 and A1.7 elected by GFC for a two-year term of office.

b. Selection Process

The quorum for the Selection Committee for Tory Chairs shall be that only one member may be absent from any meeting where decisions are made. Its proceedings are to be confidential.

The Selection Committee will meet to review and shortlist candidates and will then meet with each shortlisted

candidate individually. Once the Committee has met with each candidate, a subsequent meeting will be held to deliberate the final recipient.

Appointments are to be recommended by the Committee to the Board of Governors through the President. No appointment is to be made without the approval and support of the unit involved.

The Convocation and Ceremonies Office will be advised of the appointment. The appointment will be announced at the annual Celebrate! Teaching. Learning. Research event.

5. TERMS OF APPOINTMENT

Commencement of appointments will be determined individually for a five-year term, renewable once upon review.

Tory Chairs may have partial appointments in more than one department, but one shall be designated for the purposes of evaluation by the Faculty Evaluation Committee.

Appointees to Tory Chairs are to be awarded tenure at the time of appointment, receive the usual staff benefits (participation in pension, medical and insurance plans) and be subject to the Faculty Agreement. The home Department and/or Faculty will provide a base position for the duration of the appointment.

Henry Marshall Tory chairholders appointed to a senior administrative position during the term of their appointment will retain the title of Henry Marshall Tory Chair but must suspend obligations and forego funding provided to a Henry Marshall Tory Chair during the term of administration.

Upon completion of the term of 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 in perpetuity – Henry Marshall Tory Scholar.

6. VALUE

Funds in the amount of \$20,000/annum will be available for approved research and creative scholarly activities. The funds may be used for a variety of purposes and in a combination of ways, (e.g, hiring a graduate teaching or research assistant, developing a new teaching technology, travel to conferences, partial payment of a post-doctoral fellow). No portion of the award may be taken as salary. Funds are to be discontinued if a Tory Chair vacates the position for any reason other than an approved sabbatical leave.

Funds are held by the University of Alberta and spent as outlined in the approved application and in accordance with University of Alberta policies and procedures.

As is customary in each Department or Faculty, the Department Chair and/or Dean will assign teaching responsibilities. No compensation will be due a department should a Tory Chair be vacated and allocated elsewhere.

DEFINITIONS

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

Supporting Documentation	<p>While it is understood that the nature of the documentation to be included as part of the nomination submission may vary and will depend upon the academic background of the nominee, supporting documentation should include the following:</p> <ul style="list-style-type: none"> - A list of all scholarly and research activity, administrative and professional affiliations and responsibilities, major awards or distinctions. - Brief description of all courses taught in the past 5 years. - Student evaluations from all courses taught in the last 5 years. - A letter from the Chair in which the teaching record of the nominee is assessed, including the record of assessment in FEC, student evaluations and peer assessment. - A list of recent grant support, specifying agency, amount of award and title of project. - A list of all graduate students supervised including the thesis title and year of graduation. If possible, identify where graduate students are employed and in what capacity after graduation. - Three submissions from former supervised graduate students commenting on the significance and influence the nominee has had on their education, career, etc. - Three letters of support from referees who are experts in the field. - Documentation from appropriate sources describing the specific major University and community-related positions held, services provided, consultantships held, etc. - Short proposal by candidate of 5-year teaching and research plans as Tory Chair, and how those plans demonstrate excellence and relate to priority areas of the University of Alberta. . - Three articles or abstracts representative of the candidate's research. - Submissions from candidates internal to the University of Alberta must include a letter of nomination and/or recommendation from a Chair and/or Dean at the University of Alberta. - Submissions from candidates external to the University of Alberta can include a letter of nomination from a Dean at the University of Alberta and/or recommendation from a Chair and/or Dean at the University of Alberta.
Letters of Support	<p>Letters of nomination and support should include a brief statement from their nominator/supporter specifying both his or her position (affiliation) at the University and that of the nominee and should clearly articulate the</p>

involvement and impact of significance of the nominee's contribution to the research/scholarly, teaching, professional and community service mission of the University. They should not be merely testimonial in nature.

FORMS

There are no forms for this Procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Recruitment Policy Appendix A Definitions and Categories of Academic Staff and Colleagues \(UAPPOL\)](#)