

Original Approval Date: February 8, 2013
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Parent Procedure: [Naming of Academic Entities Procedure](#)

Naming of Academic Entities Procedure

Appendix B: Endowed Chairs and Professorships - Criteria, Terms and Responsibilities

Office of Administrative Responsibility:	Office of the Provost and Vice-President (Academic)
Approver:	Board of Governors

CRITERIA, TERMS AND CONDITIONS

	University Chair (Endowed)	Chair (Endowed) Mid-Career	Early Career Professorship (Endowed)	Visiting Professorship
GIFT LEVEL (All donations must meet the requirements of the Donation Acceptance Policy)	\$7 million Minimum of 50% of funding must be received before the position is appointed	\$4 million Minimum of 50% of funding must be received before the position is appointed	\$2 million Minimum of 50% of funding must be received before the position is appointed	\$1.5 million
RANK	Full Professor (tenured)	Associate or Full Professor (tenured)	Assistant Professor (tenure-track)	
ELIGIBILITY	New Academic staff	New or current academic staff	New or current academic staff	
TERM	Five years, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment	Five year, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment	Five year, eligible for renewal at discretion of the dean and with a review process as specified by the dean at the time of appointment ** At the discretion of the dean, an Early Career Professorship may be retitled as a Professorship to recognize the incumbent's career progression and to provide ongoing support. Once the Professorship is vacated, it will revert to an Early Career Professorship	

CRITERIA, TERMS AND CONDITIONS (Con't)

	University Chair (Endowed)	Chair (Endowed) Mid-Career	Early Career Professorship (Endowed)	Visiting Professorship
RESEARCH GRANT	Minimum \$20,000 annual research support	Minimum \$20,000 annual research support	Minimum \$10,000 annual research support	
TEACHING RESPONSIBILITIES	Normal, as assigned by department chair or dean	Normal, as assigned by department chair or dean	Normal, as assigned by department chair or dean	
Endowed University Chairs, Endowed Chairs or Endowed Professorships may be targeted at University, Faculty or Departmental levels. Centres and institutes are not eligible as academic homes for these endowed positions.				
Consistent with academic appointments, all Chairs, Early Career Professorships or Professorships must be compliant with the <i>Recruitment Policy</i> and related procedures				

RESPONSIBILITIES

	Responsibilities
DEAN	<ul style="list-style-type: none"> • Supplies initial base position plus benefits (whether new recruitment or current academic staff) at time of appointment and costs associated with recruitment and appointment - Endowment payout flowed annually to Faculty to allocate research funds and offset cost of base position <ul style="list-style-type: none"> • Recruits and/or appoints chair/professorship candidates • Establishes and conducts review process for reappointment • Sends annual report to donor with invitation to meet with chair-holder <ul style="list-style-type: none"> • Supplies research support allocation from endowment <ul style="list-style-type: none"> • Supplies start-up funds from endowment • Attends annual dinner or appropriate University recognition event for donors of endowed chair/professorships
PROVOST	<ul style="list-style-type: none"> • Provides salary upgrade (the difference between a Faculty's market rate for a position and the actual salary, excluding any salary supplements), if required at time of appointment - A portion of the endowment payout is flowed annually to the Provost to offset the salary upgrade - If the Faculty is unable to provide a base position at time of appointment, the Provost provides a bridge position (a position provided temporarily until a Faculty has a vacant position available) for up to five years. A portion of the endowment payout is flowed annually to the Provost to offset the bridge position funding • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships

RESPONSIBILITIES (Con't)

VICE-PRESIDENT (RESEARCH)	<ul style="list-style-type: none"> • Strikes the selection committee for endowed Early Career Professorships, Chairs, and University Chairs that are not associated with a particular Faculty • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships
CHAIR / PROFESSORSHIP HOLDER	<ul style="list-style-type: none"> • Use of endowment name on CV, business cards, website, publications and wherever name commonly appears • Delivers an inaugural lecture to the University community during first year of appointment <ul style="list-style-type: none"> • Prepares annual report for donor by prescribed annual deadline <ul style="list-style-type: none"> • Meets annually with the donor or donor's representative • Attends annual dinner or appropriate University recognition event for donors of endowed chairs/professorships
VICE-PRESIDENT (ADVANCEMENT)	<ul style="list-style-type: none"> • Provides template for annual report to donor • In partnership with Deans and Office of the Provost, manages list of endowed chairs / professorships including alerts for appointment/reappointment • Manages the governance path and follows policy/procedures for the creation of endowments • Prospect Managers work with Deans and chair/professorship-holder on annual report and annual meeting between donor and chair/professorship-holder <ul style="list-style-type: none"> • Prospect Managers engage in ongoing stewardship activities of donors • Coordinates and funds the annual dinner or appropriate University recognition event for donors and chair/professorship-holder • Ensures integration of name of endowed chair/professorship in publicity to University and alumni communities about the creation and appointment of chairs/professorships

DEFINITIONS

There are no definitions. [\[▲Top\]](#)

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