

### **1.0 POLICY STATEMENT**

- 1.1 This policy establishes processes for appointing Titled Chairs (Named and/or Endowed Chairs) as a means of recognizing and promoting academic programs and fields of study which are consistent with MacEwan University's mandate, strategic plans, and mission.

### **2.0 PURPOSE**

- 2.1 Titled Chairs contribute to the University by engaging in Scholarship, by enhancing the University's profile in the larger community, and/or by contributing to the learning environment through academic presentations and/or teaching.
- 2.2 Titled Chairs may be appointed to support academic activities such as a series of events or projects that have unique or special characteristics associated with the development of the University.
- 2.3 The establishment of Titled Chairs is intended to advance the University's academic goals, mission, and strategic plans.
- 2.4 Titled Chairs are bound by all applicable University policies during the period of their association with the University.

### **3.0 APPLICABILITY**

- 3.1 The following conditions apply to Named Chairs:
- 3.1.1 The individual may be either internal or external to the University.
  - 3.1.2 The individual must be a recognized scholar or artist in a particular field.
  - 3.1.3 The individual must be selected and appointed in compliance with approved terms of reference.
  - 3.1.4 The endowment capital contributions must be sufficient to support the activities of the appointment over the term of the appointment.
- 3.2 The following conditions apply to Endowed Chairs:
- 3.2.1 The individual may be either internal or external to the University.
  - 3.2.2 The individual must be a recognized scholar or artist in a particular field.
  - 3.2.3 The individual must be selected and appointed in compliance with approved terms of reference.
  - 3.2.4 The funding from an endowment must be of sufficient value to support the Endowed Chair for the length of the term (including associated expenses) without requirement from the University's operating budget.
  - 3.2.5 The individual must serve according to endowment terms of reference.

- 3.3 Government funding agency programs that provide research chair funding to individuals are not covered by this policy.
- 3.4 Named Chairs appointed externally are not employees of the University and are not entitled to University compensation. Named Chairs may be granted an honorarium at the discretion of the Faculty/School managing the appointment.
- 3.5 Endowed Chairs are employees of the University.

#### **4.0 DEFINITIONS**

##### **Endowments**

Capital contributions plus any matching of these funds by other grant sources. The interest and time-value of the endowed funds are paid out according to the expendable rate determined by the Board of the Grant MacEwan University Foundation.

##### **Endowed Chairs**

Academics of distinction who are funded by endowment monies. This is a funded/salaried chair supporting Scholarship with limited teaching.

##### **Named Chairs**

Academics of distinction who are funded by Faculty/School and/or endowment monies. This non-salaried position may be used to support Scholarship.

##### **Scholarship**

Scholarship, as defined in MacEwan's mandate statement, means both research and creative activity.

#### **5.0 POLICY ELEMENTS**

##### **5.1 Roles and Responsibilities**

- 5.1.1 The Provost & Vice-President, Academic is responsible for this policy.
- 5.1.2 Deans are responsible for managing the nomination and selection process for Titled Chairs in consultation with their respective Faculty of School Council and for making recommendations to the Provost & Vice-President, Academic.
- 5.1.3 Alumni and Development is responsible for (a) collaborating with Deans to raise funds and acquire gifts, (b) the stewardship of donors and endowment gifts, and (c) legal matters pertaining to Gift Agreements, Endowment Agreements, and terms of reference documents.

##### **5.2 Reporting, Evaluation, and Renewal of Titled Chairs**

- 5.2.1 Titled Chairs are required to submit annual reports of their activities to the respective Dean and may be required to submit reports to external donors.
- 5.2.2 Titled Chairs may be renewable; applicants requesting renewal will be subject to a performance evaluation and review.

### **5.3 Disestablishment of Titled Chairs**

- 5.3.1 Titled Chairs may be discontinued by mutual agreement between the University and the sponsor. In such cases the holder of the Chair will present a plan for phasing out of the position with special consideration being given to the implications for students and staff involved in the Chair's activities.
- 5.3.2 A Titled Chair may be terminated when (a) the performance of the Chair holder is deemed unsatisfactory, and/or (b) the Chair is non-compliant with the terms of reference.
- 5.3.3 Upon disestablishment of an Endowed Chair, the fund payout may be reallocated for an alternative purpose based on the rules and regulations of the University and terms of reference for the endowment.

### **5.4 Funding and Gifts**

- 5.4.1 The Provost & Vice-President, Academic and Dean of the hosting Faculty/School will approve and sign all Gift Agreements, Endowment Agreements, and terms of reference associated with Titled Chairs.
- 5.4.2 The University shall from time to time determine a minimum value for any and all newly established Titled Chairs.
- 5.4.3 An Endowed Chair may, in some circumstances, be established from an expendable source of income. In such cases, the gift must be sufficient to support the Endowed Chair for at least three years and at a level at least equivalent to the annual costs of the appointment including support costs for Scholarship and travel when applicable.
- 5.4.4 Donors may only participate in the structure, operation, or appointment of Titled Chairs at the invitation of the University.

### **5.5 Management of the Program**

- 5.5.1 Each Titled Chair is established by a signed Gift Agreement and/or Endowment Agreement, and terms of reference document outlining the purpose and conditions; this Agreement is registered with Alumni and Development and the Office of the Provost & Vice-President, Academic and must conform to the standard legal format used by the University.
- 5.5.2 A registry of Named Chairs and Endowed Chairs is kept by the Office of the Provost & Vice-President, Academic.
- 5.5.3 Each recipient of a Named or Endowed Chair appointment shall receive a letter of invitation specifying the duration of, and expectations for, the particular Named or Endowed Chair, including performance expectations.
- 5.5.4 Titled Chairs will receive library privileges, electronic network access, and other associated services, and may use the University's mail address and letter head during

the period of their association with the University. Provision of office and/or laboratory space for Titled Chairs is the responsibility of the Faculty/School managing the appointment.

- 5.5.5 The sponsoring Faculty/School shall arrange for Titled Chairs to receive any required University orientation and training.

## **6.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Adjunct Faculty
- Animal Research Ethics
- Electronic Mail
- Employees' Code of Conduct
- Endowments
- Ethical Review of Research with Human Participants
- Records Management
- Responsible Conduct of Research and Creative Activity

## **7.0 ACCOUNTABILITY**

### **Policy Sponsor**

Provost & Vice-President, Academic

### **Responsible Office**

Office of Research Services

## 8.0 HISTORY

### Relevant Dates

Approved: **22.12.05**

Effective: **22.12.05**

Next Review: **2027.12**

### Modification History

- 06.10.26:** Amended and recommended by Academic Council 06-09-12-04 and approved October 26, 2006 by Board motion 01-10 26-2006/07.
- 09.10.08:** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10 8-2009/10.
- 10.12.21:** Related policy numbers updated to reflect changes to E policy Taxonomy.
- 12.04.24** Revised as recommended by Academic Policies Committee, and approved by Academic Governance Council motion AGC-22-04-24-2012
- 14.10.28:** Terminology updated to reflect housekeeping and textual changes, and approved by Academic Governance Council motion AGC-04-10-28-2014.
- 14.12.22:** Updated to reflect current policy names and numbers, references to retired policies, and Related Policy listings.
- 18.12.12:** Minor change to replace Academic Governance Council with General Faculties Council effective February 1, 2019. Approved by Policy Sponsor on December 12, 2018.
- 22.06.16:** Comprehensively reviewed and updated to reflect current terminology. Minor revisions approved by Policy Sponsor.
- 22.12.05:** Comprehensively revised. Approved by General Faculties Council motion #GFC-02-12-05-2022/23.