

## Donor-created Faculty Positions: Process for Faculties

All donor-created faculty positions are governed by the [Policy on the Establishment and Designation of Named and Funded Chairs](#). There is also a checklist document which accompanies this policy and is appended to this document for reference. Faculty offices are responsible for instigating the process and to liaise with the Office of Advancement prior to submitting terms for approval to the Senate Committee on Academic Development (SCAD), Senate, and the Board of Trustees.

Questions can be directed to the University Secretariat by email at [senate@queensu.ca](mailto:senate@queensu.ca)

Information about SCAD meeting schedules can be found [here](#). Information about Senate meeting schedules can be found [here](#). Information about Board of Trustees meeting schedules can be found [here](#). It is the responsibility of the Faculty/School originating the request to confirm the agenda deadlines for each step in the approval process. Special meetings will **not** normally be held, if an accelerated approval is required, the Faculty/School must consult with the University Secretary.

## New Endowed Chairs

1. The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor. The current minimum amount is \$3 million.
2. Should funding be required from the University's operating budget, approval must be obtained from the Provost and Vice-Principal (Academic) prior to submitting Academic Terms for formal approvals.
3. The Faculty office must initiate the academic terms approval process. Consult the checklist provided by the University Secretariat at the end of this document. The Faculty office is responsible for determining the academic requirements for the position and must follow all relevant policies and the Collective Agreement. **Note:** A memo from the Office of Advancement confirming the donor funding is in place will be required as part of this package.
  - a. Start with your Faculty Board or equivalent – if required, the Dean may have authority to bypass this stage
  - b. The Academic Terms are sent by the Faculty/School to the Senate Committee on Academic Development
  - c. They will subsequently proceed to Senate
  - d. They will subsequently proceed to the Board
4. Once the Academic Terms have been approved, Advancement can complete the Terms of Reference for the fund (these can be drafted while the academic approvals are being sought but cannot be finalized until all approvals are obtained).
  - a. The fund guidelines will contain information from the Academic Terms
  - b. They are signed by the Vice-Principal (Advancement), the donor and the Dean of the beneficiary Faculty/School.

## New Endowed Professorships

1. The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor. The current minimum amount is \$2 million.
2. Follow the same approvals process as outlined for Chairs – both the Academic Terms and the Fund Terms.

## New Expendable Funded Professorships

The gift should match the needs of the beneficiary department and the approximate annual payout from an endowment fund – or \$100,000 per year at a minimum. The term length is to be agreed upon as part of the gift discussion and terms process, but must be no less than 5 years.

1. The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor.
2. Follow the same approvals process as outlined for Chairs – both the Academic Terms and the Fund Terms.

## New Expendable Funded Chairs

The gift should match the needs of the beneficiary department and the approximate annual payout from an endowment fund – or \$200,000 per year at a minimum. The term length is to be agreed upon as part of the gift discussion and terms process, but must be no less than 5 years.

1. The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor.
2. Follow the same approvals process as outlined for Endowed Chairs – both the Academic Terms and the Fund Terms.

## Revisions

Any revisions to either a Chair or a Professorship will require formal approvals. If the change is to the academic terms, the same approval path as establishment will apply. If the change is to the donor fund terms, the Office of Advancement may approve.

## **A CHECKLIST OF INFORMATION REQUIRED BY THE UNIVERSITY SECRETARIAT**

### **FOR PROPOSALS TO ESTABLISH AND DESIGNATE NAMED AND FUNDED CHAIRS AND PROFESSORSHIPS**

The Senate determines all matters of an academic character which affect the University as a whole. Senate approves the establishment and designation of named and funded Chairs and Professorships based on the recommendation of the Senate Committee on Academic Development (SCAD) and the Office of the Provost and Vice-Principal (Academic). The Senate will forward the approved proposal to the Board of Trustees for ratification.

The governing policy document is: [Policy on the Establishment and Designation of Named and Funded Chairs and Professorships \(2019\)](#).

Those submitting proposals must confirm that they have read the Naming Policy and Gift Acceptance Policies  
<https://www.queensu.ca/secretariat/policies/senate/naming-policy>  
<https://www.queensu.ca/secretariat/policies/board-policies/gift-acceptance-policy>

Based on the parameters provided in the policy, the following information should be included in the proposal submitted to the Senate Committee on Academic Development, which is subsequently sent to the Senate and Board.

#### **1. TITLE**

- Type of proposal: Chair/Professorship
- Proposed name of the Chair/Professorship and area(s) of academic endeavour
- Host department/faculty
- Term of appointment

#### **2. ACADEMIC INFORMATION**

- Responsibilities of the Chair/Professorship [including but not limited to]
  - Research
  - Teaching and Graduate Supervision
  - Other (including but not limited to service)
- Identify how the Chair/Professorship will contribute to the goals of the academic unit and the university.
- Indicate if candidates will be sought externally and/or internally. Provide rationale
- Identify interdisciplinary connections, if applicable
- Indicate if a selection committee will be required and who will Chair this committee
- Disclosure of interuniversity or other external commitments
- Any other relevant academic information

#### **3. BUDGET INFORMATION**

Identify resources required and the proposed funding arrangements.

- Material resources:
  - Information technology
  - Library
  - Office space
  - Lab space
  - Equipment
  - Animal care facilities
- Human resources:
  - Chair/Professorship salary and benefits
  - General support
  - Technical support
- Financial support for all above noted resource requirements:
  - Indicate external funding, internal funding, etc. with appropriate explanation.
  - Identify how future salary and benefit increases will be funded
  - Any other relevant budget information.

#### **4. ADVANCEMENT**

Please attach the “Due Diligence” Report prepared by Advancement

#### **5. APPROVAL**

Proposals must be signed and dated to indicate department and/or faculty approval.

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

#### **6. SUBMISSION TO UNIVERSITY SECRETARIAT**

Submit signed proposal to: Secretary of the Senate [senate@queensu.ca](mailto:senate@queensu.ca)

Proposals will be referred by the Secretary of the Senate to SCAD and the Office of the Provost and Vice-Principal (Academic).

Policy: <http://www.queensu.ca/secretariat/policies/senateandtrustees/chairsestablishment.html>