

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	CHAIRS AND PROFESSORSHIPS
Parent Policy:	Chairs and Professorships
Effective Date:	January 27, 2009
Revised Date:	November 25, 2014
Review Date:	November 25, 2024
Approving Body:	President
Authority:	Chairs and Professorships Policy
Responsible Executive Officer:	President
Delegate:	Vice-President (Academic) and Provost
Contact:	Vice-President (Academic) and Provost
Application:	All Academic Staff

Part I Reason for Procedure

- 1.1 To give effect to the Chairs and Professorships Policy, these procedures articulate certain mechanisms, including:
- (a) procedures for the establishment of Chairs and Professorships;
 - (b) procedures for the selection and appointment of individuals to Chairs and Professorships;
 - (c) procedures for the naming of Chairs and Professorships;
 - (d) responsibilities of individuals appointed to Chairs and Professorships; and
 - (e) requirements regarding the review of performance of individuals appointed to Chairs and Professorships, and the administrative and financial arrangements of Chairs and Professorships.

Part II Procedural Content

Establishment of Chairs or Professorships

- 2.1 The initiative to establish a Chair or Professorship may come from a department, faculty, school, college, centre or institute of the University, from the President, a Vice-President or from a prospective donor(s).
- 2.2 Confidential discussions with a prospective donor(s) may precede the development of a formal proposal to establish a Chair or Professorship.
- 2.3 A formal proposal for the establishment of a Chair or Professorship shall normally be made by the head of the unit to which the Chair or Professorship will be attached. All such proposals shall have the approval of the relevant dean or director, where applicable, and the Vice-President (Academic) and Provost. In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Vice-President (Academic) and Provost shall consult with the Vice-President (Research) in assessing the proposal. The proposal shall indicate:
 - (a) the type of appointment (Chair, Professorship);
 - (b) the name of the Chair or Professorship;
 - (c) the purpose and objectives of the Chair or Professorship;
 - (d) the relationship of the goals of the Chair or Professorship to those of the proposing unit;
 - (e) the method by which the Chair or Professorship will be funded;
 - (f) the general and specific required academic qualifications of the candidates or nominees;
 - (g) the term of the appointment, including, where applicable, provisions for reappointment; and
 - (h) any other provisions unique to the Chair or Professorship.
- 2.4 All proposals for the establishment of Chairs and Professorships shall be considered by Senate and, following recommendation by Senate, by the Board of Governors. In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Senate Committee on University Research shall recommend to Senate.

Naming of Chairs and Professorships

- 2.5 Proposals for the naming of a Chair or Professorship to honour an individual or at the request of a donor shall be submitted to the Senate Committee on Honorary Degrees for recommendation to Senate.
- 2.6 The Senate Committee on Honorary Degrees will recommend to Senate on the specific form of the name for the Chair or Professorship.

Selection and Appointment of Chairs or Professorships

- 2.7 The selection and appointment of an individual to a Chair or Professorship shall be conducted in accordance with normal University policy (including Policy: Academic Appointments) and/or the provisions of the relevant Collective Agreement (except as provided in section 2.8).
- 2.8 Notwithstanding the provisions of Policy: Academic Appointments, in cases where it is proposed that a member of the University's full-time (including G.F.T.) academic staff be appointed to a Chair or Professorship, such an appointment may be made without a search with the approval of the Vice-President (Academic) and Provost, normally on the recommendation of the unit head and, where appropriate, the dean or director.
- 2.9 Nothing in sections 2.7 and 2.8 will be deemed to prevent the University or the relevant unit of the University from providing an opportunity for consultation with the donor(s), or their representative(s). Responsibility for the appointment of individuals to Chairs and Professorships, however, rests solely with the University.
- 2.10 Appointees to Chairs and Professorships may be granted tenured, probationary, term or contingent appointments, as approved by the Board of Governors.
- 2.11 Appointees to Chairs and Professorships normally shall be full-time employees of the University (except for Joint Chairs or Professorships).

Responsibilities of Appointees to Chairs and Professorships

- 2.12 The specific duties and responsibilities of appointees to Chairs and Professorships shall be stated in a formal letter of offer.
- 2.13 While Chairs and Professorships may allow for a greater concentration on research, scholarship and creative works than that afforded by a regular academic appointment, a reasonable commitment to teaching is expected of all appointees to Chairs and Professorships.
- 2.14 During the first year of the appointment, appointees to Chairs and Professorships shall normally be required to give a public lecture. The scheduling and

announcement of such lectures shall normally be coordinated by the relevant unit head, in collaboration with the University's Marketing Communications Office.

- 2.15 Appointees to Chairs and Professorships shall report annually, in the same manner as other faculty, to their unit head. Holders of Chairs and Professorships shall furnish an annual report of activities to the unit head, the dean or director, where applicable, and the Vice-President (Academic) and Provost. In the case of Chairs and Professorships that are primarily intended to enhance the University's research programs, an annual report of activities shall also be provided to the Vice-President (Research).

Review of Chairs and Professorships

- 2.16 The performance of appointees to Chairs and Professorships shall be reviewed in the same manner as other members of faculty.
- 2.17 If appointment renewal is permitted, the unit head or, where applicable, the dean or director is responsible for initiating and coordinating a timely reappointment review process. The resulting recommendation on reappointments shall be reported to the Vice-President (Academic) and Provost.
- 2.18 The administrative and financial arrangements pertaining to a Chair or Professorship shall be reviewed on a periodic basis but not less than every five years. The unit head or, where applicable, the dean or director is responsible for initiating and coordinating this review. The results of this review shall be reported to the Vice-President (Academic) and Provost.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the President that a formal review of this Procedure is required.
- 3.2 The Vice-President (Academic) and Provost is responsible for the implementation, administration and review of this Procedure.
- 3.3 All Academic Staff are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is November 25, 2024.
- 4.2 In the interim, this Procedure may be revised or repealed if:

- (a) the Approving Body deems it necessary or desirable to do so;
- (b) the Procedure is no longer legislatively or statutorily compliant;
- (c) the Procedure is now in conflict with another Governing Document; and/or
- (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

5.1 This Procedure supersedes all of the following:

- (a) Chairs and Professorships Policy, approved May 23, 1993 and amended June 22, 2000;
- (b) Naming Chairs and Professorships Policy, approved January 6, 1982 and amended June 22, 2000;
- (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
- (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

- (a) [Chairs and Professorships Policy](#)
- (b) [Academic Appointments Policy](#)