

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	CHAIRS AND PROFESSORSHIPS
Parent Policy:	Chairs and Professorships
Effective Date:	January 27, 2009
Revised Date:	May 27, 2025
Review Date:	May 27, 2035
Approving Body:	President
Authority:	Chairs and Professorships Policy
Responsible Executive Officer:	President
Delegate:	Provost and Vice-President (Academic) and Vice-President (Research and International)
Contact:	Provost and Vice-President (Academic) and Vice-President (Research and International)
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 naming of Chairs and Professorships;
 - (c) procedures for the selection and appointment of individuals to Chairs and Professorships;
 - (d) responsibilities of individuals appointed to Chairs and Professorships;
 - (e) requirements regarding the review of performance of individuals appointed to Chairs and Professorships,
 - (f) the administrative and financial arrangements of Chairs and Professorships; and

- (g) the establishment of unit level 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 using the Chairs and Professorships Proposal Form. The proposal form shall normally be signed by the head of the unit to which the Chair or Professorship will be attached. All such proposals shall be considered by the Department Council, the Faculty Council (or Faculty Executive Council), School Council, or College Council (or College Executive Council), as appropriate, shall have the approval of the relevant dean or director, where applicable, and shall be approved jointly by the Provost and Vice-President (Academic) and the Vice-President (Research and International). In the case of proposals for Chairs and Professorships that are primarily intended to enhance the University's research programs, the Provost and Vice-President (Academic) shall consult with the Vice-President (Research and International) 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 Institutional Chairs and Professorships

- 2.5 Should the University wish to honour a donor(s) or at the request of a donor(s), Chairs and Professorships may be formally named.
- 2.6 The underlying principle of any naming is that both the person(s) or organizations(s) for which the Chair or Professorship will be named, and the University should be honoured by the naming of the Chair or Professorship.
- 2.7 The name may refer to a foundation, individual, family or similar unit, or to a respectable commercial or business unit.
- 2.8 If a Chair or Professorship is being named in recognition of a donor(s), the gift received relative to the Chair or Professorship must represent a significant contribution to the minimum value required to establish a Chair or Professorship as defined in the Policy; the President shall determine the significance of any gift relative to the naming of Chair or Professorship.
- 2.9 The autonomy of the University and the academic freedom of the professoriate to which the University of Manitoba is committed shall be safeguarded at all times. The attribution of a name does not imply or confer any involvement or oversight into the operations of the University or any of its units.
- 2.10 It is the University's intention to respect the Donor's intent. If, however, circumstances change so that the entire amount of the gift is not received by the University in due course, the University may, at its option, remove the Donor's name from the Chair or Professorship, or any part therein or thereon where the Donor's name appears, and/or reduce the name or form of recognition setout herein and/or offer the Donor an alternative naming opportunity and benefits commensurate with the Donor's level of giving.
- 2.11 In the event that a program change affects the naming and form of recognition, the University will inform the Donor if possible, and the University and the Donor will consult as to options available at that time.
- 2.12 Ultimate authority to accept or decline any naming proposal at the University rests with the Board of Governors.
- 2.13 Ultimate authority to discontinue the named Chair or Professorship rests with the Board of Governors.

- 2.14 Notwithstanding any other provisions of this procedure, no naming will be approved, or existing naming be continued, that will call into serious question public respect for the University.
- 2.15 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.
- 2.16 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 Institutional Chairs or Professorships

- 2.17 The selection and appointment of an individual to a Chair or Professorship shall be conducted in accordance with normal University policy and processes, and/or the provisions of the relevant Collective Agreement (except as provided in section 2.18).
- 2.18 In cases where it is proposed that a member of the University's full-time academic staff (including GFTs) be appointed to a Chair or Professorship, such an appointment may be made without a search with the approval of the Provost and Vice-President (Academic), normally on the recommendation of the unit head and, where appropriate, the dean or director.
- 2.19 Nothing in sections 2.17 and 2.18 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). Such consultation shall not involve decisions in the selection and appointment of the Chair or Professorship. Final responsibility for the appointment of individuals to Chairs and Professorships, however, rests solely with the University.
- 2.20 Appointees to Chairs and Professorships may be granted tenured, probationary, term or contingent appointments, as approved by the Board of Governors.
- 2.21 Appointees to Chairs and Professorships shall be full-time employees of the University except in the case of Joint Chairs or Professorships.

Responsibilities of Appointees to Institutional Chairs and Professorships

- 2.22 The specific duties and responsibilities of appointees to Chairs and Professorships shall be stated in a formal letter of offer.
- 2.23 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.
- 2.24 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.

- 2.25 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 Provost and Vice-President (Academic). 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 and International).

Review of Institutional Chairs and Professorships

- 2.26 The performance of appointees to Chairs and Professorships shall be reviewed in the same manner as other members of faculty.
- 2.27 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 Provost and Vice-President (Academic).

Administrative and Financial Arrangements for Institutional Chairs and Professorships

- 2.28 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 Provost and Vice-President (Academic).

Establishment of Unit-Level Chairs or Professorships

- 2.29 Early on in the process, units will contact the Vice-President (Research and International) to discuss the proposed Chair or Professorship and the strategy pursued to enable the position.
- 2.30 The unit must develop:
- (a) Terms of reference for each proposed Chair and Professorship
 - (b) A fully transparent and equitable process accessible to all academics in their unit.
- 2.31 All stipends must be consistent with Appendix I.
- 2.32 Unit level Chairs and Professorships must provide research funds of at least 50% of the levels designated for Institutional Chairs and Professorships, which must be set up through the Office of Research Services (ORS) as per appropriate

processes, including the submission of a Funding Application Approval Form to ensure ORS can check on regulatory requirements, i.e., the need for human ethics, animal ethics, biosafety, controlled goods, etc.

- 2.33 Unit level Chairs and Professorships must align with directions set in the University's strategic research plan and/or unit level research plans.
- 2.34 Unit level Chairs and Professorships may be allowed teaching release taking into consideration the needs of the unit.
- 2.35 The unit must develop a fully transparent process for renewal including the number of renewals permitted.
- 2.36 As per the University's Faculty and School Council General Bylaw, the Department Council, the Faculty Council (or Faculty Executive Council), School Council, or College Council (or College Executive Council), as appropriate, must submit a recommendation to establish unit level Chairs and Professorships for approval by the relevant Senate committees, Senate and Board of Governors. The council must use a format consistent with the procedures used for submission of institutional chairs and professorships.
- 2.37 A listing of unit level Chairs and Professorships must be reported to the relevant Senate committees and Senate every six months (June 30 and December 31 each year).

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 Provost and Vice-President (Academic) and Vice-President (Research and International) are jointly 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 May 27, 2035.
- 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) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (b) 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
 - (c) Academic Freedom and Responsibilities Policy
 - (d) University of Manitoba/University of Manitoba Faculty Association Collective Agreement