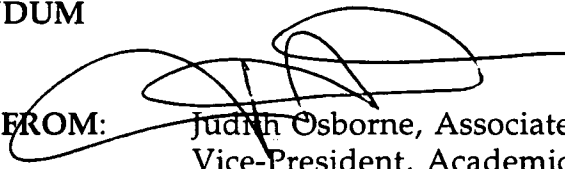


SIMON FRASER UNIVERSITY**Office of the Associate Vice-President, Academic
MEMORANDUM**

TO: Alison Watt, Director
University Secretariat

FROM:  Judith Osborne, Associate
Vice-President, Academic

RE: Policies Requiring
Senate Approval

DATE: April 19, 2000

Attached is a revision to A 10.03, Endowed Academic Appointments process. There are no major changes in substance; the format has simply been cleaned up.

The second attachment is a new policy, A 10.06: Appointment of Specially Funded University Chairs, Professors and Research Fellows. The primary impetus behind the development of this policy was the need for the University to have an academic appointment category which would, amongst other things, accommodate the 21st Century Chair program.

Motion #1

"that Senate approve and recommend approval to the Board of Governors, revised Policy A.10.03: Endowed Academic Appointments, as set forth in S.00- 53 "

Motion #2

"that Senate approve and recommend approval to the Board of Governors, new policy A.10.06: Appointment of Specially Funded University Chairs, Professors and Research Fellows, as set forth in S.00- 53 "

REVISION

SIMON FRASER UNIVERSITY

Policies and Procedures

A10.03

SUBJECT: ENDOWMENTS FOR ACADEMIC APPOINTMENTS

1. In general, an endowment must provide, in perpetuity, sustaining support at a guaranteed level. The investment income from an endowment is used for two purposes:
 - a. the support of scholarly activity intended by the donor which is consistent with the mission of the University, and
 - b. the maintenance of the endowment through reinvestment (capitalized income) to ensure that the real value of the endowment remains at its original level and does not diminish over time.

In certain cases, different funding patterns may be established where the wishes of the donor and the specific needs do not require sustaining the value of the original donation.

2. There are three types of endowment-supported positions:

(a) University Chairs

University Chairs require an endowment of at least \$1,000,000. The terms of reference for the establishment of an endowed University Chair require Senate approval. The available income of a University Chair endowment may be used to supplement the salary of the faculty member or to cover research expenses associated with the Chair.

(b) Endowed University Professorships

Endowed University Professorships require an endowment of at least \$500,000. The available income of an Endowed University Professorship endowment may be used to supplement the salary of the faculty member or to cover research expenses associated with the Professorship.

(c) Research Fellowships

Research Fellowships normally require an endowment of at least \$100,000. The available income of a Research Fellowship endowment shall be used for research expenses of the Fellow.

3. The establishment of any endowment-supported position shall involve consultation with the department if they are department-specific. The approval of the Dean and the Vice-President, Academic is required for University Chairs and Endowed University Professorships. Senate approval is required for University Chairs.

4. The level of the support required for each of these positions will be adjusted periodically by the President.

5. The University's policy and procedures on endowment management are contained in the Endowment Management Policy GP20.

A10.06

**APPOINTMENT OF SPECIALLY FUNDED UNIVERSITY CHAIRS,
UNIVERSITY PROFESSORS AND RESEARCH FELLOWS**

Principle: Endowments or other external funds may be used to create prestigious tenure-track academic appointments for noted scholars. Any specific terms of reference for one of these appointments must be approved by Senate.

A. University Chairs

1. The purpose of university chairs is to attract, recognize and retain scholars who are acknowledged by their peers as being pre-eminent in their research fields.

2. **Criteria for Appointment**

- 2.1 Senior Chairs

A candidate for a senior University Chair will normally be an established scholar who would merit the rank of full professor. This could include an individual with appropriate academic credentials whose career experience has been outside a university setting. He or she must have earned national and international recognition as being pre-eminent in her/his area of expertise. He or she will have demonstrated a continuing commitment to the support and development of emerging scholars. He or she must have been recognized by her/his peers in the discipline through the receipt of grants, awards and/or other honors.

- 2.2 Junior Chairs

A candidate for a junior University Chair will be a scholar at the rank of assistant or junior associate professor who has a record of scholarly achievements well beyond that normally expected of a faculty member in that rank and who, based on his/her accomplishments to date, has the clear potential to make an extraordinary contribution to her/his discipline.

3. Appointment

3.1 Term of Appointment

Appointment of a faculty member to a University Chair shall be for a minimum period of 5 years and a maximum period of 10 years and may be renewed. A faculty member who is appointed to a University Chair is expected to fulfill the expectations of her/his academic rank under A 11.02, and also to carry out a defined role as holder of the University Chair - for example, fostering growth in a particular sub-discipline.

- 3.2.1 Nominations to appoint an individual as a University Chair must first be approved ^{which have the demonstrated support of the Department} by the Dean with the advice of the Chair of the Department¹ in which the appointment would be made. The Dean may approve a nomination of a current faculty member or a new appointee.

- 3.2.2 Once a nomination has been approved, a recommendation for appointment of a current faculty member as University Chair should come forward to the Dean in the same manner as a promotion with the support of the Departmental/Faculty Tenure Committee (see A. 11.01) or of some other similarly constituted committee.

- 3.2.3 Once a nomination has been approved, a recommendation for appointment of a new appointee as University Chair should come forward to the Dean as described in A 10.01, except that 6 letters of reference should be included, rather than 3, along with a recommendation from the Departmental/Faculty Tenure Committee.

- 3.3 The Vice-President, Academic shall review the recommendations forwarded by the Dean and shall forward to the University Appointments Committee:

- a. the recommendation of the Vice-President, Academic on the appointment;
- b. the proposed allocation of available income between salary supplement and research support;

¹ In the Faculties of Business Administration and Education, the Chair of the Appointments Committee

- c. the term of the appointment;
 - d. any arrangements regarding salary supplement or research support upon termination of the award.
- 3.4 After considering the recommendation for appointment, the University Appointments Committee shall either recommend the candidate for appointment or refer the matter back to the Department Chair with specific recommendations for further action.
- 3.5 The recommendation of the University Appointments Committee and the Vice-President, Academic, with the supporting documentation provided by the Dean and the Department shall be forwarded to the President and to the Board of Governors for approval, following the normal procedure for Category A appointments.
- 3.6 If the University Appointments Committee cannot be convened because of time constraints, the President may proceed without the recommendation of the Committee, but the Committee shall receive a report from the President on the action taken, the reasons and recommendations upon which that action was based.
- 3.7 Twelve months before the end of an appointment, the Vice-President, Academic, in consultation with the Dean and the Chair of the Department, shall decide whether the University Chair will remain in the same academic area or whether it will be assigned to another area in keeping with the Senate-approved terms of reference. When a donor or funding agency has specified a particular area for an appointment, it may not be moved.
- 3.8 If the University Chair is to remain in the same area and if the incumbent is eligible for reappointment, the Department shall consider whether the current holder of the Chair should be reappointed. Both a re-appointment and an appointment of a new individual will follow the appointment process outlined in 3.2 to 3.6 above.
- 4. End of an appointment as a University Chair holder**
- 4.1 When an appointment as a University Chair holder ends, unless other provisions have been set out in the letter of appointment, the salary supplement and research grants provided by the source of the special funding shall end, and the faculty member's salary shall revert to the academic salary level without the supplement.
- 4.2 The appointment as University Chair will not continue when the faculty member leaves his/her academic position at Simon Fraser University.

B. University Professors

1. The purpose of university professorships is to attract, recognize and retain excellent faculty in all ranks.

2 Criteria for Appointment

A candidate for University Professor will be a scholar of any rank whose scholarly achievements are clearly superior relative to others of that rank and who will foster the growth of her/his discipline at Simon Fraser University and increase its profile within the broader academic community.

3 Appointment

- 3.1 Appointment of a faculty member to a University Professorship shall be for a minimum period of 5 years or a maximum period of 10 years, and the appointment may be renewed. A faculty member who is appointed to a University Professorship is expected to fulfill the expectations of a faculty member of their rank and may also be required to carry out a defined role as holder of the Professorship - for example, fostering growth in a particular sub-discipline.
- 3.2.1 Nominations to appoint an individual as a University Professor must first be approved by the Dean with the advice of the Chair of the Department in which the appointment would be made. The Dean may approve a nomination of a current faculty member or a new appointee.

which have the demonstrated support of the Department
- 3.2.2 Once a nomination is approved, a recommendation for appointment of a current faculty member as University Professor should come forward to the Dean in the same manner as a promotion with the support of the Departmental/Faculty Tenure Committee (see A.11.01) or some other similarly constituted committee.
- 3.2.3 Once a nomination is approved, a recommendation for appointment of a new appointee as University Professor shall come forward to the Dean as described in the Academic Appointments Policy (A10.01), except that 6 letters of reference should be included, rather than 3, along with a recommendation from the Department/Faculty Tenure Committee.
- 3.3 The Vice-President, Academic shall review the recommendations forwarded by the Dean and shall forward to the University Appointments Committee:

- a. the recommendation of the Vice-President, Academic on the appointment;
 - b. the proposed allocation of available income between salary supplement and research support;
 - c. the term of the appointment;
 - d. any arrangements regarding salary supplement or research support upon termination of the award.
- 3.4 After considering the recommendation for appointment, the University Appointments Committee shall either recommend the candidate for appointment or refer the matter back to the Department Chair with specific recommendations for further action.
- 3.5 The recommendation of the University Appointments Committee and the Vice-President, Academic, with the supporting documentation provided by the Dean and the Department shall be forwarded to the President and to the Board of Governors for approval, following the normal procedure for Category A appointments.
- 3.6 If the University Appointments Committee cannot be convened because of time constraints, the President may proceed without the recommendation of the Committee, but the Committee shall receive a report from the President on the action taken, the reasons and recommendations upon which that action was based.
- 3.7 Twelve months before the term of the appointment ends, the Vice-President, Academic, in consultation with the Dean and the Chair of the Department, shall decide whether a specially funded Professorship will remain in the same academic area, or whether it will be assigned to another area. When a donor has specified a particular area for an endowment, the appointment may not be moved.
- 3.8 If the Professorship is to remain in the same area, the Department shall consider whether the current holder of the Professorship should be reappointed. Both a re-appointment and an appointment of a new individual will follow the appointment process outlined in 3.2 to 3.6 above.

4. End of an appointment as a University Professor

- 4.1 When an appointment as a University Professor ends, unless other provisions have been set out in the letter of appointment, the salary supplement and research grants shall end, and the faculty member's salary shall revert to the academic salary level without the supplement.

- 4.2 The appointment as a University Professor shall not continue when the individual leaves his/her academic position at Simon Fraser University.

C. Research Fellows

1. Research Fellowships are designed to recruit entry level scholars of exceptional promise.
2. The Vice-President, Academic shall assign undesignated Research Fellowships to Faculties on an annual basis. Faculty Deans shall determine who is to be appointed as a Research Fellow.
3. Normally, Research Fellows shall be appointed to one year terms.
4. The available income from the endowment shall be used by the Research Fellow for expenses associated with the Fellow's research program.

INTERPRETATION

Questions of interpretation or application of this policy or its procedures shall be referred to the President, whose decision shall be final.