

SIMON FRASER UNIVERSITY

Office of the Vice-President, Academic
MEMORANDUM

TO: Jack Blaney
President

FROM: David Gagan *David Gagan*
Vice-President, Academic

RE: Endowed Academic Appointments

DATE: March 15, 1999

I attach a revised version of the Endowed Academic Appointments Policy. This version includes a new section clarifying that the terms of reference of University Chairs require approval by Senate. The second change broadens the scope of endowed University Professorships to permit junior and mid-ranked professors to hold such appointments. The purpose of endowed university professorships - to attract and retain excellent faculty to SFU - is also expressly stated.

I recommend that this revised policy be sent forward for approval by the Senate and the Board of Governors.

Action undertaken by the Senate Committee on Agenda and Rules, at its meeting of March 30, 1999, gives rise to the following motion:

MOTION: "that Senate approve and recommend approval to the Board of Governors, Revised Policy A10.03 - Endowed Academic Appointments, as set forth in S.99-35"

REVISION March, 1999 (Amendments underlined)-----

SIMON FRASER UNIVERSITY

[Image]

Policies and Procedures

SUBJECT: ENDOWED ACADEMIC APPOINTMENTS A 10.03

The Board of Governors has established the following three categories of endowments to strengthen the scholarly activity within the faculty at Simon Fraser University.

In general, the purpose of the endowment is the provision of sustaining support at a guaranteed level, in perpetuity. The investment income is used for two purposes:

- a. the support of the activity intended by the donor (available income), and
- b. the support 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.

Support provided through endowments is in addition to the individual's academic salary which is provided through the faculty salary budget. There are three types of endowment-supported appointments:

University Chairs

University Chairs require the establishment of an endowment of between \$1,000,000 and \$2,000,000 depending on the availability of other resources. 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 individual or to cover research expenses.

Endowed University Professorships

Endowed University Professorships require the establishment of 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 individual or to cover research expenses.

Research Fellowships

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

The establishment of any of these types of appointment shall be done in consultation with the department, the dean and the Vice-President, Academic.

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

The University's policy and procedures on endowment management is contained in the Endowment Management Policy GP 22.

APPOINTMENT OF UNIVERSITY CHAIRS

1. Appointment

- 1.1 Appointment of a faculty member to a University Chair may be for a period of 5 or 10 years and may be renewed, or the appointment may be without term. A faculty member who is appointed to a University Chair is expected to fulfill the expectations of a Full Professor 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.
- 1.2 Recommendations for appointment as University Chair shall be brought forward by the Dean and may be for a current faculty

member or a new appointee. A recommendation, consisting of the nominee's curriculum vita and supporting documentation, should be forwarded to the Vice- President, Academic and should be accompanied by statements of support by the Department's appointments committee, and the Dean of the Faculty.

- 1.3 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.
- 1.4 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.
- 1.5 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.
- 1.6 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 has specified a particular area for an endowment, the appointment may not be moved.

1.7 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 1.

2. End of an appointment as a University Chair holder

2.1 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 endowment shall end, and the faculty member's salary shall revert to the academic salary level without the supplement.

2.2 The appointment as University Chair will not continue when the individual leaves his/her academic position at Simon Fraser University.

3. Alternate uses of funds

3.1 Where permissible within the terms of reference of the endowment, and after prior approval by the Dean and the Vice-President, Academic, the department may use the funds for other purposes which match the intention of the donor; for example, making the University Chair a Visiting Faculty appointment.

APPOINTMENT OF ENDOWED UNIVERSITY PROFESSORSHIPS

1. Appointment

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

1.2 Appointment of a faculty member to an Endowed University Professorship may be for a period of 5 or 10 years, and the appointment may be renewed. A faculty member who is appointed to an Endowed 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.

- 1.3 Recommendations for appointment as an Endowed University Professor shall be brought forward by the Dean and may be for a current faculty member or a new appointee. Recommendations, consisting of the nominee's curriculum vita and supporting documentation, should be forwarded to the Vice-President, Academic and should be accompanied by statements of support by the Department's appointments committee and the Dean of the Faculty.
- 1.4 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.
- 1.5 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.
- 1.6 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.

- 1.7 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 the Endowed 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.
- 1.8 If the Endowed 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 1.

2. End of an appointment as a Endowed University Professor

- 2.1 When an appointment as a Endowed University Professor ends, unless other provisions have been set out in the letter of appointment, the salary supplement and research grants provided by the endowment shall end, and the faculty member's salary shall revert to the academic salary level without the supplement.
- 2.2 The appointment as an Endowed University Professor shall not continue when the individual leaves his/her academic position at Simon Fraser University.

3. Alternate uses of funds

- 3.1 Where permissible within the terms of the endowment, and after prior approval by the Dean and the Vice-President, Academic, the department may use the funds for other purposes which match the intention of the donor; for example, making the University Professorship a Visiting Faculty appointment.

APPOINTMENT OF RESEARCH FELLOWS

1. Research Fellowships are one year appointments, 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.
3. Normally, the recommendation for appointment as a Research Fellow shall be made at the same time as the recommendation for appointment to a tenure track faculty position.
4. The available income from the endowment may 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.
