

## Donor-created Faculty Positions: Process for Faculties

All donor-created faculty positions are governed by the Bylaws on the Establishment and Designation of Named and Funded Chairs. There is also a checklist document which accompanies this process and is appended to this document for reference. Faculty offices are responsible for investigating 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 Secretary by email at 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

- i X The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor. The current minimum amount is \$1 million.
- i X 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.
- ii X 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.

X Start with your Faculty Board or equivalent; if required, the Dean shall proceed to the Board of Trustees (the Board) with subsequently proceed to the Board of Trustees (the Board) until all approvals are obtained).

X The fund guidelines will contain information on the process.

X They are signed by the Vice-Principal (Academic) and the Dean of the Faculty/School.

## New Endowed Professorships

- i X The Dean of the beneficiary Faculty/School shall approve the gift amount and designation in principle with the donor. The current minimum amount is \$1 million.

## New Expendable Funded Professorships

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 in the Academic Terms and the Fund Terms.

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## 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.



- Material resources:
  - Information technology
  - Library
  - Office space
  - Lab space
  - Equipment
  - Animal care facilities
- Human resources:
  - Chair/Professorship salary and benefits
  - General support
  - Technical support
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