

Royal Roads University Procedure

Effective Date:
March 19, 2008

Procedures

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Chair

The Chair shall have credentials commensurate with an appointment at the rank of professor as set forth in the Collective Agreement.

A full proposal/plan must be submitted for consideration (see Appendix A for details).

The plan shall be submitted to the appropriate Dean through the appropriate School Director. The Dean will submit the proposal along with a recommendation to the Associate Vice President, Research and the Vice President Academic & Provost. Following consultation with the Associate Vice President Research and others as needed, the Vice President Academic & Provost will submit the proposal along with a recommendation to the Board of Governors

Professorships

The Professor shall have credentials commensurate with an appointment at the rank of associate professor or professor as set forth in the Collective Agreement.

A full proposal/plan must be submitted for consideration (see Appendix A for details).

The plan shall be submitted to the appropriate Dean through the appropriate School Director. The Dean will submit the proposal along with a recommendation to the Associate Vice President, Research and the Vice President Academic & Provost. Following consultation with the Associate Vice President Research and others as needed, the Vice President Academic & Provost will submit the proposal along with a recommendation to the Board of Governors.

Lectureships/Fellowships

The Lecturer/Fellow shall have credentials commensurate with an appointment at the rank of assistant, associate, or professor as set forth in the Collective Agreement

The plan shall be submitted to the appropriate Dean through the appropriate School Director. The Dean will submit the proposal along with a recommendation to the Associate Vice President, Research and the Vice President Academic & Provost. Following consultation with the Associate Vice President Research and others as needed, the Vice President Academic & Provost will submit the proposal along with a recommendation to the President for approval.

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University Professors

The nominations, which shall include a detailed plan (see Appendix A) are submitted to the appropriate Dean by the relevant School Director.

Upon request of the VP Academic and Provost, the Dean shall recommend a number of faculty members sufficient to allow the Provost to select a committee, including a chair, which shall be comprised of no fewer than five persons with a majority being professors of distinction whenever possible, and with representation of the nominee's discipline, as appropriate.

The committee shall obtain and review information on the qualifications of the nominee and make a recommendation to the Dean. The Dean makes a recommendation to the VP Academic and Provost who then makes a recommendation to the President.

Visiting Professorship

In some instances, a potential visiting professor will approach a Dean, the Associate Vice President Research, or another member of the university to suggest a host relationship. In such cases, the information should be conveyed to the appropriate Dean or Associate Vice President Research depending on where the individual would be hosted.

In other instances, a visiting professor may approach an individual faculty member. If the faculty member determines that it is of benefit for the Division to host the visiting professor, then the faculty member should inform the appropriate Dean.

In either case above, the recommendation by the Dean or Associate Vice President Research to proceed would be considered in light of both the costs and contributions to the university and with the input from other faculty or staff from the division. This would include talking with, or corresponding with, the potential visitor.

The recommendation for approval, noting both the benefits and an assurance that the costs and arrangements can be accommodated, would go forward to the Vice-President Academic & Provost. The Vice President Academic & Provost would provide the recommendation to the President for approval.

Review of Chairs, Professors, Lectureships/Fellowships

See Appendix B.

APPENDIX A

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Proposals for establishing Chairs, Professorships, and Lectureships/Fellowships must

include:

1. Name of the proposed Chair, Professorship, Lectureships/Fellowships.

2. Purpose/Rationale

Proposals should provide a full rationale and should include the following:

1. the area(s) of research
2. how the appointment fits/links to the University's Strategic Plan and the unique mission of the University as reflected in the RRU Act;
3. how the proposed appointment fits within the Academic and Research Plans of the University;
4. how the proposed appointment fits within the plans of the school, faculty, centre or the University as a whole, depending on where it is proposed to be based.
5. If applicable, describe the relationship of the chair to an existing RRU Research Centre or proposed Research Centre;
6. If applicable, describe the relationship of the chair to an existing RRU Research Centre or proposed Research Centre;
7. clear identification of the benefits to RRU for establishing the position;
8. clear identification of the costs to RRU for establishing the position (both direct and indirect);
9. clear identification of the benefits to the wider community/society for establishing the position;
10. whether the position will be filled by an external or internal appointment or by either.

3. Resources

Proposals should provide details regarding any and all resource implications for the appointment (space, technology, staff, etc.). This must include a detailed three-year budget which clearly indicates how the position is to be funded and identifies all costs.

4. Activities & Outcomes

Proposals should identify the activities expected to be undertaken, including their respective timelines, and the scope of research planned.

5. Proposals should provide information regarding potential external partnerships and collaborative activities (note: this may involve core faculty, associate faculty, adjunct faculty, visiting scholars, graduate and undergraduate learners, research associates and research assistants).

6. Proposals should provide information regarding any agreement with the donor, where applicable and appropriate, including donor involvement, role, expectations, etc.

7. Description of appointment and review process.

8. Proposed leadership and mentorship role.

9. Description of proposed role in community engagement and leadership.

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University Professorship and Visiting Professorship proposals must include:

1. Identification of the candidate

2. Purpose/Rationale

Proposals should provide a full rationale, including the individual's CV and should include the following:

1. the area(s) of research
2. how the appointment fits/links to the University's Strategic Plan and the unique mission of the University as reflected in the RRU Act;
3. how the proposed appointment fits within the Academic and Research Plans of the University;
4. how the proposed appointment fits within the plans of the school, faculty, or the University as a whole, depending on where it is proposed to be based.
5. If applicable, describe the relationship of the professorship to an existing RRU Research Centre or proposed Research Centre;
6. clear identification of the benefits to RRU for establishing the position;
7. clear identification of the costs to RRU for establishing the position;
8. clear identification of the benefits to the wider community/society for establishing the position;
9. identification of leadership and mentorship role;
10. identification of community engagement/public education role.

3. Resources

Proposals should provide details regarding any and all resource implications for the appointment (space, technology, staff, etc.). This must include a detailed three-year budget which clearly indicates how the position is to be funded and identifies all costs.

4. Activities & Outcomes

Proposals should identify the activities expected to be undertaken, including their respective timelines, the scope of research planned, community/education activities, and mentorship/leadership activities.

APPENDIX B

Process for Review of Chairs, Professorships and Lectureships/Fellowships

1. Chairs and/or professorships in which the chair/professorship holder falls within the Collective Agreement will submit annual workplans as per the Agreement.
The performance of appointees to Chairs and Professorships shall be reviewed in the same manner as other members of faculty.
2. A formal review of the position will assess:
 1. the effectiveness of the Chair/Professor in carrying out its stated goals;
 2. the strength of the Chair/Professorship research program and its contributions internally and externally;
 3. the financial viability of the Chair/Professorship; and
 4. the on-going consistency of the Chair/Professorship activities with the Academic and Research Plans as well as the University's Strategic Plan and unique mandate, as reflected in the RRU Act.
3. The Vice President Academic will establish a Review Committee for the

- Chair/Professorship which will normally include at least one external individual.
4. The Chair/Professorship will undertake a self-study which will include details on how the Chair/Professorship has met or exceeded its original goals;
 5. The Review Committee will undertake additional activities to verify the Chair/Professorship's outcomes and activities.
 6. Upon completion, the Review Committee will provide a full report, including the self-study and all information gathered and submitted, for review to the appropriate school Director and Dean as well as to the Associate Vice President Research.
 7. A copy of the full report, along with recommendations from the appropriate school Director or Dean and Associate Vice President Research, will be submitted to the Vice President Academic.
 8. The Vice President Academic and Provost will submit the report along with a recommendation to Board of Governors (for example, continuation, modification, disestablishment).

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