



Title:	POLICY ON APPOINTMENT AND REVIEW OF ENDOWED CHAIRS AND PROFESSORSHIPS
Approved:	April 19, 2005
Approved By:	Faculty Executive
Audience:	All Faculty of Medicine members
Purpose:	To provide guidelines for appointment and review of endowed chairs and professorships
Contact:	Dean’s Office Faculty Affairs

Preamble

Normally, all appointments to Endowed Chairs shall be recommended to the Dean by the appropriate Department Head following an internal and external search. In exceptional circumstances, recommendation of an appointment of an individual to an endowed chair may be made directly by the Dean, in consultation with the Head/Director, without a search. This procedure shall be carried out in instances where there is an obvious recipient for the Chair. Examples of the latter may include a named chair for a Department Headship or a research chair in a special area of research named in the endowment deed. Recommendations for appointments of Endowed Chairs by the Dean shall follow the usual UBC procedures for all Faculty appointments. However, in the case where an Endowed Chair supports an administrative position such as a Department Head, the recommendation for appointment to the Endowed Chair should accompany, but be separate from, the recommendation for the individual’s academic appointment. When the holder of the Endowed Chair is a Department Head/School Director, a Dept Head/School Director Review will take place as per established Faculty of Medicine guidelines and will include a review of the Endowed Chair.

The purpose of a review of a Chair/Professorship Holder is to evaluate his/her performance prior to the conclusion of his/her term to ensure academic requirements are met, to provide advice to the Dean, the Health Authority (if hospital-based), and also, if appropriate, the donor and/or search committee for a new Chair/Professorship Holder. This process is intended as a means of providing input to long-range planning and assessment of activities consistent with the specific endowment deed and the relevant agreement with the donor, based on UBC Policy #47.

Review Committee Composition

The review committee will be selected by the Dean or his delegate. Normally, a review committee is comprised of two senior faculty members, one of whom will serve as chair. A representative of the Faculty Development Office may be invited to participate as appropriate.



Frequency of Reviews

Reviews will be undertaken every five years and before the end of the term of the Chair.

Review Process

- The review is normally held prior to the final year of the Chair/Professorship's term.
- The Dean or delegate meets with the Chair/Professorship Holder to brief him/her on the review process and to determine whether the individual is agreeable to having his/her name stand for a further term.
- Arrangements are then confirmed with the reviewers, and the Chair/Professorship Holder is informed by the Dean or delegate of the identities of the reviewers and the date of the review. Organization of the review is the responsibility of the review committee chair, in consultation with the Dean's Office as appropriate.
- Documentation is sent to the review team several weeks prior to the commencement of the review. This will include the Faculty of Medicine Policy on Appointment and Review of Endowed Chairs and Professorships, a series of questions posed by the Dean or his delegate to focus the review, and the Chair/Professorship Holder's Progress Report.
- One or more meetings are booked.
- At the conclusion of the review, a preliminary oral report is presented to the Dean or his delegate, followed by a written version of the report within four weeks of the review. The review report is to be submitted to the Dean or delegate from the Chair of the Review Team and must include signatures of all members of the Committee.
- The Dean or delegate will meet with the Chair/Professorship Holder to review the recommendations of the Review Team and to discuss an appropriate action plan.
- If appropriate, the Chair/Professorship's Department/School will generate the appropriate appointment or reappointment forms for approval by the Dean and subsequently the Board of Governors.
- The Final Review Report will be circulated to Faculty Executive for information only, and to the Faculty Development Office. The Development Office will be responsible for ensuring that a report is sent to the donor.

Reviewed by Committee of Department Heads/School Directors December 2, 2004.