

Faculty of Medicine & Dentistry (FoMD) Endowed Chair Procedures

- A. Search & Selection for a Vacant Endowed Chair
- B. Midterm Scientific Review/Reporting for Endowed Chairs
- C. Review/Reappointment for an Additional Endowed Chair Term
- D. Final/Legacy Reporting for Endowed Chairs

OVERVIEW

This document outlines preferred procedures for Endowed Chairs; however, specific details may vary depending on the individual Endowed Chair.

BACKGROUND

University of Alberta Policies & Procedures Relevant to Endowed Chairs

There is only one [UAPPOL](#) procedure specifically related to Endowed Chairs, that being the Naming of Academic Entities Procedure ([Appendix B: Endowed Chairs and Professorships - Criteria, Terms and Responsibilities](#)).

This procedure:

- lists eligibility of candidates based on funds committed for the Endowed Chair,
- indicates the Dean is responsible for both recruitment and appointment along with the associated procedures used, and that
- the UAlberta [Recruitment Policy](#) must be followed

Other Relevant University of Alberta Policies & Procedures

There are UAPPOL policies and procedures relevant to the recruitment of faculty. Principles for Endowed Chair recruitment are drawn from these policies and procedures.

- [Recruitment and Selection of Employees Policy](#)
- [Academic Selection Procedure](#)
- [Academic Staff Posting and Advertising Procedure](#)
- If the appointment is from outside the University, it should be done in accordance with the [Appointment of Faculty Procedure](#)
- [Discrimination and Harassment Policy](#)
- [Accommodation Policy](#)

Relevant FoMD Procedures

- [FoMD Guidelines for Faculty Leader Advisory Selection Approval](#)

Engagement with FoMD Development: It is important to ensure FoMD Development is consulted and updated throughout the process to allow for donor engagement.

Engagement with the FoMD Dean's Office: Please contact Joanne Simala, Director Strategic Initiatives & Special Projects with questions during the Search & Selection process and to provide regular updates.

GENERAL SEARCH & SELECTION INFORMATION

Committee Member Selection Principles

General best practice principles for committee member selection will be followed, including striving for gender balance, inclusion of diverse individuals, and engagement of key partners of the endowed chair.

Review & Selection Principles

- Selection and decision-making processes should be equitable, appropriately documented, and contribute to an equitable, diverse, and inclusive workplace.
- The Committee Chair should ensure the Committee's membership includes persons historically underrepresented.
- The process should maintain strict confidentiality.
- The committee members should:
 - o complete unconscious bias training (e.g. [CIHR module](#)) or use the EDI Moments Curriculum at each meeting (#1-4 below) (contact the Assistant Dean, ACB for additional information)) See below. There is also an abbreviated curriculum [here](#).
 - Pre-work [Meeting 1](#)
 - Pre-work [Meeting 2](#)
 - Pre-work [Meeting 3](#) (before the interview):
 - o become well informed regarding the duties and authorities of the position being hired into;
 - o disclose real, potential, or perceived conflicts of interest to the Committee Chair and candidates;
 - o ensure the committee fulfills the University's duty to accommodate by giving candidates the opportunity to ask for a reasonable accommodation during the application and interview process (see [Accommodation Policy](#));
 - o ensure that sufficient time is provided to allow for consideration of all materials, information, and candidates in an equitable manner; and
 - o ensure that candidates are evaluated by a predetermined and common set of instructions.

A. SEARCH & SELECTION FOR A VACANT ENDOWED CHAIR

In some cases an endowed chair may be associated with an administrative appointment. In these cases, the search & selection procedure for the administrative appointment will be considered to cover both the administrative and endowed chair appointments. In addition, the terms of the endowed chair ends concurrent with the administrative term.

1. The Associate Dean, Research, Chairs & Professorship (or delegate) will constitute an *Endowed Chair Search & Advisory Committee* ("Committee") to guide the selection of a new chairholder, and either act as Committee Chair or delegate as appropriate.

Composition of the Committee

The Committee Chair will appoint members whose role is to advise the Dean on the appointment of a chairholder. These committees will normally include the following:

- One Associate Dean, Research Chairs & Professorships or delegate who serves as Committee Chair;
- One FoMD faculty (biomedical) with research expertise in the area of Endowed Chair;
- One FoMD faculty (clinical) with research expertise in the area of Endowed Chair;
- One FoMD Department Chair(s) or Division Director(s) that align(s) with the Endowed Chair;
- One Institute Director(s) that align(s) with the Endowed Chair;
- One distinguished researcher from outside the FoMD;
- Other key partner(s) as relevant (partner organization with Endowed Chair relevance);
- One fairness representative.

Members including the fairness representative may fulfill more than one category on the Committee. The fairness representative will be a non-voting member, unless also fulfilling another role on the Committee. The Committee will not normally include the donor(s). If



desired by the donor, opportunities for input will be arranged. As relevant see Terms of Reference and operating terms for guidance related to the specific Endowed Chair.

2. The Committee will meet (#1) to review:

- Endowed Chair *Terms of Reference/Operating Terms*, including the responsibilities/duties of the Endowed Chair position, and required credentials and competencies of a successful candidate,
- posting
- inclusive and explicit evaluation criteria,
- the review process,
- what will be requested in the self-nomination package (e.g. cover letter; CV; research statement highlighting program of research, contributions and vision for the Chair; and other materials of relevance depending on the Endowed Chair operating terms)

3. An open call to all faculty requesting self-nominations for the chair will be posted on the [UAlberta Careers page](#) (required for chair recruitments allowing candidates external to the Faculty or UofA), and by email to all FoMD faculty (for chair recruitments permitting internal candidates), or faculty within a department or division if the Endowed Chair is restricted to current members of a specific department or division. For endowed chairs accepting applicants external to the Faculty, appropriate advertisement via additional venues is encouraged.

4. Committee members will complete the [COI Form](#) prior to reviewing nomination packages. The COI forms should be collected by the Committee Chair and reviewed.

5. The Committee will meet (#2) to

- review the nominations based on the evaluation criteria and review process (including interview questions) identified prior to the request for nominations, and identify a short-list of candidates.

6. The Committee Chair will invite short-listed candidates to scheduled interviews (#3).

7. The chairholders may also be asked to outline their vision for the Endowed Chair in a presentation open to all faculty or to the Committee.

8. After the completion of all interviews, the Committee will convene (#4) to discuss and rank candidates.

9. The Committee Chair will provide the Committee's feedback on and ranking of candidates to the Associate Dean, Research, Chairs & Professorships (if they are not the Committee Chair) and the Associate Dean, Research, Chairs & Professorships will share with the Dean.

10. The Dean will select a candidate or explain their reason(s) for not selecting a candidate, and advise the Associate Dean Chairs & Professorships. The Associate Dean, Research, Chairs & Professorships will then inform the Committee Chair, if not acting in this capacity. If the Dean does not accept the Committee's recommendation, a search may begin again based on the discretion of the Dean and Associate Dean, Research, Chairs & Professorships.



B. MIDTERM SCIENTIFIC REVIEW/REPORTING FOR ENDOWED CHAIRS

Reporting for Endowed Chairs is important for accountability both to donors and the Faculty. FoMD Development and Central Donor Relations organize Annual Reporting for some Endowed Chairs.

Annual Reporting versus Midterm Scientific Reporting:

1. *FoMD Development* and *Central Donor Relations* organize **Annual Reporting** for **some** endowed chairs (e.g. when there is an active donor).
2. **Midterm Scientific Review/Reporting** is organized within the portfolio of the Associate Dean, Research, Chairs & Professorship, Office of Research, FoMD for endowed chairholders at the midpoint of their term.

Vision for Midterm Scientific Reporting:

Midterm scientific reporting is an opportunity for the Faculty to assess whether chairholders are meeting the responsibilities outlined in the endowed chair's terms of reference (ToR)/operating terms and provide feedback to endowed chairholders with suggestions for the remainder of the term. This process also provides an opportunity for the chairholder to reflect on their successes and challenges, and to highlight these to the Faculty. Completion of this report is not meant to take a significant amount of time.

1. The Office of Research will request a [Midpoint Scientific Report](#) from endowed chairholders at the midpoint of their term. The request to endowed chairs will include the relevant *Endowed Chair's Terms of Reference/Operating Terms* and *Research and Financial Plans* submitted by the chairholder at the beginning of their term (when available).
2. Two reviewers for the midterm scientific report will be selected based on alignment with the subject of the endowed chair and/or endowed chairholder's research. See Appendix A at the end of the document for aligned Institutes, Departments, Divisions, and other partners, and link to the list of Canada Research Chairs.
3. Reviewers will be sent the Endowed chairholder's *Midterm Report*, *Endowed Chair Terms of Reference/Operating Terms* and the chairholder's *Research and Financial Plans* submitted by the chairholder at the beginning of the term, and will be asked the following:
 - A. Has the chairholder fulfilled the responsibilities as described in the *Endowed Chair Terms of Reference/Operating Terms*? (agree/somewhat agree/somewhat disagree/disagree; comments)
 - B. If available, is the chairholder making progress on their *Research Plan*?
 - C. Are the proposed use of funds appropriate?
 - D. Do you have recommendations for the chairholder for the second half of their term?
 - E. Additional comments
4. The Associate Dean, Research, Chairs & Professorships reviews the midterm scientific report alongside the endowed chair ToR/operating terms and feedback from faculty members.
5. A feedback letter will be sent to the chairholder and copied to the chairholder's department chair and dean and will include an acknowledgement of successes and feedback for the second half of the term.

C. REVIEW & REAPPOINTMENT FOR AN ADDITIONAL TERM

Endowed Chairholder Term & Reappointment

FoMD Endowed chairholders will be appointed for an initial term not to exceed five years with renewal by review for (normally) no more than one additional term. Acceptance of an appointment is taken to indicate acceptance of the procedures and criteria to be used for review and possible reappointment at the end of the term. The letter of appointment should reference the procedure for reappointment. Review of endowed chairs, at the end of their term, who are eligible for reappointment, should initiate at least 6 months prior to the end of the term.

1. The Office of Research will request the chairholder submit a renewal package 6 months prior to their end date. The renewal package should include the following:

A. Research Highlights/Accomplishments [less than one page].

- Reflect on the endowed chair's ToR/Operating Terms, your Research Plan (if submitted when appointed as a chairholder) and midterm scientific report.
- Summarize your most important research achievements using the bullet points in the responsibilities section of chair's ToR/ Operating Terms.

B. Future Research Plans [less than one page]

- Outline your planned research activities as chairholder if awarded a second term using the bullet points in the responsibilities section of the chair's ToR/operating terms.

C. Financials [less than one page]

- Briefly describe how the funds were used in the first term, including how the funds were used to broadly build capacity in the FoMD.
- Briefly describe how the funds could be used in the second term.

D. CIHR CCV Biosketch

- **Any additional comments** (e.g. Is there anything you would like us to share with Communications that may be shared with the Faculty, University, or the public?)

2. Two reviewers of the renewal package will be selected based on alignment with the subject of the endowed chair and/ or endowed chairholder's research. See Appendix A at the end of the document for aligned Institutes, Departments, Divisions, and other partners, and link to the list of Canada Research Chairs.

3. Reviewers will be sent the Endowed chairholder's *Renewal Package*, *Endowed Chair Terms of Reference/Operating Terms*, the chairholder's midterm report, and Research and Financial Plans submitted by the chairholder at the beginning of the term. Reviewers will be asked the following:

- A. Has the chairholder fulfilled the responsibilities as described in the *Endowed Chair Terms of Reference/Operating Terms*? (agree/somewhat agree/somewhat disagree/disagree; comments)
- B. If available, is the chairholder making progress on their Research Plan?
- C. Are the proposed use of funds appropriate?
- D. Do you have recommendations for the chairholder for the second half of their term?
- E. Additional comments

[Alternatively, if desired, the Associate Dean, Research, Chairs & Professorships may constitute an *Endowed Chair Advisory Review Committee* using a similar process in searching for vacant chair .]

3. The Associate Dean, Research, Chairs & Professorships will review the renewal package, and feedback from faculty members and make a recommendation to the Dean.

4. The Dean will make a decision, and notify the chairholder. If the chairholder is not renewed for an additional term, search and selection will be initiated.

D. Final Legacy Reporting for Endowed Chairholders

Final reporting for Endowed Chairholders at the end of their term (including if a chairholder is leaving the University) is important for accountability both to donors and the Faculty.

1. FoMD Development takes the lead, and works with Central Donor Relations requesting information from chairholders to develop a Final/Legacy Report.