



THE UNIVERSITY OF GUYANA
APPROVED Guidelines for the Appointment of Endowed
Chairs, Professors of Practice and Distinguished
Professorships



PRESENTED AND APPROVED BY: Aug 28, 2019 - Appointments Committee; June 17- Academic Board
and Council in July 28, 2019

APPROVED

Guidelines for the Appointment of Endowed Chairs, Professors of Practice and Distinguished Professorships

1. INTRODUCTION:

The University of Guyana is at a point in its history where it needs to quadruple its student intake and to exponentially increase the number and pedigree of this teaching staff especially in the areas of STEAM. In the present resource -poor conditions at The University, one of the strategies being employed to do this is to solicit funded high caliber academics and industry leaders in specific areas of STEM to take up positions at The University of Guyana to fill the gaps existing in core areas while The University simultaneously seeks to train up current staff to meet the necessary competencies.

Endowed positions, including professorships, distinguished professorships, endowed chairs, and eminent scholars, provide a means by which The University of Guyana can be competitive faster in the areas identified nationally.

The University of Guyana's Council has the power under its acts and statutes to appoint such members of the University. Though persons in this category have been appointed in the past no policy governing their employment was articulated, the numbers of these positions currently being solicited urgently necessitates a policy.

Consequently, The TMC has developed this policy and petitioned The Council to consider and approve it.

2. THE POLICY

a. Standards and Procedures for Appointments

1. In the case of endowed /funded positions, a clear specification on the type of position, proposed faculty member, conditions of service and any special conditions attached to the chair will be formulated. In the absence of a clear specification by the donor to the contrary, all endowed positions may be filled from either within or outside the university faculty by competitive evaluation.
2. In case of competitive sourcing the standards and expectations to be used in determining the candidate pool will be developed.
3. Appointees to endowed positions must have a record of distinguished academic and/or professional work in an appropriate field. Such distinction will be judged by international standards.

1 - THE UNIVERSITY OF GUYANA -TRANSITIONAL MANAGEMENT COMMITTEE: APPROVED Guidelines for the Appointment of Endowed Chairs, Professors of Practice and Distinguished Professorships. PMM.

4. In every instance the proposed candidate is subject to the University of Guyana's review, acceptance or declination of their appointment based on objective criteria.
5. The University is an equal opportunity employer in every sense of the word and these standards will form the basis of our objective evaluation of candidates.
6. The evaluation for any Endowed Chair, PoP, DP will be as follows:
 - a. The candidate for an endowed position will compile a file that contains (1) a summary of the nature of his/her distinguished work and (2) supporting evidence for the nomination evidenced by at least two letters from nominating persons.
 - b. The file(s) will then be submitted to the Vice Chancellor, and then recommended by the Vice Chancellor to the Committee of Deans or the receiving Faculty and University Appointments Committee who will deliberate and refer to the Council for their endorsement by the Vice Chancellor.
7. The decision of the Council will be communicated to the relevant parties by the Secretary to The Council signed off by the Vice Chancellor within 3 days of the decision.
8. The letter of initial appointment will specify the duration of the appointment (not to exceed five years) and the expectations for the particular endowed position, including the expected teaching, research, mentoring and time to be spent, performance criteria and performance review procedures. The start date for all endowed chairs/professorships will also be clearly specified. In general, conditions and expectations stated in the appointment letter which will take the form of a letter of agreement and will be the principal basis for reviews.
9. Joint appointments with carefully negotiated deliverables may be permitted.
10. Funding agreements must accompany all requests for these positions. PACE and the Bursary or The University of Guyana Foundation must confirm that appropriate funding is in place to fund the positions. Minimum funding per professor of practice will be US\$ 150,000 per position per year. Minimum funding for Distinguished Professor will be US\$200,000 per annum. The Minimum funding for a Distinguished Endowed Chair will be US\$250,000 per year per annum.
11. If funding permits, an endowed faculty position may be upgraded (i.e., a professorship may be upgraded to an endowed chair or a professorship to a distinguished professorship. In the case of Professors of Practice who do not also have robust academic qualifications these positions cannot be upgraded except to Distinguished Professor of Practice) upon consultation with the UI Foundation and approval by the provost. The current holder of the position must qualify for the newly designated position and a new funding agreement must be executed. The office of the provost will notify the UI Foundation of the new faculty appointment.

2 - THE UNIVERSITY OF GUYANA -TRANSITIONAL MANAGEMENT COMMITTEE: APPROVED Guidelines for the Appointment of Endowed Chairs, Professors of Practice and Distinguished Professorships. PMM.

PRESENTED AND APPROVED BY: Aug 28, 2019 - Appointments Committee; June 17- Academic Board and Council in July 28, 2019

12. It is understood that the University will receive 10% of these funds towards overheads and costs of administering the endowments.

b. Evaluations of Endowed Chairs, Professors of Practice and Distinguished Professors

13. Evaluations shall be consistent with The University of Guyana's staff performance and review protocols and regulations.

14. It should be noted that holders of endowed positions are expected to maintain exceptional levels of productivity that are measurable, and evidence based in order to retain their titles and privileges.

15. In the event that a holder of any endowed position does not meet any of the requirements laid out by The University or the donor/funder or the position, a recommendation to revoke continuation of the title and its privileges may be made by the Dean of the unit to which they are appointed through The Committee of Deans to the Vice Chancellor and Council.

16. Endowed positions will not be awarded where there is a clear conflict of interest.

17. Funds used for endowed positions will be used in accordance within donor agreements and guidelines, managed through the office of Philanthropy, Alumni and Civic Engagement and the Office of Academic Engagement

c. NAMING PROTOCOLS

18. Ethically, donors are not permitted to designate a gift for a particular person as the holder of a named position, the agreement of the holder or the position and the name of the position is to be mutually agreed upon by both parties (UG and donor).

d. STEWARDSHIP

19. Deans of the units in which these persons are employed are to ensure that PACE or the University of Guyana Foundation (for Donors), along with the Personnel /HR Department , Vice Chancellor, DVC-AE and Registry receive 6 month updates on the activities and performance of the holder of the endowed position.

20. Annual or periodic Collegiate and/or University events recognizing donors of named faculty positions should be coordinated through PACE to The University of Guyana Foundation.

21. To ensure appropriate donor stewardship and adequate record keeping, copies of all documentation related to any named appointments, funding agreements, and correspondence with donors will be kept on file with PACE, The Registry, The HR department and the Vice Chancellor's Office.

e. PUBLICITY

22. After the Vice Chancellor through the Registrar has officially approved the appointment, publicity related to named faculty appointments should be coordinated with PACE. the UG Foundation through the Public Relations Department. All donor agreements and considerations including donor wishes to remain anonymous, campaign recognition, timing, etc., must be adhered to considered before publicity moves forward.

23. A University wide announcement will be made as well as public announcements where appropriate. The endowed position will also be placed on the University's website along with their summarized CV's and a note on their planned work at UG.

24. Deans are responsible for introducing and communicating with their staff about faculty appointments to named chairs or professorships.

f. RETIREMENT

25. Holders of term appointments will no longer carry the designation, although they may continue to list the chair or professorship on their curricula vitae with the term clearly stated. Upon retirement or natural cessation of the term the holder may with the written approval of the Council continue to use the title with "emeritus" added.

End of Policy

3. Guidance Notes on Endowed Positions

1. **Professors of Practice:** Internationally, appointments to these positions and similarly titled positions such as "practice professors," "professors of the practice," and "professors of professional practice" have commonly been reserved for practitioners who are appointed because of skills and expertise acquired in nonacademic careers, such appointments are also being offered to individuals

4 - THE UNIVERSITY OF GUYANA -TRANSITIONAL MANAGEMENT COMMITTEE: APPROVED Guidelines for the Appointment of Endowed Chairs, Professors of Practice and Distinguished Professorships. PMM.

with academic backgrounds. These latter professors of practice are principally engaged in teaching and are not expected to be significantly involved in research activities, but they can be distinguished from the large majority of other full-time non-tenure-track teaching faculty in several ways. They are usually appointed following a search. Their academic performance is regularly evaluated according to criteria appropriate to their positions. The length of their renewable term appointments is typically 3-5 years rather than one year. Their salaries and benefits often approach those of probationary and tenured faculty members, although they do not match them. They do not ordinarily participate in departmental and institutional structures of faculty governance as is ordinarily the case with full-time faculty.

2. **Naming of Chairs and Professors:** All Professors, whether they hold established chairs, distinguished professorships, personal chairs, endowed chairs, the only chair in a department, or a chair in a department in which there is more than one established chair are, qua professors, equal in status.
 - a. **Emeritus Professors and Emeritus Associate Professors:** Emeritus Professors/Emeritus Associate Professors are retired Professors/Associate Professors who, having met certain conditions, have been elected to the rank of Emeritus Professor/Emeritus Associate Professor. They are members of the Convocation.
 - b. **Visiting Professors:** A visitor who holds a chair in an equivalent institution, or a post of equal or greater distinction, may be appointed a Visiting Professor for the period of his/her stay at UG. He or she is not a member of Academic Board.
 - c. **Adjunct Professors:** Adjunct Professors are people in full-time employment or professional practice or retirement, outside the University, and are appointed for fixed periods (which could be renewable). Adjunct Professors would not normally be required to meet scholarly / research requirements and are not members of Academic Board. Adjunct Professors may be paid an honorarium, or fee, or not, as may be appropriate. Adjunct professorships are reserved for individuals likely to engage actively with the teaching and/or research work of departments. They will not, unless individually appointed, be members of faculty boards. UG staff (including joint staff) are not eligible for these positions.
 - d. **Distinguished Professors:** Council and Academic Board may appoint pre-eminent scholars as Distinguished Professors for periods of no more than five years. Distinguished Professors are styled accordingly: in documentation, a Distinguished Professor will be referred to as John Smith, Distinguished Professor of ... (e.g. Sustainable Agriculture).

3. Title and nomenclature for Professors

a. Endowed and funded chairs: Where a chair is endowed or funded, it will usually be named by decision of Academic Board and Council. An endowed chair, for these purposes, is a chair fully funded by donor funds on a long-term basis (three to five years) or the income from donor funds held in permanent endowment. Funded chairs are partly donor-funded, or partly funded from a permanent endowment, or fully donor-funded for a medium-term or short-term period.)

b. Distinguished Professors: Those offered appointment as Distinguished Professors are offered the choice of the subject they profess. Where the chair is endowed or funded, or named for an endowment or funding, the name will be added as for example: Distinguished Professor of Sustainable Energy (John Doe)

e. Professors holding joint appointments: A Professor holding a joint appointment will carry the title of Professor of the disciplinary areas in both, and each, of the departments concerned. For example, a joint appointment to SEBI and Mathematics could produce a Distinguished Professor of Business and Mathematics Science.

4. Rules on endowed and funded chairs

a. A chair is deemed endowed if fully funded by donor funds or the income from donor funds on a permanent or long-term basis (more than five years), and funded if partly donor-funded, or fully donor-funded for a short period.

b. A chair not endowed or funded will not be named.

c. Any un-endowed, funded or unfunded chair holds incentive to secure (full) endowment for it (in some instances the income from endowments has not kept pace with increases in remuneration packages).

d. UG reserves the right to decline a donor's request that a chair be given a particular name.

e. When an endowed or funded chair becomes vacant, it may be filled by advertisement (if so approved), or the title may be transferred to another Professor in the department (or in the faculty if the endowment or donor-funding allows this).

f. The filling of vacant endowed or funded posts must always be maximized in order to put the gifts concerned to full use.

g. Where difficulty in filling a funded or endowed post may, to an extent, be attributable to the name of a chair, a change of name consistent with the obligations to the donor may be considered.

h. All funds for endowments and funded positions will be held separately as philanthropic funds by the Bursary through PACE or in the UG Foundation for this purpose.

i. All income from an endowment for (or donor funding towards) a post is capitalized when the endowed (or funded) post concerned is vacant.

References:

The Council of Higher Education, Guidance on professors of Practice

Auburn University, Policy on Endowed Chairs

IWOA University , Policy on Distinguished Professorships and Funded Chairs

Harvard University, Policy on Endowed Faculty Positions

University of Capetown, Policy on Higher Faculty Positions

University of Guyana, Acts and Statutes

University of Guyana, Annual Staff Review and Promotions Protocols

University of Guyana, Staff Handbook

7 - THE UNIVERSITY OF GUYANA -TRANSITIONAL MANAGEMENT COMMITTEE: APPROVED Guidelines for the Appointment of Endowed Chairs, Professors of Practice and Distinguished Professorships. PMM.

PRESENTED AND APPROVED BY: Aug 28, 2019 - Appointments Committee; June 17- Academic Board and Council in July 28, 2019
