

# Appointments: Sponsored Chair Procedure



## 1 Purpose

**PLEASE NOTE: All human resource management policy instruments are currently under review to ensure alignment with the new Enterprise Agreement. Contact the People Portfolio for more information.**

To outline the sponsored chair appointment process for persons of high standing in teaching or scholarship or research.

## 2 Scope

This Procedure applies to sponsored chair appointments only.

Exclusions: Appointment of Professors (Academic Level E).

## 3 Procedure Overview

This Procedure details the arrangements for sponsored chair appointments made for the purpose of facilitating the substantial leading contribution that a distinguished Professor will make to the University.

## 4 Procedures

### 4.1 Sponsor proposal

A sponsor (namely an individual, a company or other entity) may propose a sponsored chair appointment. The proposal will be in accordance with one of the following terms:

- provision of a capital sum sufficient to support the sponsored chair Appointment in perpetuity; or
- provision of a capital sum sufficient to cover the full costs of a sponsored chair appointment for a finite number of years; or
- provision of an annual sum sufficient to meet the difference between the full cost of a sponsored chair appointment and the existing cost to the University of the successful applicant's current position at the time of appointment; or

- provision of an annual sum sufficient to meet the difference between the full cost of a sponsored chair appointment and a sum made available by the University as its contribution to the full cost.

## **4.2 Application and approval**

The sponsored chair proposal must be submitted to the Vice-Chancellor for consideration and approval, or otherwise.

## **4.3 Establishment of sponsored chair position**

In approving the establishment of a sponsored chair position, the Vice-Chancellor will ensure:

- the sponsor is capable of fulfilling the conditions of the funding;
- the proposed field of the chair is in accordance with the University's Strategic Plans;
- any name attached to the Chair is complementary to the University vision, mission and values;
- the nominated appointee, if there is one, is of sufficient merit to be appointable; and
- any funding to be contributed by the University for the proposed chair is available and approved.

## **4.4 Advice**

The Vice-Chancellor will advise the sponsor of the University's Decision in relation to the proposal for a sponsored chair.

## **4.5 Terms and conditions**

Where full or partial sponsorship is available, the period of sponsorship will normally be for at least five years in the first instance.

Where a sponsored chair is to be held for a fixed-term, the offer of appointment will state any conditions that apply to the position at the conclusion of the sponsorship term.

Sponsored chairs can be appointed by either:

- the sponsor nominating a person;
- internal advertisement open to University Employees only; or

- external advertisement.

To make this determination, the Vice-Chancellor will have due regard to the preference of the sponsoring organisation, the availability of suitable applicants, and the terms of the sponsorship.

Where a sponsored chair is to be appointed via an internal or external advertisement process, the University's recruitment process and panel membership for an Academic Level E Professor, as outlined in the Recruitment and Selection Procedure, will apply. The work area in which the chair is to be located will prepare the necessary recruitment documentation. In such a recruitment process, subject to the approval of the Vice-Chancellor, the sponsor may have, at most, one representative on the selection panel.

At the conclusion of the sponsorship term, the sponsored chair position will be either:

1. continued with renegotiated joint funding and terms agreed between the original sponsor and the University. Renegotiations should occur at least six months prior to the conclusion of the sponsorship term; or
2. continued at full cost to the University; or
3. discontinued.

If the Sponsored Chair position is to be continued under option (1) or (2) above, the position may then either:

- be advertised, or
- an offer of reappointment may be made to the current incumbent subject to the incumbent receiving a satisfactory performance management and development review.

## 4.6 Reporting

The Vice-Chancellor will report sponsored chair appointments and reappointments to Council for Information.

## 5 Delegated Responsibilities

Approver	Level of Delegation
Vice-Chancellor	Approve recruitment action for and appointments to all sponsored chair positions.

## 6 References

Nil.

## 7 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 8 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Chief People Officer
<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Recruitment, Selection and Appointment Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Enterprise Agreement</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Appointments: Fixed-term Procedure</a> <a href="#">Appointments: Senior Positions Procedure</a> <a href="#">Recruitment and Selection Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">People Portfolio Website</a>
<b>Definitions</b>	<b>Terms defined in the Definitions Dictionary</b>  <a href="#">Decision</a>  A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

	<p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Information</a></p> <p>Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">University</a></p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p><a href="#">Enterprise Agreement</a></p> <p>University of Southern Queensland Enterprise Agreement 2023-2026.</p>
	<p><b>Definitions that relate to this procedure only</b></p>
<b>Keywords</b>	Sponsored chair, chair appointments
<b>Record No</b>	13/261PL