

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

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

	<p>Employee</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>Information</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>Procedure</p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p>University</p> <p>The term 'University' or 'UniSQ' means the University of Southern Queensland.</p> <p>Enterprise Agreement</p> <p>University of Southern Queensland Enterprise Agreement 2023-2026.</p>
	<p>Definitions that relate to this procedure only</p>
Keywords	Sponsored chair, chair appointments
Record No	13/261PL