

Appointments: Sponsored Chair Procedure



1 Purpose

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

Subordinate Schedules	
Accountable Officer	Executive Director (Human Resources)
Responsible Officer	Executive Director (Human Resources)
Policy Type	University Procedure
Approved Date	12/12/2018
Effective Date	3/4/2019
Review Date	3/4/2022
Relevant Legislation	USQ Enterprise Agreement
Related Policies	Recruitment, Selection and Appointment Policy
Related Procedures	Appointments: Fixed-term Procedure Appointments: Senior Positions Procedure Recruitment and Selection Procedure
Related forms, publications and websites	Human Resources 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. Employee A person employed by the University and whose conditions of employment are covered by the USQ 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.

[Information](#)

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.

[Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

[University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

[USQ Enterprise Agreement](#)

University of Southern Queensland Enterprise Agreement 2018-2021.

Definitions that relate to this procedure only

Keywords

Sponsored chair, chair appointments

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