

 <p>The University of British Columbia Board of Governors</p>	<p>Policy No.: LR1</p>
<p>Long Title: Chair, Professorship and Distinguished Scholar Honorifics</p>	
<p>Short Title: Honorifics Policy</p>	

Background & Purposes:

The purpose of this Policy is to support the goal of UBC in encouraging the creation of prestigious chair, professorship and distinguished scholar honorifics funded by endowments or other funds and to establish the academic, financial and accountability criteria for these Honorifics. Honorifics are conferred by UBC to reward excellence in research and teaching. Conferral of an Honorific is normally accompanied by financial resources for research and teaching support and honoraria; and where a financial sustainability has been approved in accordance with the Policy, the funds may be used for salary and benefits. Holders of Honorifics provide regular reports to UBC on their activities, and UBC shares the impact of Honorifics with the donors who have enabled the establishment of Honorifics and with the broader community.

1. Scope

1.1 This Policy applies in respect of the recognition of outstanding individuals who hold appointments at UBC as faculty members or hold faculty term appointments without review as defined by the Faculty Term Appointments Policy as:

- 1.1.1 Chair holders,
- 1.1.2 Professorship holders, and
- 1.1.3 Distinguished Scholars

(collectively, the “**Honorifics**”);

except that it does not apply to University Killam Professors (as defined by the Killam Professors Policy) or government funded research chair programs such as the Canada Research Chair program or the Tri-Council research programs. The distinction among the types of Honorifics is based primarily on the eligibility criteria and extent of funding.

1.2 The Policy does not apply to incumbents who hold Honorifics at the date the Policy is adopted unless the incumbent requests in writing to the Responsible Executive that the Policy apply to the incumbent and the Responsible Executive approves the request.

- 1.3 The Policy does apply to Honorifics conferred on Holders (as defined in section 4.4 of the Policy) after this Policy comes into force even if they are established pursuant to an arrangement already in existence at the date the Policy is adopted or an arrangement that is in discussions with a donor at the date the Policy is adopted.
- 1.4 Where the Policy applies to incumbents and Holders as set out in sections 1.2 and 1.3, it will apply only to the extent the Policy is not inconsistent with the legal terms establishing the Honorific.

Academic Components:

2. Naming Convention

- 2.1 Subject to section 2.2, Honorifics may be named as requested by a donor who has contributed the majority of the funds to establish the Honorific; and will normally include “UBC” and the field of interest in the name. For example, the “Taylor Wong UBC Chair in Music” or the “Taylor Wong Chair in Music at UBC” or the “Taylor Wong Chair in Music, a UBC Chair”.
- 2.2 The naming of Honorifics must be approved by the Responsible Executive.

3. Establishment

- 3.1 The establishment of a Chair requires the approval of the Board of Governors upon the recommendation of the Senate.
- 3.2 The establishment of Professorship and Distinguished Scholar Honorifics requires the approval of the Responsible Executive.

4. Conferral of Recognition on Holder of Honorific

- 4.1 Honorifics are conferred by UBC on UBC faculty members and persons eligible for faculty term appointments without review (as defined by the Faculty Term Appointments Policy) (referred to as “**Eligible Individuals**”) to recognize academic excellence.
- 4.2 An Honorific is separate and distinct from a faculty appointment, will be conferred based on merit, and will not be tied to the appointment of a particular individual. For greater clarity, an Honorific may be tied to a position, such as a Dean or Head of a Department within a Faculty. In that case, the terms of the appointment of the Dean or the Head or other position govern the conferral of the Honorific.
- 4.3 The decision to confer an Honorific on an Eligible Individual will be made by the Responsible Executive on the recommendation of the Dean and in accordance with the Procedures.
- 4.4 Upon the Honorific being conferred on an Eligible Individual, the individual is referred to as a “**Holder**”.

5. Eligibility Requirements

- 5.1 A Chair provides for recognition of an established academic and leader who has attained eminence in his or her field of endeavour. A Chair is normally available only to an Eligible Individual who has the rank of professor or professor of teaching.
- 5.2 A Professorship provides for recognition of an Eligible Individual who has attained, or has the potential to attain, eminence in his or her field of endeavour.
- 5.3 A Distinguished Scholar provides for recognition of an Eligible Individual who has achieved distinction in his or her field of endeavour. A Distinguished Scholar is available to faculty members of all ranks.

Accountability Components:

6. Assessment and Accountability

- 6.1 As an Honorific provides recognition for Holders, a Holder is accountable to UBC; and UBC is accountable to the community and to its donors whose gifts enable the establishment and continuation of Honorifics.
- 6.2 Holders are required to establish objectives and prepare reports as set out in the Procedures. The reports assist UBC in assessing the effectiveness of the additional resources provided by funding for Honorifics in achieving an added measure of excellence in teaching and research at UBC. The reports also assist UBC to account to donors and the broader community about the effectiveness and accomplishments of Honorifics.

Financial Components:

7. Funds

- 7.1 A Holder is normally provided with access to financial resources which are intended to promote and enhance the Holder's academic activities including his or her research, teaching and educational leadership capabilities. Funds are to be used as set out in the Procedures to this Policy.



PROCEDURES ASSOCIATED WITH THE HONORIFICS POLICY

Pursuant to the Regulatory Framework Policy, the President may approve Procedures or the amendment or repeal of Procedures. Such approvals must be reported at the next meeting of the UBC Board of Governors or as soon thereafter as practicable.

Capitalized terms used in these Procedures that are not otherwise defined herein shall have the meanings given to such terms in the accompanying Policy, being the Honorifics Policy.

1. Administration

- 1.1 The responsibility for the administration of this Policy and these Procedures lies with the Provost and Vice-President, Academic (UBC Vancouver) in relation to Honorifics at UBC's Vancouver campus, and the Provost and Vice-President, Academic (UBC Okanagan) in relation to Honorifics at UBC's Okanagan campus (the "**Responsible Executive**").

Academic Components:

2. Honorific Periods ("Period(s)")

- 2.1 Chairs and Professorships are conferred on Holders for a Period of up to five (5) years and may be extended by up to one (1) year upon the written approval of the Dean.
- 2.2 A Distinguished Scholar Honorific is normally conferred on a Holder for a minimum of a three (3) year Period and may be extended upon written approval of the Dean to a maximum of five (5) years.
- 2.3 The written terms of an Honorific may provide a maximum number of Periods for a Holder. For example, an Honorific tied to a Headship is normally limited to two Periods.

3. Conferral Process

- 3.1 Upon establishment of an Honorific, upon a vacancy where an Honorific does not have a Holder, and at the discretion of the Dean upon the end of a Period, the Dean will convene a committee to make a recommendation to the Dean to confer an Honorific on an Eligible Individual, which may include a recommendation to renew an incumbent Holder for an additional Period if applicable. The Dean may advertise to solicit applications for the Honorific.
- 3.2 The Dean will make a recommendation for conferral of an Honorific on an Eligible Individual, or renewal in the case of an incumbent Holder if applicable, to the Responsible Executive.

- 3.3 The Responsible Executive will make a decision, and will notify the Eligible Individual of the conferral of the Honorific on the Holder, or his or her renewal in the case of an incumbent Holder whose honorific is renewed.

Accountability Components:

4. Assessment and Accountability

- 4.1 At the beginning of the Period, the Holder must establish specific objectives related to the Honorific as approved by the Dean and in accordance with any written terms of the Honorific.
- 4.2 The Holder will provide to his or her Department Head and the Dean an annual report of his or her activities related to the Honorific, and if appropriate, an annual report for donors. The annual report at the end of the Holder's final Period will be a comprehensive report encompassing the achievements of the Holder related to the Honorific.
- 4.3 If funding is available, a maximum Period has not been reached, and the Holder wishes to be considered for renewal of the Honorific for a subsequent Period, then the Holder will provide to his or her Department Head and the Dean a comprehensive report in the penultimate year of the Period. The Holder's comprehensive report will be reviewed by the Head, if relevant, and used to make a recommendation to the Dean for renewal for a subsequent Period. If the Dean does not recommend renewal, the Dean will notify the Holder and the Responsible Executive of the recommendation, and the Holder will have 30 days from the date of the notice to make submissions to the Responsible Executive. After the end of the 30 days, the Responsible Executive will make a final decision.
- 4.4 Subject to reporting requirements established by the Responsible Executive, a Dean may prescribe the form of the reports required.
- 4.5 If at any time during the Period the Holder is not satisfactorily meeting the objectives of the Honorific, the Dean, in consultation with the Department Head, may make a recommendation to the Responsible Executive to remove the Honorific from the Holder. The Dean will notify the Holder of the recommendation, and the Holder will have 30 days from the date of the notice to make submissions to the Responsible Executive. After the end of the 30 days, the Responsible Executive will make a final decision.

Financial Components:

5. Funding

- 5.1 Honorifics may be funded by UBC endowment or fixed term funding.
- 5.2 The funding required to establish an Honorific may differ depending on the Faculty, and the amount required will be commensurate with the goal of enhancing the capacity of an Honorific to undertake research, teaching and educational leadership activities. The Responsible Executive will create guidelines establishing the minimum amounts required by Faculties, and will periodically adjust the amounts required.

- 5.3 Funding for fixed term funded Chairs and Professorships is recommended to be for at least 10 years, and at a minimum must be for at least five (5) years. Funding for Distinguished Scholars is recommended to be for at least three (3) years.
- 5.4 Honorifics dissolve upon termination of their funding source.

6. Use of Funds

- 6.1 An account shall be created to hold the annual amount available for spending for the purposes of the Honorific (the “**Annual Allocation**”). The Annual Allocation shall be used pursuant to the mutual agreement between the Holder and the Department Head or the Dean and will normally be used to support research, teaching and educational leadership activities.
- 6.2 The Annual Allocation will not attract the collection of indirect cost recovery by the University unless expressly permitted by an arrangement or agreement establishing an Honorific.
- 6.3 The Annual Allocation may be used for honoraria, salary and benefits for UBC employees, including but not limited to Holders, subject to the following provisions:
 - 6.3.1 Unless previously approved by the Responsible Executive, honoraria received by UBC employees must comply with UBC’s policies on honoraria.
 - 6.3.2 Before an Honorific can be conferred on an Eligible Individual where the Faculty intends to use all or a portion of the Annual Allocation to support salary or benefits of any UBC employee, the Department Head must create a Financial Sustainability Plan and obtain the approval of the Dean and the Responsible Executive.
 - 6.3.3 “**Financial Sustainability Plan**” means a plan identifying resources that will support the salary and benefits of any UBC employee during the Period of the Honorific and on an ongoing basis or until the end of his or her appointment. A Financial Sustainability Plan must:
 - (a) Ensure that funding is sufficient for the Period of the Honorific by providing for salary increases during the Period; and
 - (b) Identify the manner in which the salary and benefits of any relevant UBC employee will be paid if and when the Eligible Individual ceases to be a Holder.
 - 6.3.4 The Responsible Executive requires the following steps to be undertaken by the Faculty before it will approve a Financial Sustainability Plan:
 - (a) Prior to advertising the existence of an Honorific or conferring an Honorific on a Holder, the academic unit is required to identify the resources associated with the potential Holder (e.g. financial, space, rank) and to provide appropriate letters guaranteeing financial or other resource commitments to the Dean; and

- (b) Following approval from the Dean, the request to hire and/or confer the Honorific shall be forwarded to the Responsible Executive for final approval, prior to the Dean granting permission to proceed.

Faculties of Medicine and Dentistry:

7. Additional Considerations Regarding Use of Funds

- 7.1 The Annual Allocation may also be used to buy out clinical time, which means that the Annual Allocation can be used to decrease clinical responsibilities in order to increase protected time for research and other academic activities. This is not considered to be salary support.