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## 1 PURPOSE

- 1.1 Appointment to a Personal Chair is a means of recognising a member of staff at the level of Associate Professor, who is acknowledged as having high academic standing, but for whom no vacant chair exists.
- 1.2 This document is based on the principle that the process followed should protect the interests and reputation of the University in only appointing people who, in the opinion of their peers, clearly meet the existing criteria for appointment to Professor by open advertisement.

## 2 SCOPE

- 2.1 This procedure applies to Academic Staff.

## 3 PROCEDURE

### Procedure for appointment – personal chair

- 3.1 A proposal to appoint a member of the academic staff to a personal chair shall come from a Deputy Vice-Chancellor/Provost.
- 3.2 Any proposal that a member of staff merits appointment to a Personal Chair shall be considered in the first instance by a Committee consisting of the:
  - Vice-Chancellor and President
  - President of the Academic Board
  - Deputy Vice-Chancellor who proposed the appointment, and
  - such senior members of the Academic Staff as the Vice-Chancellor and President invites to serve.

- 3.3 It shall be a function of the Committee to satisfy itself whether an appointment to a Personal Chair is merited in the particular case and, if so, to make a recommendation thereon to the Vice-Chancellor and President. If an appointment is made, the Vice-Chancellor and President shall notify the Council.

### **Criteria for appointment – personal chairs**

- 3.4 An appointee to a Personal Chair is expected to provide leadership to the University's academic community and bring significant recognition to the University through a distinguished and leading role in relevant national and international activities. Such an appointee is also expected to make a continuing distinguished contribution to their academic discipline and foster excellence in teaching, research, scholarship and professional activity.
- 3.5 A person appointed to a Personal Chair must possess appropriate academic qualifications and demonstrate exceptional achievement in his/her field, in particular with great distinction in scholarship and research. The person will also be expected to demonstrate a significant number of the following criteria:
- a distinctive contribution to the advancement of knowledge within their specified field
  - an outstanding record of publications or other demonstrable indicator of research and/or scholarship
  - an outstanding contribution to teaching and learning in a tertiary institution, including postgraduate research supervision
  - a proven record of success in a leadership role
  - a high level capacity to promote innovation in tertiary education and foster quality educational outcomes
  - achievements in fundraising – competitive grants, industry financial support for projects
  - distinguished service to other organisations and/or the community or the region
  - significant success in creative innovations within their area of expertise
  - an ability to influence and foster the pursuit of quality professional development
  - a high potential to actively participate in and promote the corporate interests of the University
  - evidence of outstanding achievement in the development of policy, and
  - a strong commitment to equity issues.

### **Referees**

- 3.6 The Deputy Vice-Chancellor who proposed the appointment may recommend up to three referees who are well qualified to comment on the merit of the appointment being considered.
- 3.7 The Committee may also obtain confidential reports from referees of its own choosing.

### **Term of appointment**

- 3.8 Appointment to a Personal Chair shall be ongoing.

### **Remuneration**

- 3.9 The remuneration for a staff member holding a Personal Chair shall be paid by the relevant Division.

### **Exceptional circumstances**

- 3.10 Normally proposals for Personal Chairs will be considered through the committee process outlined in this document, at the same time as the annual academic staff promotion round. In exceptional circumstances, the Vice-Chancellor and President may make a promotion to a Personal Chair without following the procedures set out in this document. In this case the Vice-Chancellor and President will be required to report the appointment and the circumstances surrounding it to the next meeting of Council.

## 4 RESPONSIBILITIES

### Compliance, monitoring and review

- 4.1 The Director, People and Culture (or nominee) and appropriate Deputy Vice-Chancellor (or nominee) shall be responsible for ensuring these procedures are followed.

### Reporting

- 4.2 No additional reporting is required.

### Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

## 6 RELATED LEGISLATION AND DOCUMENTS

## 7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	5/06/2020

Approval and Amendment History	Details
Original Approval Authority and Date	31/07/2006
Amendment Authority and Date	Vice-Chancellor and President 15/06/2010; Terminology Update 17/01/2012; Vice-Chancellor and President 08/05/2013; Reviewed and minor update only approved Director, People and Culture 5/06/2017.
Notes	