



Kathmandu University

## Policy & Procedural Guidelines for the Chair Position, 2021

### Part I- Preliminaries

These policy guidelines have been adopted in order to generate financial resources through endowment based on which source of funding is secured for the promotion and continuous strengthening of research, development and innovation capacity of Kathmandu University.

**1. Title:** These guidelines shall be called '*Kathmandu University Policy & Procedural Guidelines for the Chair Position, 2021*'.

**2. Definition:** Unless otherwise provided in law the terms used in the guidelines are defined as below:

2.1 The term '*University*' would signify Kathmandu University established under Kathmandu University Act of 2048 (BS).

2.2 The term '*Guidelines*' would signify Kathmandu University Policy & Procedural Guidelines on Chair Position, 2021.

2.3 The term '*Chair*' (including Endowed Chair) would signify a temporary faculty position for highly distinguished professionals, either in-service or retired.

2.4 The term '*Executive Council*' would signify the Council chaired by the Vice Chancellor as specified in the Kathmandu University Act of 2048 (BS).

**3. Commencement:** These guidelines will come into effect from the date of its adoption by the meeting of Executive Council or any other specified date set by the Council.

**4. Objectives:** The principal objectives of the guidelines through the appointment of Chair Position are as follows:

4.1 Ensuring research environment integrating the academic activities through unique practical exposure to the students.

4.2 Providing faculty, undergraduate students, and graduate students with an understanding of the practical applications of a particular field of study.



4.3 Attract highly distinguished professionals in the country or abroad (in-service or retired) in continuously strengthening the research capacity of Kathmandu University.

## **Part II-Appointments Procedures and Responsibilities**

**5. Appointment criteria:** The appointees should have a PhD or equivalent or remarkable experience and contribution in specified area of expertise. For appointments, candidate shall be identified based on the candidate's leadership in, and major contributions to, the field in question as well as document what credentials from practice he or she will bring to bear in teaching, research, and service. At the time of review, the appointees continued record of exemplary professional practice and leadership in the field shall be analyzed. The candidates should have contributed in their field at the national, regional and international levels.

**6. Evaluation of the candidate for appointment:** Chair shall take into account the nature of the duties and responsibilities and shall adjust accordingly as to the emphasis placed on each of the following criteria:

### **6.1 Teaching contributions**

Chair teach courses, advise students, and/or collaborate in areas directly related to their expertise and experience. Chair can design and teach undergraduate and graduate courses based on their expertise. Appointees are expected to teach primarily in professional programs at the graduate level.

### **6.2 Research contributions**

Candidates will have extensive scholarly and empirical experience that contributes to the research and teaching mission of the University. Appointees must have a well-established, evidence-based reputation for superior accomplishments in their fields. This may be evidenced by published works or presentations disseminated within and outside the scope of traditional scholarly journals and conferences.

### **6.3 Service contributions**

Appointees must bring their career experience to bear in university service. Such service activities should be related to the candidate's professional expertise and achievements.

### **6.4 Financial and Network Contribution**

Chair will also work to fulfill KU's objectives i.e. fund raising (grant of endowment) to ensure activities being conducted under him/her, and also help building network outside the university.

**7. Procedures for appointing a Chair Professor:** Since the position is intended for leaders in the field, there are no ranks or levels in the Chair; rather, an appointee is a Chair or Endowed Chair directly appointed by Executive Council.

**8. Term:** Appointment as Chair is initially for one year. Chair are not subjected to automatic reappointment, but the meeting of the Executive Council may approve an extension for a duration that is equivalent to the length of the first term, or shorter, if justified.



## 9. Preparing the Appointment File

Appointment of a Chair requires less paperwork than is necessary for appointment of a regular Professor because the appointment is temporary. Appointment is based on recommendation from the Dean. The application must contain an Appointee's professional resume or CV, and External referee letters or other external validation of credentials, and any other evidence of professional qualifications submitted to the Registrar.

### a) The request or recommendation letter must:

Describe the degree of the candidate's success and achievement in practical endeavors.

Articulate the candidate's expected creative contributions to the School/department and discuss the anticipated impact of the appointment.

Explain the manner in which the candidate's engagement with the School/department will be commensurate with the percentage of effort of the appointment.

Detail the anticipated teaching contributions. Particularly, the program requirements addressed by the candidate should be explained, including why they are important to the quality of the KU program, how the candidate is unusually highly qualified to contribute to this teaching.

Discuss the appointee's potential service contributions to the department, the school, the campus, the University, and the public.

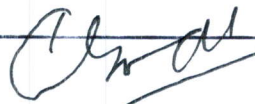
## 10. Perk and benefits to the Appointee:

Since this position is honorary there is no salary or monetary incentives provided. However, the appointee's service contributions to the University shall be accounted and acknowledged.

## 11. Rights to amendments:

Kathmandu University Executive Council reserves the rights to explain, revised or any kinds of amendments deemed necessary.

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Kathmandu University	
Approved by:	
Executive Council	642
Meeting No.	
Date:	21 <sup>st</sup> NOV 2021
Verified by:	



Ref. No:

(Date)

Name of the Awardee

Address

**Subject: Award of 'Kathmandu University Chair of .....'**

Dear Prof.....,

It is our pleasure to acknowledge your contribution by awarding the '**Kathmandu University** ..... 'as approved by the .....th meeting of Kathmandu University Executive Council on the recommendation of the Dean of School of .....as per guidelines of Chair Position 2021.

This honorary position awarded to you is in the School of .....for the period from .....date..... to .....date..... Should you choose to extend your service to the University beyond this position you may receive a new correspondence.

If this offer is acceptable to you, please sign and date this letter in the space provided below and return the original signed copy addressed to the Registrar, Kathmandu University, Central Office, Dhulikhel.

I wish a great collaboration ahead.

Sincerely yours,

(Name)

Registrar

Acceptance:

I accept the offer as outlined above.

Name:

Signature

Date:

Place:



**Award of Chair of .....**

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Kathmandu University  
upon the approval of .....th meeting of the  
Executive Council  
chaired by the Vice Chancellor  
confers

**the Chair Position of**

.....

to

**(Awardee Name)**

University/Place

Registrar  
Kathmandu University  
(Month, Year)

