

**Revised Operational Policy and Procedures on Establishing Professorial Research  
Chairs**



**SOKOINE UNIVERITY OF AGRICULTURE**

**Operational Policy and Procedures  
On Establishing  
Professorial Research Chairs**

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## **PREFACE**

This brochure has been published to inform the University community, Government departments, donors and the public in general about the operational policy and procedures for establishing professorial research chairs at Sokoine University of Agriculture (SUA) as initially approved by the 60<sup>th</sup> Meeting of the University Council held on 31 March 1999.

It is therefore expected that Colleges, Schools, Institutes, Faculties, Departments, , individual researchers, Government departments, donors, entrepreneurs in the industry and commercial sectors will take interest and action in this new and exciting endeavor at SUA. This initiative is primarily designed to support high quality applied research on specific problems and opportunities that can lead to significant benefit to the University and the public.

Prof. Eron Karimuribo

*Director*

*Postgraduate Studies, Research, Technology Transfer and Consultancies.*

*June 2018.*

## **1.0 INTRODUCTION**

### **1.1 Definition**

A professorial research chair refers to a position created within a department outside the normal establishment for the purpose of implementing the activities of a specifically funded research for a specific duration. Holders of such a position are governed by specific terms of contract.

### **1.2 Justification**

There is an increasing need for Sokoine University of Agriculture (SUA) to produce quality and relevant applied research results. It is therefore imperative that the university ensures that the critical resources, i.e. the research/academic staff are focused on projects that address the strategic needs of the University, farmers, people, industry, Government, regional and international Organizations. To meet such needs effectively and efficiently there is need to evolve innovative ways of mobilizing resources. Establishment of professorial Research Chairs is one such innovative means for firstly, enabling scholars not in the employment of the University to conduct high quality research within an academic environment, and secondly, enabling SUA academics to be engaged full time to high quality research.

The idea behind is to prioritize research projects within the University by focusing on project areas which are beneficial to both the University, Government, business community and the nation.

## **2.0 SPONSORSHIP OF RESEARCH CHAIRS**

2.1 Sokoine University of Agriculture shall take the lead to initiate establishment of Research Chairs, especially through annual budgetary allocation, seeking sponsorship from local industry, business community, government, regional and international organizations.

## **3.0 OBJECTIVE OF RESEARCH CHAIRS**

The following are the main objectives of Research Chairs:

- 3.1 To support high quality basic and applied research on specific problems and opportunities that can lead to significant benefit to the University and the public,
- 3.2 To involve the beneficiaries of R&D results in the financing of R&D activities at SUA and ensure close coordination between the supply and demand of R&D results,
- 3.3 To supplement the hitherto traditional means for supporting essential R&D programmes at SUA,
- 3.4 To Assist in providing an attractive/conducive professional environment (improved research facilities, research-based income, etc.) in order to motivate and retain qualified staff at SUA,

- 3.5 To improve transfer of ideas and technology between SUA and the farmers, industry, business community, government and public through intensified inter-disciplinary and applied research.
- 3.1.6 To engage and tap experience and expertise of other scientists outside the University, and .
- 3.1.7 To provide additional research opportunities to undergraduate and postgraduate students.

#### **4.0 AREAS FOR RESEARCH PROFESSORIAL CHAIRS**

- 4.1 Relevant areas of research chairs will depend upon the availability of adequate resources for research and demand of R&D results in the identified areas.

#### **5.0 GENERAL GUIDELINES**

##### **5.1 Establishment of a professorial chair**

- 5.1.1 A Research Chair shall be established only in an area where there is quantified significant need from the Tanzanian industry, business community, government and the public for research on specific problems.

The University through its Colleges/Institutes/Schools/Departments, shall only invite sponsorship of Research Chairs where high-quality research can be anticipated on specific problems and opportunities that can lead to significant benefits for both the University and the public, if the research programme is successful.

##### **5.2 Procedures for Establishing Research Chairs**

###### **5.2.1 *Individual scientist initiative***

- 5.2.1.1 An individual, on his/her own initiative, shall prepare a research proposal and make initial contacts with a potential donor. The proposal shall be scrutinized by the relevant Department, College/Institute/Directorate/School.
- 5.2.1.2 The College/School/Institute/Directorate Research and Publications Committee shall evaluate the viability of the proposed Research Chair and make recommendations to the College, Institute or Directorate Academic Board.
- 5.2.1.3 The proposal shall be transmitted to Senate for final approval through Senate R&P Committee.
- 5.2.1.4 When Senate approval has been obtained, a formal contact with potential supporters of the Chair shall be made.

###### **5.2.2 *University Initiative***

The University shall take the initiative to raise funds to support some of the PRCs considered very critical for the raising the profile of SUA and with direct contribution to the nations' drive for industrialization. The funds should be available to internal and external candidates on a competitive basis. In addition, the

University should provide seed money for selected PRCs to facilitate preparation of fundable research proposals.

### **5.2.3 Donor Initiative**

The Donor (eg. individuals, private and public corporations, local and international development partners) can provide funds for a PRC and invite through advertisement, scientists from within and outside the University to apply and prepare research proposals for consideration on competitive basis. The Donor may also have an identified area of research.

## **5.3 SELECTION OF CHAIR HOLDERS**

5.3.1 A Chair holder is responsible for its overall operation. The conduct of the Chair has, among others, two major components: scientific/technical leadership and general administration. The Chair holder shall be an authority in the scientific/technical subject of the problems to be researched and shall oversee both aspects for the Chair. The Chair holder should be a person with outstanding research achievements who will be in a position to offer extensive contacts with the institutions related to the research area and the public at large. The following procedure shall be followed when selecting the chair holder:

5.3.2 If the university or any other external institution provides funds for establishment of a chair, it shall be advertised widely. Interested candidates will be invited to apply.

5.3.3 Evaluation of applicants shall be done by a Peer Review Team comprising of a maximum five prominent researchers, including at least two from outside the University to be appointed by the College Principal or the Dean/Director of a School/Institute/Directorate. The proposed name(s) shall be forwarded to the College/Institute/School/Directorate Research and Publications Committee for further scrutiny before submission of the name to the College/School/Institute/Directorate Board.

5.3.4 Names of candidates approved by the University Senate shall be forwarded to Council for appointment to the Chair.

## **6.0 TERMS OF REFERENCE OF A CHAIR HOLDER**

6.1 The following shall be the Terms of Reference of the Chair Holder:

6.1.1 To oversee the day to day management of the Chair

6.1.2 To oversee and solicit funds for research activities of the Chair

6.1.3 To prepare progress reports for submission to Senate and the sponsor(s) through the College/School/Institute/Directorate Research Committee every six months. There should also be an external midterm and end of term evaluations.

6.1.4 To disseminate research results through publications in refereed journals, seminar and conference presentation, workshops etc.

- 6.1.5 To support research activities related to the field of the chair from any Department of the College/School/Institute/Directorate
- 6.1.6 To be a vote holder of the funds of the Chair in accordance with the financial regulations agreeable to the Sokoine University of Agriculture and the sponsor(s) of the Chair.
- 6.1.7 In addition to the above terms (in 6.1 to 6.1.6) the chair holders shall be fully answerable to respective Heads of Departments.

## **7.0 ROLE OF CHAIR SPONSOR(S)**

- 7.1 Sponsors shall be required to meet all costs of establishing and operating the Chair.

## **8.0 NAME OF CHAIR**

- 8.1 The name of the Research Chair shall be determined by the hosting College/School/Institute/Directorate and where the Chair has been initiated by a sponsor, SUA and the sponsor shall agree on the name of the Chair.

## **9.0 DURATION OF CHAIR**

- 9.1 The duration of a PRC shall be not less than five years. However, if progress is not satisfactory, based on mid-term evaluation, the Board of College/School/Institute/Directorate may recommend discontinuation of the Chair holder and re-advertise the post.
- 9.2 For Chair holders who are SUA members of staff, once the project is over they shall resume their positions in the Departments.
- 9.3 For Chair holders who are not SUA members of staff, the duration of contracts with SUA will depend on the duration of the project and results of the evaluation report..

## **10.0 MONITORING AND ASSESSMENT OF THE CHAIR**

- 10.1 The College/School/Institute/Directorate Research and Publications committees shall oversee the internal evaluation and monitoring mechanisms to ensure effective and productive performance of Research Chairs.
- 10.2 The Board shall appoint an external review team for each Chair at mid-term just before its expiry. The review team shall comprise members from the sponsoring organization and other institutions which have expertise in the areas of interest of the chair.

## **11.0 STUDENT PARTICIPATION**

- 11.1 Students (postgraduate level) shall participate in the research activities of Chair. Modalities for involving students in such activities shall be worked out by the Research Chair holder.

## **12.0 FINANCIAL REGULATIONS**

- 12.1 The existing SUA financial regulations on the Management of Research funds will be applicable.

### **13.0 CONTRACT**

- 13.1 There shall be a contract signed between the University, the Chair holder and sponsor(s) of the Research Chairs. Appendix 1 given a sample format of such a contract.



**APPENDIX 1**

**CONTRACT BETWEEN THE UNIVERSITY, CHAIR HOLDER AND RESEARCH CHAIR SPONSOR(S)**

This agreement is made on the..... day  
of .....

**BETWEEN**

Sokoine University of Agriculture, P.O. Box 3000 Morogoro, Tanzania represented by  
the  
Registrar.....

**AND**

M/S.....of P.O. Box.....hereinafter  
referred to as  
The “SPONSOR” or one of the sponsors

**AND**

Prof.....  
Of P.O. Box.....  
Hereinafter referred to as the “Chair holder”

All of the above mentioned are hereinafter collectively referred to as the “stakeholders” and  
have decided to form a Research Chair to be known as:  
.....

It is **HEREBY AGREED** as follows:

1. That the Stakeholders do establish a Research chair in the area of.....  
at the Faculty/Institute..... with effect  
from..... And to last for..... Years.
2. The name of the research Chair shall be.....  
(hereinafter) referred to as “Professorial Research Chair”.
3. The objectives of the Professorial Research chair shall *inter alia* be:  
.....  
.....
4. The responsibilities of the University shall be:
  - (i) The appointment of a qualified individual to a position of the chair Holder  
for the management of the Chair subject to the approval  
of.....
  - (ii) Overall administration of the research in line with the approved University  
policy and procedures on Research Chairs.

5. The responsibilities of the Sponsors shall include:

- i. ....
- ii. ....

iii. ....

6. The responsibilities of the Professorial Research chair holder shall include:

- i. ....
- ii. ....
- iii. ....

The Funds of the Professorial Research chair shall be controlled by the Directorate of Research and Postgraduate Studies and the Chair holder will be the accounting officer. The Chair Holder shall account to the Sponsors through University Accounting System.

- i. All disputes which may arise between the University and the sponsors shall be settled amicably, failing which the matter shall be referred to an arbitrator acceptable on both parties.

ii. The funds for the Professorial research chair shall be used as per contract including:

i. The procurement of research equipment and materials to support the research activities as outlined in the approved project document on the chair.

ii. Payment supplementation of salaries and research allowances as per the approved project document on the Chair

iii. Transportation and subsistence allowance for staff and students working under the chair when travelling to attend relevant seminars and/or conferences.

ii. Beneficiaries of the funds should mainly be members of the Faculty/Institute.

iii. The ownership of any intellectual property that will result from the activities of the chair shall be shared by the Chair holder and the sponsor in proportions of the inputs from all sides. These will have to provisionally agreed by all parties to their satisfaction at the signing of this.....

iv. The following is the provisionally agreed share of copyright ownership: University.....%; the Sponsor.....%. These shares of copyright ownership may be revised at a later date, depending on the prevailing conditions that may necessitate such a revision.

**RATIFICATION**

IN WITNESS whereof the parties hereto have hereunto set their hands on they day hereinafter appearing.

Signed and Delivered by.....

Registrar on behalf of the Sokoine University of Agriculture at .....  
this.....day

Signature.....

Postal address.....

Signed and Delivered by:.....

(The sponsor)

At..... this.....

Day.....

Signature.....

Postal address

.....

Signed and Delivered by

.....

at..... this.....

Day.....

Signature.....

Postal address

.....

Signed

.....

(Witness, Professorial or Research Chair Holder)

Witness, University)

Signed.....

.....

(Witness, Sponsor)

Signed