

Standards and Procedures for Appointments of Endowed Chairs, Professorships and Related Positions

- A. The Provost in consultation with each dean will identify the positions in each college that are included under this policy. The set of positions included will be reviewed at least once every five years and modifications made as considered appropriate by the Provost and the dean.
- B. In the absence of a clear specification by the donor to the contrary, all endowed positions may be filled from either within or outside the university faculty.
- C. Appointees to endowed positions must have a record of distinguished academic or professional work in an appropriate field. Such distinction will be judged in national terms, as compared with colleagues in peer institutions. Satisfaction of this standard must be verified at the departmental and college levels, and confirmed by the Provost before an appointment is made.
- D. The university's commitment to affirmative action and goals of the affirmative action program will be considered in appointing nominees to endowed positions.
- E. The following procedures will be typically used in the case of nominees for endowed positions within particular departments in a college when the position is being filled from within the university faculty.
 - 1. The faculty member, department head, or chairperson who nominates an individual for an endowed position will compile a file on the nominee that will contain a peer review with supporting evidence for the nomination and a list of three external [can mean external to the department] individuals qualified to evaluate the nominee. The nominator(s) will include in the nominee's file a specification of the nature of his or her distinguished work. The file will then be submitted to the dean. A dean may also nominate an individual for an endowed position and must compile the appropriate documentation as noted above. In this case the file will be submitted to the Provost.
 - 2. The dean or Provost, as appropriate, will establish an ad hoc review committee of at least three persons, including, if possible, endowed position holders, to review the nomination. The review committee will be composed of at least one faculty member outside the discipline.
 - 3. The review committee will assess the supporting evidence and seek external letters of appraisal either from the list of names submitted or from other eminent scholars qualified to evaluate the nominee. The committee will then make a recommendation to the dean or Provost, as appropriate, as to approval or disapproval of the nomination. A rationale for either action must be presented in writing to the department as well as to the dean or Provost.

- F. When persons external to the university are sought for an endowed position, a search committee will be appointed by the dean of the college or school. That committee will consist of at least five members, one of whom will be from a discipline other than that in which the position is based. Members of the committee may include individuals from outside of the university. The faculty search guidelines of the university will be observed during the search. External appraisals of the quality of the work of nominees will be sought by the search committee. The search committee will forward its recommendations to the departmental chairperson and college dean.
- G. For nominations initially made by faculty members, department heads or chairpersons, initial approval is given by the dean and each nomination will be submitted to the Provost. The Provost will review the file and approve or disapprove the nomination. For nominations made initially by a dean, the Provost will facilitate the review and approval, as noted in item D above.
- H. The letter of initial appointment will specify the duration of, and expectations for, the particular endowed position, including, in the case of chairs and professorships, performance criteria and performance review procedures.
- I. In general, conditions and expectations stated in the appointment letter will be the principal basis for reviews.
 - 1. Consistent with present policies and procedures on faculty evaluation, an annual review will be conducted at the department level by the peer evaluation committee and the department chairperson. This review will take into account productivity of the person over time in addressing the expectations of the appointment letter and/or subsequent agreements.
 - 2. Holders of endowed and named chairs are expected to perform at high levels that are characterized as excellent in order to retain the title and privileges.
 - 3. If the holder of an endowed or named chair is not performing as expected, a recommendation to revoke continuation of the title and its privileges may be forwarded by the dean to the Provost.