

## Appointment, Review, and Renewal of Endowed Professorships

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### Oversight Executive:

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### Applies to:

Endowed Professorships in the School of Engineering and Applied Science (SEAS)

### Reason for Policy

[PROV-034: Appointment of Faculty to Endowed Professorships](#) requires that each school have a written policy governing the appointment of faculty members to endowed professorships. This policy documents procedures for how both non-term limited and term-limited endowed professorships will be appointed, reviewed, and, if appropriate, renewed to help to promote good fiscal stewardship and to ensure that the intention of the donors, as stated in the enabling language, is honored.

### Policy Statement:

The bestowing of an endowed professorship (“chair” or “professorship”) by the University supports recruitment and retention efforts by recognizing significant accomplishment through scholarship and / or application of knowledge. Further, endowed professorships are an indication by the University, the School, and donors that certain scholarly fields are worthy of investment and recognition.

### Availability

Nominations are solicited at the discretion of the dean. All endowed chairs are held by the school or Provost’s Office.

### Qualifications

Holders of endowed professorships are recognized faculty of prominent stature who have demonstrated excellence in their field.

Candidates for endowed professorships must have significant achievements and outstanding qualities, which may be demonstrated through some of the following:

- National and international awards
- Invited lectures such as keynotes or distinguished lectureships
- Recognition by peer chair holders at other leading institutions.

Significant accomplishments in several of the following areas should also be considered:

- Leadership in national professional societies,
- Policy advice to government,

- Innovative contributions to professional practice,
- Seminal accomplishments in new and emerging technologies, and
- Scientific discoveries and significant contributions to the improvement of society.

### **Term**

Endowed professorships in SEAS will be awarded with a term of no more than 5 years, with the option to renew unless otherwise specified. The length of the term for each appointment will be specified in the appointment letter. Original appointments and renewals will follow the processes specified below. Original appointments and renewals must meet the same qualifications and criteria, with any adjustment in criteria for subsequent renewals at the dean's discretion. When used as a recruitment tool, the offer letter will specify term and renewal expectations.

### **Emeritus Status**

As outlined in [PROV-018: Emeritus Faculty](#), titles associated with chaired professorships held at the time of retirement will be included in the emeritus rank.

### **Endowed Chair Advisory Committee**

The dean will annually appoint no fewer than six SEAS faculty members who currently hold endowed professorships to the Endowed Chair Advisory Committee, which shall review and make recommendations regarding appointment and reappointment of termed endowed professorships. The dean will designate one member of the Endowed Chair Advisory Committee as the committee chair.

### **Process:**

#### **Initial Nomination and Review Process**

1. Nominations for appointment to an endowed professorship must be submitted by departments to the Dean's Office. The department will submit the following in the nomination for an appointment to an endowed professorship:
  - a. A letter of nomination;
  - b. The candidate's current CV;
  - c. Personal statement and documents demonstrating excellence in the field and (when applicable) in the area recognized by the professorship. The document should be 1-3 pages;
  - d. Name and contact information for at least three and no more than five external referees. At most one may be prestigious members of industry or research laboratories, with the rest university faculty at the rank of professor. At least three referees must hold named professorships and at least two must be members of the National Academies, Fellows in Professional Societies, or the equivalent thereof.
2. Letters from the external referees are requested by the Chair of the Endowed Chair Advisory Committee. A minimum of three letters from the external referees are required to move forward with the nomination.
3. Nominations are advanced to the Provost's Office at the discretion of the dean. In an instance where the dean does not support a nomination, they will communicate the negative recommendation to the department chair in writing.

## Review and Renewal Process

Renewal applications are evaluated by the Endowed Chair Advisory Committee and will take place every five years following election. Renewal applications will be due in the fourth year of the appointment; the timeline will be communicated by the dean's executive assistant. Existing professorships without a defined term and new professorships with term will both be reviewed on a schedule based on a five-year review cycle (or shorter, if the terms of the professorship require it). The evaluation will be consistent and transparent for all endowed professorships. For faculty who have served at the level of department chair or higher, their review will take place five years after they have stepped down from their position.

1. The endowed professor will be asked to submit the following to aid in the review process:
  - a. Five consecutive annual reports including the year of term review, and including PRC and chair evaluations;
  - b. An optional personal statement, not to exceed five pages;
  - c. A current CV;
  - d. A brief statement on how discretionary funding was used during the previous term.
2. The result of every five-year review will be a specific recommendation. The Committee will submit recommendations to the dean each spring for all faculty who have undergone a renewal review. Such recommendations will specify:
  - a. Outstanding faculty who should be considered for additional recognition and nomination for prestigious awards.
  - b. Faculty who have been good stewards of the donor's original intent and have continued to serve as role models and leaders within the school and elsewhere, and should be renewed for a subsequent five-year term.
  - c. Those faculty, including both term and non-termed endowed professors, who have not met the standard for excellence, as evidenced by their review packages and independent assessment by this committee. The Committee's report to the dean will note extenuating circumstances which may have contributed to reduced scholarly productivity over the previous 5 years, and/or factors which may indicate that the faculty member holding an endowed professorship should relinquish their chair.
3. Decisions regarding the relinquishment of an endowed chair are at the discretion of the dean.
  - a. Faculty will be required to relinquish their appointment to an endowed professorship if the holder fails to adhere to the intent for which the professorship was established or otherwise violates policies of the University or the School of Engineering and Applied Science.
4. Faculty members appointed to professorships that are associated with a specific position (e.g., dean or department chair), shall relinquish the professorship upon leaving the position. The appointment letter for a professorship associated with a position shall notify that professorship holder that the professorship is automatically inactivated on the departure from the position.

**Background:** This is the first revision to policy 2017.2, Appointment, Review and Renewal of Endowed Professorships, and has been renumbered ENG-FAC-013.