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SEAS POLICY AND PROCEDURE # 2017.2

Title: Appointment, Review and Renewal of Endowed Professorships

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Applies to
Endowed Professorships in the School of Engineering and Applied Science

Definitions
Endowed Professorship: A named professorship established for distinguished scholars who are associate or full professors. The endowed professorship recognizes excellence in a field of study or practice and provides funds to support continued excellence in that field.

Background
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.

Reason for Policy
The Provost’s policy on the Appointment of Endowed and Eminent Scholars Chairs 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.
Rules and Process

Availability
The Dean will evaluate the status of unfilled endowed professorships annually and determine whether to offer a call for nominations.

Qualifications
Holders of endowed professorships are recognized professors of international stature who have demonstrated the highest level of excellence in their field. Appointment to an endowed professorship is one of the most prestigious honors that can be bestowed on a University of Virginia faculty member.

Candidates for endowed professorships at the full professor level must have significant achievements and outstanding qualities and associate professor should clearly indicate high potential for achievement in the following areas:

1. International stature,
2. Demonstration of the highest level of excellence and recognition in their field,
3. National and international awards,
4. Invited lectures such as keynotes, distinguished lectureships, and
5. Recognition by peer chair holders at other leading institutions.

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

1. Leadership in national professional societies,
2. Policy advice to government,
3. Innovative contributions to professional practice,
4. Seminal accomplishments in new and emerging technologies, and
5. Scientific discoveries and significant contributions to the improvement of society.

Term
Most endowed professorships in SEAS awarded after 2015 will be awarded with a term of no more than 5 years with the expectation to renew after review as long as candidates continue to demonstrate excellence and remain role models/strong leaders for junior faculty. 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. Offer letters will specify term and renewal expectations. Renewal applications will be due in the fourth year of the appointment and the specific deadline will be set so that the renewal application can include the most recent annual report and department evaluation.

It is anticipated that most new offers of endowed professorships will be with term. However, in special circumstances, offers of professorships without term may be extended in order to recruit faculty who have extraordinary standing in the national and international engineering community and who would significantly advance the long-term goals of SEAS. Offer letters will always specify whether an endowed professorship is with or without term.
Emeritus Status
A faculty member with an endowed professorship must relinquish the professorship on retirement. However, if awarded emeritus status, the holder of an endowed professorship on retirement can choose to retain the title in perpetuity with a prefix of Emeritus (e.g., Emeritus XXX Chair in XXXX). However, funds from the endowment are not allocated along with the emeritus title.

Endowed Chair Advisory Committee
The Dean will annually appoint no less than six SEAS faculty members holding endowed professorships to the Endowed Chair Advisory Committee, which shall review and make recommendations regarding appointment and reappointment of termed endowed professorships. Additionally, the Committee will review all endowed professorships for continued excellence during the previous five year period subject to the exceptions above. The Dean will designate one member of the Endowed Chair Advisory Committee as the committee chair.

SEAS Application and Review Process

Nomination
Nominations for appointment to an Endowed Professorship must be submitted to the Dean’s office no later than December 15. The Department will submit the following in the nomination for an appointment to an Endowed Professorship:

- A letter of nomination,
- The candidate’s updated CV,
- Personal statement and documents demonstrating excellence in the field and (when applicable) in the area recognized by the endowed professor. The document should be 1-3 pages, but not exceed 10 pages,
- Names and contact information for at least five and no more than seven external referees. At most two may be prestigious members of industry or research laboratories, with the rest university faculty at the rank of Professor. For full professors, at least three must hold named professorships and at least two must be members of the National Academies or the equivalent thereof. For associate professors, external letters must be from senior faculty. Names and contact information for a minimum of three and no more than five referees (with titles, email address, and phone number) who are current or former University of Virginia faculty members are also required.

Letters from the external referees are requested by the Chair of the SEAS Endowed Chair Advisory Committee. Letters from the external referees are required to move forward with the nomination.

Renewals and Review
Renewal applications are evaluated by the SEAS Endowed Chair Advisory Committee using the following materials and in consideration of the accomplishments of the endowed professorship holder during the current appointment. Internal peer review evaluation by the Endowed Chair Committee will take place every five years following election. The evaluation will be consistent and transparent for all Endowed Professorships and apply to both new term limited appointments as well as for current non-termed limited professorships appointed before 2015. Existing professorships without a defined term and new professorships with term will both be reviewed on a schedule based on a 5 year review cycle (or shorter, if the terms of the professorship require it). 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.
The Endowed Professor’s submitted materials for five-year review will contain the following to aid in the evaluation process:

- Five consecutive annual reports including the year of term review,
- Five consecutive Department Chair reviews including peer reviews, (if available)
- An optional supplemental personal statement from the Endowed Professor which may be between 1-5 pages, as needed,
- An updated CV,
- (Evaluation of Endowed Chaired Professors should not contain a brief statement on how discretionary funding was used during the previous term until such time as the discretionary awarded amount exceeds $50,000 annually, and then it would be expected).

The result of every five year review will be a specific recommendation. The committee will review and forward written recommendations to the Dean in the spring of the 5th year of a five year review period. Such recommendations will specify:

- Those faculty with the most outstanding review packages to be referred to the Dean for recognition and consideration for nomination for prestigious awards.
- Those faculty with termed professorships who have maintained the standards of the donor and SEAS as well as served as role models and leaders in SEAS and elsewhere for confirmation of Endowed Chair reappointments for another 5 years.
- Those faculty, including both term and non-termed Endowed Professors, who have not met the standard for excellence or may be struggling, as evidenced by their review packages and independent assessment by this committee. The Endowed Chair committee will provide written recommendations to the Dean, noting 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 his or her chair.

Decisions regarding the relinquishment of an Endowed Chair are at the discretion of the Dean.

Renewal Procedures

Renewal applications will be due in the fourth year of the appointment and the specific deadline will be set so that the renewal can include the most recent annual report and evaluation. Those endowed professors who will be evaluated in a particular year will be notified by email requesting their renewal package.

Review

The Dean chooses, for those applications selected for initial appointment, to forward the nomination packet, the written recommendation of the SEAS Endowed Chair Advisory Committee, and the Dean’s recommendation to the Provost for approval. In cases where the Dean chooses not to recommend appointment to the Provost, the Dean will inform the department chair in writing.

Relinquishment of an Endowed Professorship
Faculty will be required to relinquish his or her appointment to an endowed professorship if the holder fails to adhere to the intent for which the professorship was established or violates policies of the University or the School of Engineering and Applied Science. Faculty with either term or non-terminated Endowed Professorships who have not met the standard for excellence as evidenced by their review packages and independent assessment by the Endowed Chair Committee will be referred to the Dean for further consideration. The Endowed Chair committee will provide written recommendations to the Dean, specifically noting factors which may have contributed to reduced productivity over the previous 5 years, and/or any factors which may be of concern.

**Relinquishment of Endowed Professorships Associated with a Position**
Faculty members appointed to professorships that are associated with a specific position (e.g., Dean or department chair appointment to an endowment associated with the position), 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.

**Related Policies and Documents**
Appointment of Endowed and Eminent Schools Chairs: [http://provost.virginia.edu/node/330](http://provost.virginia.edu/node/330)

**Effective Date:** This policy was approved unanimously by the SEAS Leadership Council on 23 January 2017.

![Signature]

Eric Loth, Chair

23 January 2017

SEAS Leadership Council