Policy of the College of Natural Sciences on the Selection and Reappointment of Faculty Members for Endowed Positions

December 17, 2007

I. General Considerations

The College of Natural Sciences (CNS) awards endowed fellowships, professorships, and chairs to its faculty members as a means of recognizing and encouraging excellence in research and teaching and as an incentive for recruiting faculty members from outside the University. It also provides endowed positions to the dean of the college and to chairpersons of academic units in it.

The dean is responsible for ensuring that potential donors are apprised of the minimum funding levels for all fellowships, professorships and chairs, that the endowment agreement will be consistent with University policy, and that the endowments are awarded in accordance with the terms of the endowment agreement. Other than appointments to administrative endowments, appointments to endowed positions will primarily be based upon scholarly activities.

The dean will ensure that the donor or appropriate representative of the endowment is informed of appointments to the endowment in a timely manner, and that the holder of the endowment will annually be informed in writing of the stated purpose(s) of the endowment and that she or he is expected to provide an annual report to the donor or appropriate representative of the endowment.

The dean is also responsible for developing policy regarding possible automatic reinvestment of the annual income of each faculty endowment and for monitoring accumulated balances in faculty endowment accounts, authorizing their reinvestment as appropriate.

Endowed professorships and chairs that are designated to support the administrative activities of the dean and chairpersons of academic units of the CNS are only held by the individual during the term of the administrative appointment. Income from such endowments is used for a range of activities including, but not limited to, salary supplementation and expenses associated with travel to professional meetings, social events, faculty and student recruiting, research, and colloquia.

II. Selection Criteria—General Considerations

The academic units within the CNS will develop the criteria to be met by candidates for endowed positions, and these criteria will be submitted to the dean for approval. Once they are established, proper application of the criteria will be the responsibility of the dean. The dean, in consultation with the leadership of the academic unit, will select candidates for faculty fellowships.

III. Selection Process
1. **Appointment of Existing Faculty Members.** The dean recommends appointments to professorships and chairs to the central administration for final approval. Initial appointments are for a maximum of six years with review for renewal to coincide with the Comprehensive Periodic Review. The recommendation is based on consultation with the Budget Council (BC) and chairperson of the academic unit with which the faculty member is associated and in some situations, with the Endowed Position Committee (EPC) [see a and b below]; the EPC is composed of about twelve full professors who hold endowed positions and represent academic units from throughout the college. A subcommittee of the EPC may be used when awarding a professorship or chair as part of the process of recruiting a faculty member from outside the University. [See item 2 below.]

   a) **Professorships.** The BC or a subcommittee thereof and the chairperson of the relevant academic unit provide the dean with documentation regarding the appointment to an endowed professorship. The documentation includes 1) an endowment recommendation letter from the Chairman (see attached template A), 2) a *curriculum vita*, and 3) the BC’s assessment of the candidate’s contributions in teaching, research, and service. The Chairman’s endowment recommendation letter will need to include a clear statement of how the candidate meets the criteria established for the endowed position, and a summary regarding how the pool of candidates for the endowed position was developed. The credentials of the candidate are reviewed by the EPC or a subcommittee thereof, and a written recommendation is provided to the dean. Although its recommendation may not be based solely on race, sex, national origin, or related factors, the EPC may consider whether awarding a professorship will enhance the diversity of the educational experience in the College of Natural Sciences.

   b) **Chairs.** The BC or a subcommittee thereof and the chairperson of the relevant academic unit provide the dean with documentation regarding the appointment to an endowed chair. The documentation includes 1) an endowment recommendation letter from the Chairman (see attached template A), 2) a *curriculum vita*, 3) the BC’s assessment of the candidate’s contributions in teaching, research, and service, and 4) at least 3 letters of recommendation from external referees. The Chairman’s endowment recommendation letter will need to include a clear statement of how the candidate meets the criteria established for the endowed position, and a summary regarding how the pool of candidates for the endowed position was developed. The credentials of the candidate are reviewed by an EPC subcommittee composed only of chairholders, and a written recommendation is provided to the dean. Although the recommendation may not be based solely on race, sex, national origin, or related factors, the subcommittee may consider whether awarding a chair will enhance the diversity of the educational experience in the College of Natural Sciences.

2. **Consultative Process for Appointment of Prospective Members of the Faculty.** The offer of an endowed professorship or chair may be a component of a recruitment package. The
BC or a subcommittee thereof and the chairperson of the relevant academic unit provide the dean with documentation regarding the appointment of a holder to an endowed professorship or chair. The documentation includes all components of an ad hoc committee dossier with the addition of an endowment recommendation letter from the Chairman (see attached template A). The components are 1) an endowment recommendation letter from the Chairman, 2) Chairman’s PAR transmittal letter, 3) a curriculum vita, 4) Recommendation for T/TT appointment form, 5) the BC’s assessment of the candidate’s contributions in teaching, research, and service, 6) at least 5 letters of recommendation from external referees, and 7) brief biographical sketches of referees. The Chairman’s endowment recommendation letter will need to include a clear statement of how the candidate meets the criteria established for the endowed position, and a summary regarding how the pool of candidates for the endowed position was developed. The credentials of the candidate are reviewed by the EPC or a subcommittee of it as determined by the protocol provided in b) above, and a written recommendation is provided to the dean. The recommendation will be for both an appointment with tenure and/or the appointment to an endowment. Although the recommendation may not be based solely on race, sex, national origin, or related factors, the EPC or the subcommittee may consider whether awarding a chair will enhance the diversity of the educational experience in the College of Natural Sciences.

IV. Review and Retention of Individuals in Endowed Positions

In the event of an unfavorable post-tenure review (PTR) of the holder of an endowed position, the EPC as well as the BC and chairperson of the academic unit reviews the credentials of the individual and provides a written recommendation to the dean. The documentation provided for this review is the same as that used for the PTR. Unfavorable reviews could be used as the basis for removing the individual from the endowed position.