

## Endowed Holder and Fellow Nomination Process

### The College of Natural Sciences

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Having transparent processes for appointing colleagues into endowed positions is an important step in addressing inequities across the College of Natural Sciences. Below are the processes for two types of endowed appointments: endowed fellow and endowed holder.

### Processes for appointing colleagues into Endowed Fellowship Appointments

Endowed fellowship appointments are renewed on an annual basis.

1. Department Chairs whose departments have available endowed fellowships are asked to work with departmental committee that conducts annual review of faculty to identify colleagues for these endowed appointments based on their contributions to research, teaching, and service, keeping in mind equity and retention within their department.
2. Once Department Chairs have identified candidates for endowed fellowship appointments, Chairs are requested to submit their nominations to the CNS Faculty Affairs Office for the Associate Dean for Faculty Affairs' review, using the Endowed Fellowship template provided by the Faculty Affairs Office. Nominations are due no later than August 1<sup>st</sup> each year.
3. After the Associate Dean for Faculty Affairs, in consultation with the Dean, has reviewed and approved the endowed fellowship nominations, the Faculty Affairs Office will submit the nominations directly to VIP. Once appointments have been added to VIP for the coming year, the departments will process any related, approved compensation in Workday.

### Length of Endowed Fellowship appointments

Endowed fellowship appointments are for a maximum of one year, and can be renewed annually at the discretion of the Department Chair.

### Who can be appointed as an Endowed Fellow

Endowed fellowships can be held by non-tenure track, tenure-track, and tenured faculty. In some cases, endowments must have an endowed holder before any endowed fellows can be appointed. This restriction should be listed under the endowment's criteria in VIP.

## Processes for appointing colleagues into Endowed Holder Appointments

Endowed holder appointments are considered when available. However, the departments are expected to be proactive about identifying potential candidates, using the following process.

1. The faculty committee that conducts annual reviews of faculty should proactively work to identify colleagues for potential endowed holder appointments based on their contributions to research, teaching, and service, and any other criteria specified in endowment agreements. The committee should then make their recommendations to the Department Chair. This practice is recommended on an annual basis to help identify potential pool of candidates.
2. Once an opportunity to hold an endowment becomes available, the Department Chair should discuss with the Dean whether the opportunity would be used as a recruitment tool or as a mechanism to recognize achievements of current faculty.
3. If the position will be used to recognize current faculty member:
  - A. The Chair should appoint a departmental committee consisting of full professors to further access potential candidates recommended by the annual review committee, and to make recommendations to the Chair.
  - B. The Department Chair should then review the nominations, keeping in mind equity and retention within their department, and discuss potential nominations with the Dean.
  - C. After the Chair and Dean agree to proceed with a nomination, the Department Chair should prepare the nominations to be submitted to the CNS Faculty Affairs Office. Nominations should include the candidate's CV and the Department Chair's recommendation letter, including information on how the candidate was identified and outlining their accomplishments during their tenure at the University.
  - D. Once nominations are submitted to the CNS Faculty Affairs Office, the Dean, in consultation with members of the leadership team at the college, will review each nomination before recommending to the Provost that a faculty member be appointed on an endowed position.
  - E. After the Provost approves the endowed holder appointment via the Provost Approvals System, the CNS Faculty Affairs Office will submit a memorandum to the faculty member, outlining the details of their endowed holder appointment. The department will then process any related, approved compensation in Workday.

### Length of Endowed Holder appointments

Initial holder appointments to endowed professorships or chairs will be until the time of the faculty member's next post-tenure review (Comprehensive Periodic Review of Tenured Faculty). Subsequent renewals will then be determined every six years at the time of the post-tenure review. It is the College's intention to renew endowed holder appointments upon confirmation that endowed faculty continue to provide and expand their academic leadership, productivity, and initiative.

### Who can be appointed as an Endowed Holder

Only tenured Professors can be holders of endowments.