1. Introduction

These guidelines are based on University Rule 12.01.99.M2.01: Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions. The purpose of these guidelines is to acknowledge and verify procedures within the College of Engineering, as they relate to the University Rule. The college strives to maintain responsible stewardship of its endowed resources, while continuing to ensure that the most outstanding and deserving faculty are recognized and rewarded through endowed appointments.

2. Expectations and Responsibilities

The process of selecting faculty members to fill endowed positions requires great care. This select group represents the overall faculty quality of the college. For this reason, appointments to endowed positions are scrutinized closely by the college and university administration. Department heads and/or faculty groups who are charged with identifying candidates to fill a given chair, professorship, or fellowship should approach each search process carefully and ensure that the candidate pool truly reflects the best scholars and educators in a particular field.

3. Definitions and General Selection Criteria

The College of Engineering will follow the definitions and criteria as stated in University Rule 12.01.99.M2.01 for 1) Endowed Chair, 2) Endowed Professorship, and 3) Endowed Faculty Fellowship positions except as stated below. In the College of Engineering, endowed chair and endowed professorship titles will normally be restricted to individuals holding the rank of full professor, while endowed faculty fellowships can be recommended at the assistant, associate or full professor ranks. The additional position defined below is the Endowed Career Development Professorship. In all instances selection criteria for appointments will reflect the stated priorities and restrictions established when the position was created, in accordance with the endowment agreement.

3.1 Endowed Career Development Professorship – The holder of an endowed career development professorship (or “development professorship”) will hold the rank of associate or full professor (where the full professor has not achieved tenure). As with a faculty fellowship, this award is generally given to recognize and encourage a faculty member who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. The institutional expectation of the promise of higher performance must be met, as well as any criteria stated in the donor document. Note that this level may be used for existing endowed professorships (with donor approval) for retention purposes.

4. Appointment Procedures

Appointments to endowed chairs, professorships, and endowed career development professorships require the approval of the provost and executive vice president for academics, and appointments to faculty fellowships require approval of the dean.

4.1 Selection committees – Each department is expected to have a committee to evaluate candidates for endowed professorships and chairs. This committee will be appointed by the department head and should include endowed chair or professorship holders as deemed appropriate. If the department does not have a sufficient number of endowed title holders, the department head may appoint individuals whose scholarly contributions reflect the definitions and criteria stated in University Rule
12.01.99.M2.01 for endowed chair or professorship holders. A college level advisory committee will consist of one representative from each department, recommended to the dean by the respective department head. The expectation is that the college committee members hold a position of endowed chair. Each member will serve a two year term with half of the membership rotating out after two years. The college committee will meet once a month, or as necessary, and will be chaired by the executive associate dean as a non-voting member. Members of both committees must be made fully aware of the definitions and criteria stated in University Rule 12.01.99.M2.01 for endowed chair or professorship holders. A member of either a college or a departmental committee aspiring to compete for an open endowed position must recuse himself/herself from the committee deliberations.

4.2 Selection process for departmental endowed chairs and professorships – The selection process must be consistent with the University Rule 12.01.99.M2.01. When a departmental endowed chair or professorship becomes available, the department head will invite all eligible candidates to apply. Candidates provide a brief (20-25 page) resume. Departments may or may not choose to use external evaluation letters in their evaluation process. If letters are to be solicited candidates, in discussion with the department head, should provide a list of six external references, and may provide a “do not contact” list to the department head. The pool of applications is referred to the departmental committee. If the option is chosen to use external evaluation letters, the departmental committee must contact external reviewers to evaluate the suitability of the candidate’s appointment to the chair or professorship. The department head and departmental committee must insure that at least half of the external reviewers contacted are from the candidate’s list and a minimum of three external evaluation letters should be collected for review and inclusion in the recommended candidate’s nomination packet. If the candidate is unsuccessful, external letters may be reused for a period of two years from the day of receipt with the consent of the candidate. The departmental committee will make its recommendation to the department head, which should include a committee vote. The department head will submit the final nomination packet, consisting of the department head’s recommendation to the dean, which also documents the departmental committee review, the candidate’s resume, and a minimum of three external evaluation letters if that option is selected. The college committee review will begin by the candidate’s departmental representative neutrally introducing the candidacy to initiate the deliberation. The candidate’s departmental representative is not allowed to vote. After deliberation and review of the full nomination packet the college committee will make a recommendation to the dean through a voting process. The executive associate dean will provide a draft recommendation of each case to the dean. The dean will submit a recommendation to the provost through the dean of faculties for approval.

4.3 Selection process for college endowed chairs and professorships – When a college endowed chair or professorship becomes available the dean will solicit nominations from department heads in accordance with any endowment restrictions. Nominations will be limited to one per department for each vacant endowed position. The departmental nominee should be selected as per the process described in section 4.2. Departmental nominations will be evaluated by the college committee which in turn will make a recommendation to the dean through a voting process. The executive associate dean will provide a draft recommendation of each case to the dean. The dean will submit a recommendation to the provost through the dean of faculties for approval.

4.4 Selection process for departmental career development professorships – When a departmental endowed career development professorship becomes available, the department head will invite all eligible candidates to apply (see section 3.1). Candidates provide a brief (20-25 page) resume and a letter of application explaining their current distinction and plan for reaching a level of higher performance in research and/or teaching. The applications will be referred to the departmental committee for review and they will make a recommendation to the department head, which should include a committee vote. The department head will submit the final nomination packet, consisting of
the department head’s recommendation to the dean, which addresses the departmental committee review, and the candidate’s resume.

4.5 Selection process for departmental faculty fellowships – When a departmental endowed faculty fellowship becomes available, the department head will invite all eligible candidates to apply (see section 3). Candidates provide a brief (20-25 page) resume and a letter of application. Since faculty fellowships may be awarded at any level, the candidate’s letter should explain their current distinction and plan for reaching a level of higher performance in research and/or teaching that is appropriate for their academic title. The applications will be referred to the departmental committee for review and they will make a recommendation to the department head, which should include a committee vote. The department head will submit the final nomination packet, consisting of the department head’s recommendation to the dean, which addresses the departmental committee review, and the candidate’s resume.

4.6 Recruiting and retention of faculty – Appointments to endowed chairs and professorships during the recruitment and retention process shall be deferred to the department head, the college committee and the dean.

4.7 Notification of initial appointments – Upon approval, appointment letters will be addressed to the candidate and will include the date of appointment, term of appointment, specific reference to the University Rules on periodic review and reappointment and on the management of endowment related funds, correct representation of the endowment title, and stipend information, if applicable. All appointment letters will be written by the college dean to the candidate. All appointment letters will be copied to the appropriate department head, departmental business administrator, senior development officer and director of Engineering Communications.

5. Terms and Stipends

Because of the variation in the types of agreements established between donors and the college, there are no specific requirements regarding stipends. However, in the absence of other terms and/or stipends approved by the dean, the terms and stipends will be as follows:

5.1 Endowed Chair – Five year term and an annual stipend of $20,000, payable in increments at the end of each semester (as long as funds are available).

5.2 Endowed Professorship – Three year term and an annual stipend of $10,000, payable in increments at the end of each semester (as long as funds are available).

5.3 Endowed Career Development Professorship – The dean will determine a two or three year term that may or may not be renewable for up to one additional term. A stipend is not normally awarded, although it may be considered in accordance with the endowment agreement. Typically the entire spendable income, or a set amount of that income, is made available to the recipient to enhance their professional development, or to use toward the specific goal of the endowment agreement.

5.4 Endowed Faculty Fellowship – The dean will determine a one to three year term that may or may not be renewable, typically for up to one additional term. A stipend is not normally awarded, although it may be considered in accordance with the endowment agreement. Typically the entire spendable income, or a set amount of that income, is made available to the recipient to enhance their professional development, or to use toward the specific goal of the endowment agreement.

The amount of all stipends will be reviewed, monitored and approved by the dean in order to maintain consistency throughout the college.
6. **Reappointment Review Procedures**

Department heads will be notified approximately 90 days prior to the term anniversary (if renewable) that a recommendation is needed. Reappointment reviews will occur as follows:

6.1 Department heads are charged with performing the review and should notify the endowed position holder of the upcoming review. The holder should prepare a brief summary of their scholarly accomplishments during the review period, including teaching, research, and service (1-2 pages), and a brief resume (no more than 20 pages). In cases where the holder is a department head or not affiliated with an academic department, the dean will be charged with performing the review.

6.2 Upon receipt of the information requested from the holder the department head will review the materials and distribute to the departmental committee appointed to review endowed positions (see section 4.1). The department head will submit a brief review and assessment of the holder’s activities to the dean, taking the departmental committee’s recommendation into consideration, indicating whether a formal review is recommended, or if a renewal without review is recommended. The recommendation should be based on objective internal data that supports the recommendation. The candidate must have received a “satisfactory” or “meets expectations” grade in annual performance reviews in each year of the review period. The holder’s scholarly accomplishment summary and brief resume should be included, as well as the faculty committee report, if requested.

6.3 The dean will review the recommendation for reappointment and perform an independent review of the holder’s performance. The dean may or may not seek the opinion of the college committee for renewal of chairs and endowed professorships. As indicated in the University Rule, the dean will recommend to the provost that either a reappointment review take place or that a reappointment review not take place for endowed chairs and professorships. All supporting departmental materials will be included with this recommendation. In the case of endowed faculty fellows, the dean will make the final decision on review and reappointment.

6.4 In the case that the provost approves the reappointment without review, the dean will write the letter of reappointment to the holder and will copy the department head and departmental business administrator.

6.5 In the case that the provost decides that a review is required, item 1.3.1 of the University Rule 12.01.99.M2.01 shall be followed.

7. **Expenditures**

All expenditures of income generated by chair, professorship, career development professorship and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. In the College of Engineering, the amount of funding which will be transferred to an expenditure account in the name of the holder is at the dean’s discretion.

8. **Reporting**

The manager of faculty services for the College of Engineering is designated as the contact for all established endowed position communication and will provide intermittent reports to the dean and department heads concerning the status of their endowment positions throughout the year to aid in the responsible stewardship of endowed resources.

9. **Exceptions To These Policies**

Any exceptions to these policies require the approval of the provost and executive vice president for academics.
Reference: University Rule 12.01.99.M2.01: Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions

Contact regarding these guidelines: Executive Associate Dean of Engineering, College of Engineering
Manager of Faculty Services, College of Engineering