

***Procedures for Selecting Recipients of Named Chairs and Professorships***

**I. Candidate Eligibility**

1. Candidates must be a full-time faculty member in any of the six schools of the college, which include: the School of Education; the School of Kinesiology; the School of Leadership & Human Resource Development; the School of Library and Information Science; the School of Social Work; and the University Laboratory School.
2. When the preference of the donor(s), as identified in the endowment agreement, restricts a chair/professorship to a specific school or academic discipline, the preference of the donor(s) shall be honored.
3. Consideration of candidate characteristics shall be based on qualities including, but not limited to, excellence in teaching, scholarship, and/or service, in honor of past, present, and future contributions appropriate to the purpose of the chair/professorship.

**II. Nomination Procedure**

1. The dean shall solicit nominations, via an announcement to the directors of the schools, of the availability of the chair/professorship, along with any specific criteria identified by the donor(s) in the endowment agreement.
2. Only one (1) nominee per chair/professorship vacancy shall be accepted from each of the schools; in the event more than one nomination is advanced by the faculty of a school, the director of the school shall conduct a school-level review and selection process to determine which nominee will be submitted for college-level review.
3. Directors shall submit nominations along with appropriate biographical and professional information on the nominee (e.g., standard curriculum vita, activity reports, record of grants activity, etc.) to the Administrative Council, which serves as an advisory committee to the dean.

**III. Selection Procedure**

1. Nominations shall be reviewed by the Administrative Council.
2. As appropriate, the Administrative Council may choose to interview faculty, administrators, students, and the nominee's colleagues outside the college and University.
3. The Administrative Council shall make the recommendation to the dean for awarding the chair/professorship.
4. The dean may either accept or reject the recommendation of the Administrative Council.

5. In the case of rejection, the dean shall explain the rationale for rejection and ask the Administrative Council for an additional recommendation.
6. Upon the selection of a candidate, the dean shall forward a recommendation for approval to obtain necessary administrative approvals by the University.
7. The recommendation shall remain confidential until approved by the appropriate University administrative entity.
8. Pursuant to the Board of Regent's *Endowed Chair's for Eminent Scholars Program Policy*, all recipients of Board of Regents matched endowed chairs will be selected through national searches. Search committees will include at least one individual external to the campus who is a recognized expert/scholar in the general field of the prospective chair, but who is not affiliated with either the private donor or the Board of Regents.

#### **IV. Term of Appointment and Renewal**

1. The term of appointment shall be for a period of at least one academic year, but not more than three years.
2. The consideration for renewal shall be initiated by the recipient's school director in the form of a memo of support submitted to the Administrative Council.
3. The Administrative Council shall consider the request and recommend to the dean whether or not to renew the honorific.
4. The dean shall provide written notification to the recipient of the status of the renewal decision.

#### **V. Monetary Consideration**

1. At the beginning of the fall semester each year, holders of endowed chairs/professorships will be provided written notification of the financial status of their award, including the following:
  - a. Corpus Value: The amount of the original donor gift plus State match
  - b. Market Value: The current value of the endowed account, including the corpus.
  - c. Spendable Balance: The amount the holder has at his/her discretion to spend according to policy and donor intent.
  - d. Carry Forward: The maximum amount that can roll over from one fiscal year to another (fiscal years begin on July 1 and ends on June 30).
2. The total spendable balance shall be determined annually based on a combination of accrued and carry forward endowment earnings from the private endowment portion of the chair/professorship, and the endowment earnings from the State-matched endowment portion of the chair/professorship, provided the private portion has been matched by the Board of Regents. (Note: Since State matching occurs only after the private portion of the chair/professorship endowment has been fully funded, in most instances a recipient will begin to receive the private portion of his/her monetary award before receiving the State portion.)

3. Monetary consideration shall continue to be made available to the recipient as long as annual endowment earnings are of sufficient levels, but no longer than the ten-year term.
4. The amount of monetary consideration available to the recipient as determined annually, shall be provided to the recipient in writing.
5. Faculty have the option to receive their annual monetary consideration in one or more of the following forms, which have been delineated by the Office of Academic Affairs:
  - a. Faculty may pay themselves for work during the summer months, in the form of summer salary not to exceed 3/9 of their academic year salary (plus fringe benefits). Just as with any summer compensation this must be project based, in other words there must be clear work being performed and accountability measures in place.
  - b. Faculty who hold an endowed professorship may be paid a temporary salary supplement not to exceed 10% of their base salary or \$10,000, whichever is greater, as an honorarium for holding the professorship. Faculty who hold an endowed chair may be paid a temporary salary supplement not to exceed 15% of their base salary or \$15,000, whichever is greater, as an honorarium for holding the chair.
  - c. Faculty may buy out teaching, at the discretion of the director of the school or dean, to focus on their research using funds from their spendable balances.
  - d. The College or School may opt to assign specific duties within the purview of the donor agreement to be performed throughout the academic year. In these instances, and per PS-7, faculty may choose to receive funds as additional compensation, which will contribute to retirement similar to summer salary.
  - e. Faculty may use the funds as discretionary support for expenditures for professional development, travel, equipment or materials to support research or teaching in accordance with University and/or Foundation regulations.
6. The recipient shall select the form(s) of monetary consideration at the beginning of the fiscal year, and that selection shall remain in place for the duration of that fiscal year.

*Approvals:*

*Revised by CHSE Administrative Council: November 7, 2017*

*Approved by HRM on behalf of OAA: August 31, 2018*