

# Endowed Chairs, Professorships, and Faculty Fellowships Administrative Policy

## Overview

These guidelines apply to all Endowed Chairs, Professorships, and Fellowships in the College of Arts and Sciences and its academic departments, centers, and institutes. All Endowed Chairs Professorships, and Faculty Fellowships are awarded in accordance with [Texas A&M policy 12.01.99.M2.01](#) - Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions. In cases where an Endowed Chair, Professorship, or Fellowship has been bequeathed for a particular purpose, the College will adhere to the donor's intentions as stated in the gift agreement. In addition, the College of Arts and Sciences will apply the criteria specified in this document.

Chairs and Professorships are honorary appointments that denote distinguished scholarship, teaching, and/or service. Endowed Chairs and Endowed Professorships in the College of Arts and Sciences are awarded to recruit, retain, and reward faculty members who possess an exemplary and ongoing record of outstanding performance in research, teaching, and/or service at a level commensurate with the highest national and international standards.

Faculty appointed to Endowed Fellowships, which are typically awarded to more junior scholars, are awarded based upon both manifest excellence in teaching and scholarship and promise of continuing career development, consistent with the expectations for Endowed Professorships and Chairs.

## Types of Chairs & Professorships

There are four categories of endowed positions in the College of Arts and Sciences in accordance with the wishes of donors:

- Type 1: Chairs and Professorships reserved for specific positions, such as directors of centers or institutes
- Type 2: Chairs and Professorships reserved for faculty in specific departments or programs
- Type 3: Chairs and Professorships open to any member of the College faculty
- Type 4: Faculty Fellowships awarded to early-/mid-career faculty in most cases

# Appointments

Following [Texas A&M policy 12.01.99.M2.01](#), the Dean of the College of Arts and Sciences awards all Endowed Chairs, Professorships, and Faculty Fellowships.

As required by [Texas A&M policy 12.01.99.M2.01](#), in every instance the Dean shall solicit advice and counsel from the College Advisory Committee on Endowed Chairs, Professorships, and Faculty Fellowships. Appointments to Endowed Chairs and Professorships require the approval of the Vice President for Faculty Affairs, while the Dean can directly appoint Endowed Faculty Fellowships.

The College Advisory Committee will submit a recommendation to the Dean after reviewing and evaluating materials that will typically include:

- a nomination letter, which details the nominee's achievements and qualifications and explains how s/he meets the criteria specified below, including the requirement of being an exemplary academic citizen. Self-nominations are not allowed. A nominee should not be considered for more than one endowed position, and the nomination letter must indicate the specific position for which consideration is sought.
- a letter of endorsement from the Head of the nominee's home department if the nominator is not the Head.
- a complete CV
- a statement of the nominee's anticipated activities if appointed
- letters from at least three external referees who are internationally recognized scholars in the nominee's field of expertise. These letters should be solicited by the department head using the Faculty Affairs template.

## Criteria for Appointments

Consistent with College of Arts and Sciences' commitment to academic excellence, faculty demonstrating excellence leading to appointment to Endowed Professorships, Chairs, or Faculty Fellowships would normally have scholarly or creative work, teaching, and service records that meet the following thresholds of achievements:

- Teaching – Candidates seeking a Chair or Professorship on the basis of teaching are expected to have demonstrated a sustained record of excellence in teaching and mentoring students.
- Research or Scholarship – Candidates for a Chair or Professorship on the basis of Research or Scholarship are expected to be highly respected and active members of the research community in their area(s) of expertise who are widely recognized as leaders in their field(s). Faculty appointed to endowed positions based on research or scholarship are expected, in addition to excellence in research and scholarship, to be exemplary

academic citizens, as demonstrated by service to the university, college, and or department.

- Position Specific – Criteria for award of Chairs that are attached to positions such as directorships shall be a record of professional accomplishment and leadership in academia or elsewhere that qualifies the candidate for appointment to the relevant level of endowed position.
- Faculty appointed to Endowed Fellowships, which are usually awarded to early-/mid-career faculty, will be evaluated in terms of both manifest excellence in teaching and scholarship and promise of continuing career development, consistent with the expectations for endowed professorships and chairs.

Faculty being awarded an Endowed Professorship, or an Endowed Chair should meet the above thresholds of accomplishments in each of these areas, as well as any specialized requirements for the endowed position (e.g., dedication to a particular field or discipline). Continued new significant achievements in these areas are expected for faculty appointed under these provisions. This expectation will be assessed as part of the University-mandated review leading to reappointment to an Endowed Professorship or an Endowed Chair.

Faculty appointed to Endowed Faculty Fellowships, which are often awarded to relatively junior scholars, will be evaluated in terms of both manifest excellence in teaching and scholarship and promise of continuing career development, consistent with the expectations for Endowed Professorships and Chairs.

Faculty achievements enhancing the University's national visibility, diversity, and internationalization will be highly valued in considerations for making these awards.

### **Committee Appointments**

To adequately represent the broad disciplines across the College of Arts and Sciences, the Dean will appoint five (5) members to an advisory committee, after seeking nominations from department heads. The committee will include at least three holders of endowed positions and one department head. All College Advisory Committee members will typically serve for a three-year term.

### **Terms of Appointment to Endowed Chairs**

Appointment to an Endowed Chair or Professorship in the College of Arts and Sciences will be for a five (5) year term. There will be no term limits on Endowed Chairs or Professorships, but all renewals will have to demonstrate continued excellence and productivity at the highest level relative to the aims of the endowed position, as well as continuing to demonstrate that they are exemplary academic citizens as defined above.

Appointments to Endowed Faculty Fellowships are typically for three (3) years and will be renewable only in special circumstances.

Appointment to Chairs that are reserved for specific positions (i.e., Type 1 described above) will be for the duration of the holder's service in that position, subject to 5-year review as required by the SAP.

No holder of an Endowed Chair may hold a concurrent appointment to another Endowed Chair or Professorship. Exceptions to this provision may be made only with the approval of the Vice President for Faculty Affairs and the donor (where possible).

## **Five-Year Review and Reappointment of Endowed Chair and Professorship holders**

As required by [Texas A&M policy 12.01.99.M2.01](#), every five years holders of Endowed Chair and Professorship positions will be reviewed for reappointments. In particular, each Endowed Chair or Professorship holder who seeks a reappointment will provide a dossier consisting of

- a complete curriculum vitae,
- a summary of endowed position activities and accomplishments, including information on service to the College and University above and beyond the normal service requirements for a faculty member, graduate students, post-docs, and visiting scholars who have been supported and mentored as part of research effort,
- copies of significant publications, and
- a summary accounting by fiscal year of discretionary allocation expenditures with explanatory notes.

Following their review of the dossier, the College Advisory Committee will make recommendations to the Dean in regard to reappointment. The policy makes clear that only "accomplishment-based renewals" will be countenanced, and successful candidates for reappointment will demonstrate a level of continued achievement and productivity comparable to that required for initial appointment, as well as a continuing level of good academic citizenship. Reappointment will also be conditional upon effective use of endowment funds and good stewardship.

In alignment with the establishment of the College of Arts and Sciences, all endowed positions, that have not been reviewed by a process similar to that outlined above within the last five years, will be subject to five-year reviews conducted by the College Advisory Committee on Chairs, Professorships, and Faculty Fellowships, effective 2022.

## **Annual Reports**

Holders of endowed positions must submit annual reports to the College. The College will call for the annual report on a calendar year basis. Holders of endowed positions will be asked to highlight any particular activities that drew on endowment funds and asked for other information that the College may provide to donors.

Holders of endowed positions who are undergoing evaluation for reappointment will not be required to submit annual reports as the information will be included as part of the reappointment nomination dossier.

## **Budgetary and Expenditure Guidelines**

(a) The annual allocation of the earnings generated by the endowment to an endowed position is normally capped at \$100,000, with the portion in excess of the cap \ used to cover part of the academic salary of the holder of the endowed position.

(b) Holders of endowed positions will have access to the allocated funds described above, subject to any restrictions specified in the letter of (re)appointment. These funds are to be used for the purposes stated in the endowment and letter of appointment.

(c) All expenditures must be compliant with all relevant university and college SAPS, rules, and regulations. Responsibility for ensuring compliance lies with the holder of the endowed position.

(d) The holder of an endowed Chair or Professorship is allowed to select one (but not both) of the following options:

1) A sum of \$20,000 may be received by an Endowed Chair or Professorship holder as a salary supplement annually.

2) Up to one month of summer salary may be paid from endowment funds.

(e) Endowed funds may not be used for course buyout but may be used to employ a grader.

(f) At the end of each fiscal year (August 31) accumulated funds in excess of \$100,000, or twice the annual endowment payout, whichever is the lesser, will be used to cover part of the academic salary of the holder of the endowed position. Exceptions to this fund-carryover policy (for example, a rollover of funds toward purchasing a piece of major equipment) may be made only with the approval of the Dean.

(g) Faculty who retire or resign while holding an endowed appointment relinquish their endowed appointment on the effective date of resignation or retirement and residual funds are returned to the endowment. Faculty who enter the Voluntary Phased Separation Program will be reviewed at the time of application to determine if they may continue to hold their endowed appointment during the separation period.

(h) All access to endowed funds shall cease when the appointment ends, unless approved otherwise by the Dean.

## **Obligations and Stewardship Protocol**

An important responsibility of an Endowed Professorship or Chair holder is ongoing and meaningful communication with and stewardship of the donor. Meaningful stewardship of Chairs, Professorships and Faculty Fellowships requires a partnership with the Dean of the

College of Arts and Sciences and the communications staff and includes four essential expectations: writing a personal thank you letter to the donor; informing donors about news regarding the Chair or Professorship holder and their programs and achievements, submitting an annual impact report, and attending an annual stewardship event.

In cases where it is appropriate to do so, during the first year of the award, the holder will write a letter of introduction to the donor or donor's family with biographical information, research intentions, and appreciation. After the first year, the holder will write personal letters (at least 1 per year) of appreciation to the donor or donor's family that includes the impact of gift, details of research, biographical profile, and other items as detailed in the Protocol.

- In cases where it is appropriate to do so, the holder will send the donor or donor's family, articles of interest regarding the holder's activities, awards, and publications.
- Holders of Chairs and Professorships will also attend an annual Chairs & Professorships stewardship event.

## **Exceptions to This Policy**

Any exceptions to the stipulated expenditure or stewardship guidelines require the prior approval of the Dean. Exceptions to the stipulated appointment terms and conditions may also require approval of the Vice President for Faculty Affairs.

## **Modification of Policy and Procedures**

This policy and associated College of Arts and Sciences procedures will be reviewed on a periodic basis and modified as deemed necessary by the Dean, after consulting with relevant stakeholders. Additional institutional approval will be secured as needed. The Dean's Office will communicate all changes to the units.