



Handbook of Operating Procedures

Section: 6.4.5
Originally Approved: 10/30/1995
Last Amended: 03/23/2012
Last Reviewed: 02/15/2010
Page: 1 of 4

ENDOWED APPOINTMENTS

A. Purpose

The purpose of this policy is to define the guidelines and procedures for appointments to endowed positions, including candidate qualifications.

B. Persons Affected

This policy applies to faculty.

C. Policy

1. Selection

Established University procedures will be used for the filling of endowed positions; however, the search committee may include one member from another educational institution. If the appointment is not restricted to a single department, procedures will be modified to ensure appropriate representation from potential areas of appointment. The recommendation of a search committee shall be forwarded to the President through administrative channels and shall include a current resume for the candidate and a justification for the appointment, including a description of how the candidate meets the qualifications and/or terms that the donor may have specified.

a. Candidate Qualifications

The holder of an endowed chair or professorship will normally be a tenured faculty member with the rank of Professor who has had a distinguished career. Appointments are intended to empower the appointee to make significant additional contributions to his or her field and to the University.

Additional criteria may be established with the approval of the President as long as they remain consistent with the donor's intent.

2. Appointments

- a. In accordance with The University of Texas System Board of Regents' [*Rules and Regulations Rule 60202 Section 1*](#), prior U.T. System approval is required before an initial appointment may be made to an endowed chair or professorship.



Handbook of Operating Procedures

Section: 6.4.5
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Last Reviewed: 02/15/2010
Page: 2 of 4

ENDOWED APPOINTMENTS

- b. All appointments to endowed professorships and endowed chairs shall be renewable term appointments.
 - c. With the approval of the President, individual colleges may limit the number of terms that an individual may hold an endowed position.
 - d. In general, the initial appointment shall be for a period of two years; subsequent appointments shall be made in writing for a set period of up to four years.
 - e. A review and recommendation concerning the reappointment of the incumbent will take place in the fall of the last remaining year of the appointment. These reviews and recommendations will be conducted by the department chair or the dean if the incumbent is a department chair or if the professorship/chair supports an interdisciplinary program; or the review will be conducted by the Provost/VPAA if the incumbent is a dean. At the discretion of the administrator charged with responsibility for the review, a review committee may be appointed to assist in the process. Recommendations concerning reappointment will be approved through established channels of command.
 - f. Appointment to an endowed position is separate from appointment to the faculty. A decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.
 - g. As a condition of continued appointment, all holders of endowed professorships/chairs shall submit an annual report through the department chair and dean to the Provost/VPAA. This report shall consist of two parts: 1) an accounting of how the funds (if any) were used during the preceding fiscal year and 2) a report of activities/ accomplishments in the preceding year.
3. Fiscal Policies
- a. Subject to conditions or restrictions required by the donor(s) and consistent with guidelines approved by the Board of Regents for the endowment of a chair or professorship, distributions from the endowment may be used to supplement the salary of the candidate who is selected to hold the position and to provide professional support for the position. Endowment distributions may not be used to supplant any other source of funds for payment of the base salary of the person in the endowed position who is performing regular faculty duties.



Handbook of Operating Procedures

Section: 6.4.5
Originally Approved: 10/30/1995
Last Amended: 03/23/2012
Last Reviewed: 02/15/2010
Page: 3 of 4

ENDOWED APPOINTMENTS

- b. Signature authority for expenditure accounts for endowed positions shall be given only to the recipient and the dean. If the recipient is a dean, then signature authority will also be given to the Provost/VPAA. Established approval routing procedures for all expenditures must be followed.
- c. When an incumbent leaves the position, the dean shall be responsible for notifying the Provost/VPAA who shall then notify the Vice President for University Advancement and all other appropriate University officials. Endowed position funds will not be expended if a position is vacant except with the joint concurrence of the Provost/VPAA and the Vice President for University Advancement, and only to extent allowed by the donative instrument.

4. Routine Audit

All endowments for academic positions will be subject to periodic audit.

E. Responsibilities

The Vice President for University Advancement will maintain a list of:

1. all endowed chairs/professorships available at the University;
2. the purpose of each endowed position;
3. the qualifications and restrictions designated by the donor;
4. the individuals currently serving in endowed positions.

F. Procedures

Not applicable.

G. Review

The Divisional Heads for this policy are the Provost/Vice President for Academic Affairs and the Vice President for University Advancement and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Vice Provost for Faculty Affairs – Senior Reviewer
2. Academic Affairs Executive Team



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Last Reviewed:	02/15/2010
Page:	4 of 4

ENDOWED APPOINTMENTS

3. Faculty Senate Chair