

## **Endowed Appointment and Reappointment Policy**

Named appointments, including endowed chairs, professorships and fellowships, exist to foster the mission of The University of Texas Permian Basin (UTPB) through excellence in teaching, research, creative activity and public service. The purpose of such appointments is to attract and retain faculty members of highest renown and reputation to UTPB.

Endowed chairs, professorships and fellowships exist through the generosity of donors who support the work of the named chair, professorship or fellowships through these policies.

Normally a specific gift agreement sets the particular purposes and terms of appointment of the chair, professorship or fellowship. Gift agreements are subject to review by the provost and approval by the president in all cases, including renewals.

### **13.1 Purpose**

The purpose of this policy is to define the guidelines and procedures for appointments to endowed or named positions, including candidate qualifications. An endowed academic position is a faculty position (chair, professorship, fellowship) supported by an endowment from which distributions are dedicated to salary supplementation, research support, or other professional needs of the faculty member. (See The University of Texas System Board of Regents' Rule 60202).

### **13.2 Definitions**

13.21 Endowed Academic Position: An endowed academic position is a faculty or chair position supported by an endowment from which distributions are dedicated to reasonable salary support, salary supplementation, research support, or other professional needs. The position holder will be a faculty or chair member who has had a distinguished career. A holder may be named to an endowed academic position for a term of 2 – 5 years and the position may be renewable or non-renewable.

13.22 Endowed Fellowship: An endowed fellowship is a faculty position supported by an endowment from which distributions are dedicated to reasonable salary support, salary supplementation, research support, or other professional needs of a faculty member of any academic rank. The endowed fellowship will be awarded for a specified length of time and may or may not be renewable.

### **13.3 Application review process**

13.31 The university, subject to budgetary restrictions and academic needs, will make the filling of endowed or named positions a hiring priority.

13.32 The availability of endowed or named positions shall be communicated to prospective applicants through normal university search procedures. These advertisements shall include information about the purpose of the endowment, eligibility requirements and expectations of endowment holders, as well as application procedures.

13.33 In consultation with the Faculty Senate and the academic chair and deans, an ad hoc endowed appointment committee will be appointed by the provost, subject to approval of the president, to review and recommend candidates for appointment to endowed/named positions. The committee shall include at least four UTPB full and/or associate professors and may include one non-UTPB senior faculty member. If the

appointment is not restricted to a single department, procedures will be modified to ensure appropriate representation from potential areas of appointment. In addition, the vice president of advancement will appoint a member to the committee for the purpose of ensuring that the terms of the donative agreement are met.

13.34 The committee shall submit to the provost and dean rank ordered recommendations, which will include a current curriculum vitae for each candidate and a written justification for rankings, including a description of how each candidate meets the qualifications and/or restrictions which the donor may have specified. The committee's recommendation, along with the dean's and provost's recommendations, will be submitted to the president for review and approval.

13.35 Endowed position searches are to be merit based. Current faculty may be prioritized if internal candidates exist with the appropriate qualifications that are equivalent to external candidates. In cases where an external faculty search is conducted to fill an endowed position, there must be an available faculty budget line to support the hire. In these cases, established faculty search procedures will be followed. In order to be eligible to receive an endowed position, an external candidate recommended by a hiring committee must also be evaluated by the Endowed Appointment Committee who shall issue a recommendation for consideration in accordance with the procedures specified in 13.4 and 13.5.

#### **13.4 Candidate Qualifications**

13.41 In order to be considered for an endowed or named academic position, a candidate must:

13.411 With the exception of candidates for fellowships, (who may be of any academic rank regardless of tenure status), hold or be eligible for the rank of associate professor or professor.

13.412 Have a distinguished record of professional accomplishment.

13.413 Meet the criteria established by the donor. Additional criteria may be established with the approval of the president as long as they remain consistent with the donor's intent.

13.414 Exhibit appropriate professional conduct that is consistent with the values of the university

#### **13.5 Initial Appointments**

In accordance with The University of Texas System Board of Regents' Rule 60202, Endowed Academic Positions, Section 1, UT System approval is required before an initial appointment may be made to an endowed chair or professor.

13.51 Appointments to endowed academic positions may be renewable or non-renewable term appointments.

13.52 In general, the initial appointment shall be for a period of two years. The renewal appointments shall be made in writing for a set period of up to five years. The appointment period can be extended by the president based on recommendations from the chair, dean and provost.

13.53 With the approval of the president, individual colleges may limit the number of terms an individual may hold an endowed position.

13.54 Upon accepting the endowment position, the faculty member must complete and submit an agreement. The agreement will provide details about expectations, obligations, financial benefits, and reporting requirements. The agreement requires the approval of the chair, dean, provost and the vice president of advancement. This agreement will be submitted to the president for final approval.

13.55 An appointment to an endowed position is separate from an 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.

13.56 All appointments to the faculty and to endowed/named positions will be made by the president. No initial appointment will be made to an endowed or named academic position without prior approval as a Request for Budget Change by the president after review and approval by the appropriate executive vice chancellor.

### **13.6 Annual Evaluation Report**

An endowed position is typically appointed for a specific term, subject to an evaluation every academic year. This evaluation is based on the accomplishments of the endowment position holder relative to the guidelines listed in the agreement and any particular guidelines relevant to that specific endowed position.

13.61 Any holder of an endowed academic position shall submit an annual report through the department chair and dean to the provost/vp for academic affairs, who shall then share the annual report with the vice president of advancement as well to the university president by November 1 for the previous academic year. This report shall consist of the following:

13.611 A yearly summary detailing the activities and accomplishments relevant to the endowed position in the preceding academic year

13.612 An updated curriculum vitae for the holder of the endowed position

13.613 A financial analysis describing how the funds (if any) were used during the preceding academic year

### **13.7 Renewal**

A review and recommendation concerning the renewal 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 school/director/department chair and the dean if the incumbent is a school/director/department chair or if the endowed academic position supports an interdisciplinary program; otherwise the review will be conducted by the provost and vice president for academic affairs if the incumbent is a dean. At the discretion of the administrator charged with responsibility for the review, a review committee may be appointed by the provost, in consultation with vice president for Institutional Advancement, to assist in the process. Recommendations concerning

renewal will be approved through established channels of command. The recommendation will be submitted to university president for final decision.

### **13.71 Renewal Process**

13.712 The candidate will submit a statement or letter of application for reappointment by November 1 of the last year of his or her appointment. Applications shall be sent to the school director/department chair or dean if the candidate is a school director/department chair, or if the endowment supports an interdisciplinary program, to the provost/vp for academic affairs if the candidate is a dean (hereafter "the Administrator"). A detailed work plan for the next term of appointment will be included.

13.713 The Administrator may establish a review committee with the approval of the provost/vp of academic affairs and the vice president of advancement. The committee will consist of a minimum of three tenured professors and shall be constituted as follows:

13.7131 At least one of the committee members must be a tenured professor from the school/department or academic field within the college related to the endowed position.

13.7132 Preference for committee membership should be given to faculty members who currently hold endowed positions within or outside UTPB.

13.714 The committee will be provided with a current CV, annual reports, and other pertinent documents, such as major publications, a dossier or portfolio, containing some of the faculty member's most significant work or accomplishments during the endowment period.

13.715 The committee may schedule a meeting with the candidate to review or discuss his or her accomplishments, the plans of the candidate if the position is renewed, and future expectations for the position.

13.716 The committee will review all the relevant information to determine if the faculty holding the endowed position has:

13.7161 Fulfilled the conditions of the gift and performed any specific duties identified at the time of appointment.

13.7162 Demonstrated continued excellence in teaching, research, creative activity, scholarship, and service.

13.7163 Fulfilled compliance requirements, such as submitting annual reports or using the allocated funds to meet the goals of the endowed position.

13.7164 Actively participated in service activities for his or her home department, college, and institution.

13.7165 Exhibit appropriate professional conduct consistent with the values of the University.

13.717 The committee will submit a formal written review and recommendation to the Administrator no later than February 15.

13.718 The administrator will thereafter prepare his or her evaluation and provide a written recommendation, together with the committee's written

review, if any, to the next level of review by March 1. If the administrator determines that the candidate is not fulfilling the expectations of the endowed position, the administrator shall inform the candidate and submit a recommendation to the next level of review, indicating the endowed appointment should not be renewed. The candidate shall have the opportunity to discuss this recommendation with the administrator before the recommendation is submitted to the next level of review. The title is maintained by the professor until a final recommendation is made by the president.

13.719 All subsequent levels of review shall be compiled, along with previous recommendations and the committee's written review, to provide a written recommendation to the next level of review by the first of the following month (e.g., April 1). This process will culminate with the review by the president whose decision is final. The President's review will include documentation related to the academic performance and the professional conduct. Utilizing any recommendations or committee written reviews, the president will consider how the candidate meets any requirements or terms that the donor may have specified.

13.720 The President may revoke any endowed position at any point during the term if the academic performance or the professional conduct warrants removal. The decision of the President is final.

### **13.8 Fiscal Policies:**

13.81 Subject to conditions or restrictions required by the donor(s) and consistent with guidelines approved by the UT System Board of Regents for the endowment of an academic position, distributions from the endowment may be used for a reasonable amount of salary support as approved by the appropriate dean and the provost/vp for academic affairs, to supplement the salary of the candidate who is selected to hold the position, and to provide professional support for the position.

13.82 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/vp for academic affairs. Established approval routing procedures for all expenditures must be followed.

13.83 When an incumbent leaves the position, the dean shall be responsible for notifying the provost/vp for academic affairs who shall then notify the vice president of advancement and all other appropriate UTPB officials. Endowed position funds will not be expended if a position is vacant, except with the joint approval of the provost/vp for academic affairs and the vice president for Advancement, and only to extent allowed by the donative instrument.

### **13.9 Endowment Responsibilities:**

The Vice President of Advancement or designee will maintain a list of:

13.91 All endowed academic positions available at the UTPB.

13.92 The purpose of each endowed position.

13.93 The qualifications and restrictions designated by the donor.

13.94 The individuals currently serving in endowed positions.

13.95 Annual reports from each endowed position.

13.96 The annual financial report from each endowed position.

13.97 An ongoing list of faculty awarded endowments located on the Advancement website.

**13.10 Routine Audit**

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

**13.11 Relevant Federal and/or State Statute(s), Board of Regents' Rule(s), UTS Policy(ies), and/or Coordinating Board Rule(s):**

The University of Texas System Board of Regents' Rules and Regulations Rule 60202, Endowed Academic Positions

---