

**SUBJECT: Policy – Endowed Chair 5-Year Reviews
College of Agriculture and Life Sciences**

DATE: January 5, 2020

As required by University Handbook for Appointed Personnel (UHAP), Section 3.1.03(c) (Additional Faculty Appointments and Titles) and Section 4A.1.01(i) (Endowed Positions), this policy outlines the review process for holders of endowed appointments and positions. These positions are held by the most accomplished and highest level of consistently performing scholars. Every five years the holder of the endowed chair is reviewed in accordance with guidelines below.

Five Year Review

Five years following the initial appointment (and every five years thereafter), the faculty member holding the endowed position and his/her unit head will be notified by the CALS Office of the Dean of the need for a review. Within 90 days, the faculty member will provide an Endowed Chair Review for the previous 5 years. This review will be consistent with and informed by the endowment agreement or operating statement criteria and UHAP policies.

The submitted review will consist of three parts:

1. The original position description that defined the professorship, letter of agreement or contract with the University;
2. A current full curriculum vita; and
3. A five-page (maximum) document responding to the following points:
 - a. Identify how the goals of the professorship have been met in the past five years, in accordance with the unique nature of the endowed professorship.
 - b. Append a financial report indicating how endowment funds have been spent and used to carry out the mission of the professorship and the wishes of the donor. The financial document must have an annual report for each of the five years preceding the review.
 - c. Describe plans for the next five years. Explain how the plans meet the goals of the endowment, and the strategic plan and mission.

The three-part document will be submitted to the Unit Head for review.

The Review Process

The administrative review will be led by the Unit Head to whom the endowed professor reports. The CALS Associate Dean for Faculty Advancement will appoint a 4-member committee to review the awardee, consisting of the Unit Head in which the professorship was established; two appropriate peers (of the same rank or higher than the awardee), one from within the unit and one from another unit within the College; and a representative from the CALS Development Office.

Alternatively, the Unit Head in which the chair was established may recommend that the Dean waive a review if an awardee has received “exceeds expectations” or “truly

exceptional” performance reviews for the three years immediately preceding the scheduled review.

The 4-person review committee will review all submitted materials and, if needed, will meet with the Endowed Chair to clarify or further discuss certain points. The results of Unit Head review will be summarized in a letter to the Dean, signed by the Unit Head and committee members, that will address:

1. Whether and how the goals of the endowment are being met;
2. How the plan proposed for the next five years is consistent with the donor’s vision and the campus mission; and
3. Recommendations and suggestions about the future direction of the professorship.

Review Results

If the chair holder **is** meeting the criteria of the Endowed Chair, this will be addressed in the letter to the Dean. If the chair holder is **not** meeting the criteria, then the Unit Head/committee will submit a letter of recommendation of non-continuance to the Dean. The letter must include a brief statement of the basis for the recommendation. The Dean may consult with the relevant CALS associate deans and the senior director of CALS Development, Alumni, Advocacy and Corporate Relations prior to issuing a decision.

The Dean will submit a final decision letter that includes a recommendation for the next 5 years. The decision letter will be addressed to the Chair Holder, with a copy to the Unit Head and committee members.

A faculty member may be removed from a chaired professorship for failure to adhere to the intent of the professorship, and/or failure to maintain the highest levels of performance in the Endowed Position. The decision to non-continue an endowed chair position is subject to the grievance policies and procedures outlined in UHAP.

If the Dean decides not to recommend reappointment, the Office of the Provost will be advised of the decision and the facts supporting the removal recommendation. A chair holder may voluntarily relinquish his/her chair at any time and for any reason by submitting his/her intention in writing to the Dean.