

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

DATE: January 5, 2020; Updated July 13, 2022

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.

Annual Reporting

Each year, endowed faculty are required to write an update on their activities and financials related to the endowment agreement. Following submission of this report to the ALVSCE Development Office, the endowed chairholder and the designated Development Officer will meet with the donor or their proxy to update them on the progress towards meeting endowment objectives. The annual report and the UA Foundation financials report will be provided to the donor at this meeting.

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 45 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 review will also address the specific objectives identified by the Chairholder during the previous review cycle (see Part 3(c), below).

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. Identify how the specific objectives stated for the previous five years by the Chairholder have been addressed.
 - 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 three to five specific objectives to be met with endowment support over the next five years. Identify metrics that will be used to gauge success in meeting stated objectives. For each specific objective, explain how it meets the goals of the endowment, and the strategic plan and mission of CALS.

The three-part document will be submitted to the Assistant Dean for Faculty Advancement.

The Review Process

The administrative review will be led by the Unit Head to whom the endowed professor reports or by a substitute designated by the CALS Dean. The CALS Assistant 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 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 Associate VP Advancement, Advocacy, Alumni Affairs, Corporate Relations and Senior Director of Development prior to issuing a decision.

The Dean will submit a final decision letter that includes a recommendation for the next five years, and restates the specific objectives identified by the Chairholder for the next five years. The decision letter will be addressed to the Chair Holder, with a copy to the Unit Head/Committee Chair and committee members. The Dean’s decision letter will be appended to the Endowment Agreement, to be used internally as a plan for management of endowment funds for the next five years.

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.