

University of St. Thomas Policies

ENDOWED CHAIRS

Policy Number: F.01.05

Scope: All Faculty

Purpose: To establish the criteria and processes for the appointment of endowed chairs

POLICY

An endowed chair is a contractual appointment that honors and recognizes the distinction of outstanding faculty while providing, where possible, financial support, above and beyond salary, for use in teaching, research/scholarship/creative works, or service activities. It is an appointment sponsored by an endowment fund specifically set up by the University for that purpose. Customarily, the position is designated to be in a certain school or department and the donor may be allowed to add a descriptive name to the position.

1. Criteria for appointment

- a. Designees must be faculty members currently employed by the University; others outside the University who are candidates for employment may be nominated for appointment to an endowed chair, appointed upon employment.
- b. Nominees for appointment to an endowed chair must:
 - i. be qualified for senior faculty rank (associate professor or professor);
 - ii. hold a terminal degree or demonstrate equivalent achievement;
 - iii. have a record of outstanding research/scholarship/creative work and/or professional achievement in the field; and
 - iv. have demonstrated competencies as a teacher;
 - v. have demonstrated service activities.

2. Duration of Appointment

- a. Appointments to endowed chairs will be made contractually for a specific period of time, usually three years.
- b. At the time of appointment, the duration of the appointment to the endowed chair will be specified; this appointment is thus only a portion of the details of the overall faculty contract for this person.
- c. Upon recommendation of the Vice President for Academic Affairs, with the approval of the President, the appointment to the endowed chair may be renewed indefinitely.

3. Process of Appointment

- a. The dean of the school in which an endowed chair is located, in consultation with department chairs where departments exist or with faculty leadership groups in schools without departments, will recommend candidates to the Vice President for Academic Affairs by December 15 of the year preceding appointment.
- b. The Vice President for Academic Affairs, if concurring with the appointment, will submit to the President the nominee the dean has recommended. Upon the approval of the President, the Vice President for Academic Affairs will then present an approved candidate to the members of the Academic Affairs Committee of the Board of Directors for their consideration.

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- c. The Chair of the Academic Affairs Committee, upon the Committee's approval, will then seek the approval of the Board of Directors, who, upon their approval, will direct the President to appoint the candidate to the endowed chair.

4. Privileges of Appointment

- a. Individual schools and/or departments identify the privileges of appointment granted endowed chairs which can include special assignments or projects, course reductions, professional leadership roles, community programs, grant proposals, or research/scholarship/creative works initiatives.
- b. Individual schools and/or departments identify the resources made available to endowed chairs to support their individual initiatives. These are negotiated on an individual basis.

5. Accountability through Annual Report

- a. Faculty members appointed to endowed chairs will report annually, by June 1, in writing to the Vice President for Academic Affairs, documenting their endowed chair related activities for the year.
- b. These reports are shared with the President and the Academic Affairs Committee of the Board for their review.

6. Revocation of Endowed Chair Appointment

- a. The appointment to an endowed chair is at the sole discretion of the University and may be revoked at any time.
- b. Revocation may occur when it is determined that the individual's conduct, before or after receiving the endowed chair, conflicts with the intent and spirit of the appointments and/or causes harm to the University's reputation.
- c. The President is authorized to make the decision to revoke an endowed chair.
- d. The President shall inform the affected individual, and shall notify the Board of Directors, for information purposes, as well as the appropriate dean or administrative officer.
- e. This policy is intended to confirm the existing "at will" nature of appointment to an endowed chair, and thus applies to all individuals who currently hold an endowed chair or may be granted such an appointment in the future.

APPROVED: Board of Directors

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