

## **Administration of Endowed Chairs and Professorships**

Approved May 9, 2011 (as amended in the fall of 2017)

### **Rule Statement**

The following document provides administrative guidance in the absence of explicit guidelines from either TAMU system policies or the donor's expressed intent as indicated in the gift agreement.

Future potential donors and appointees will be informed of this policy upon consideration.

### **Official Rule/Responsibilities/Process**

#### **1. TRANSITION RULE**

##### **1.1.**

This Policy will go into effect immediately upon approval. If at the time of approval an individual has already held an endowed chair or professorship for six or more years they may request to maintain the appointment for up to one additional year contingent upon a satisfactory evaluation.

#### **2. APPOINTMENT**

##### **2.1.**

An endowed chair or professorship may be filled by one individual for not longer than a single three-year term and is eligible, upon request, for renewal for one and only one consecutive term. An endowed chair or professorship may be filled successively by a series of individuals appointed for shorter prescribed periods. An individual may simultaneously hold more than one endowed chair or professorship.

##### **2.2.**

An annual solicitation will be forwarded to all faculty so that they may submit their applications for consideration for appointment to open endowed chairs or professorships. Their applications will be reviewed and ranked by a committee comprised of a single senior faculty representative from each department. These rankings will be considered by the members of the College's Leadership Team (CLT). The CLT will make a formal recommendation to the Dean of the College for the appointment of all chairs and professorship holders. The Dean has final approval authority within the College for appointment to an endowed chair or professorship.

#### **3. ANNUAL REPORTING**

##### **3.1.**

Each holder must submit annually to the Dean, via their Department Head and the

Executive Associate Dean, a letter outlining accomplishments for the past year as a result of the funding received from the endowment. The letter should include research undertaken, participation in professional conferences and forums, honors, publications, teaching innovations, etc., as these relate to the stated purpose of the endowed chair or professorship.

#### 4. EVALUATION

##### 4.1.

The CLT will conduct an academic (annual) review of the chair holder's scholarly achievements, guided, when available, by the criteria of the endowed chair/professorship gift agreement. Continued appointment is contingent upon a satisfactory evaluation. Failure to submit an annual report will constitute an unsatisfactory evaluation. Two unsatisfactory evaluations will result in forfeiture of the endowed chair or professorship and becoming ineligible for renewal.

#### 5. USE OF THE ENDOWMENT INCOME

##### 5.1.

Income from an endowed chair or professorship is to be made available to the faculty member appointed in support of teaching and research, in accordance with System and University regulations and according to a budget proposed annually by the chair holder to the CLT and approved by the Executive Associate Dean and the Associate Dean for Finance.

##### 5.2.

Base salary during the academic year and the budgeted position for the faculty member appointed to the chair shall be provided by general funds available to the college and/or by the endowment payout.

##### 5.3.

The terms of the endowment shall be reviewed at least once every three years to ensure that the endowed chair or professorship income is being used in a manner consistent with the donor's expressed intent and College guidelines.

##### 5.4.

During any period in which the chair is not permanently occupied while the search proceeds for a suitable candidate, the Dean of the College is authorized, after consultation with the relevant department(s), to use the endowment's income in support of research and teaching in the designated area of study.