



# Appointment and Reappointment of Endowed Faculty Positions

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*This policy address how endowed chairs and professors are appointed and reappointed in CFAES. Endowed faculty positions are honorific titles coming with financial resources (to be used as per the endowment chartering document) and are not faculty positions or lines in and of themselves, unless otherwise noted and approved in the gift agreement. While we generally refer to them as “positions,” in sum, they are typically in the form of 0% FTE honorific titles coming with financial support.*

## **Standard Operating Procedure Details**

Faculty are appointed to hold endowed positions for three to five-year terms and, when eligible, must be reviewed for reappointment by their TIUs and the college (some are college-level appointments), prior to the expiration of the previous term. Criteria and process recommendations for TIU-level reappointment reviews can be found in the college and TIU APT documents. The recommendations generated by these reviews are reviewed at the college-level and provided to the Provost for a final reappointment decision, which is then forwarded to the Board of Trustees for final approval. Initial appointments to endowed positions should be made following similar evaluative criteria and processes.

## Procedure

<b>Appointment Procedure</b> (Existing endowed position is open for a new appointee, or new endowed position has been created.)			<b>Reappointment Procedure</b> (Current holder of an endowed position is entering the final year of his/her appointment)
<b>Direct Appointment of a Current CFAES Faculty Member</b>	<b>Internal Search of a Current CFAES Faculty Member</b>	<b>Appointment with External Hire</b>	
1. This option is available when there is one clear candidate or a clear rationale for a targeted appointment. The candidate should generate a proposal outlining their plan for the endowed program.	1. This option is available when there are multiple strong candidates for the endowment based on the chartering document criteria. A call for applications is developed. Applications can be screened by a search committee (typically a smaller and faculty-focused roster as compared to a regular faculty search) or by the key decision maker(s) based on the chartering document. At the least, the candidate should generate a proposal outlining their plan for the endowed program. Interviews are permitted. If there is a search committee, that committee should share feedback and acceptability with the decision maker(s) but not rank the candidates as done in a regular faculty search.	1. The TIU should work with the Senior Associate Dean and Director of Faculty and Staff Affairs to outline the intention to award the endowed position to a new hire on the standard Faculty Hire request form. Cabinet will review the Faculty Hire request, as usual, keeping in mind the endowed position. If approved, candidates for the position should be asked to include a proposal outlining their plan for the endowed program, with their application materials. Internal candidates are welcome to apply.	1. <b>Approximately 6 months to 1 year prior to the expiration of the current appointment</b> , the TIU should begin conducting a reappointment review of the faculty member holding the endowed position following the procedure outlined in the CFAES POA document. As per the POA, “the criteria for reappointment will be consistent with the current chartering document.” Therefore, a review should not only focus on the excellence of the faculty member but whether or not the faculty member appropriately used the funds as per the chartering document.
2. The materials generated for TIU-level review (including the TIU head’s recommendation letter) should be sent to the Senior Associate Dean for Faculty and Staff Affairs for college approval. For reappointment, they should be submitted to the college no later than 2 months prior to the expiration of the current appointment.			
3. Upon receipt of the TIU appointment/reappointment recommendation, the Senior Associate Dean and Director of Faculty and Staff Affairs will coordinate with the Vice President and Dean to provide a recommendation to the Provost. The CFAES Office of Advancement will be			

consulted regarding the proposal/self-report to ensure the proposed/previous work aligns with the endowment chartering document.

4. Should the Vice President and Dean's recommendation be for appointment, the prospective appointee will receive a preliminary offer outlining initial terms.
5. The (re)appointee will receive an offer letter. For an initial appointment, it's at this point that any changes in salary should be considered. Holders of the endowed chairs/named professorships can negotiate a supplement to their salary with a portion of the proceeds of the endowment at appointment. A change in salary at appointment is not required, but a salary analysis may be warranted. Changes in salary for reappointments should be rolled into the AMC Process (AMCP).
6. Once signed, this letter and the review materials from both the TIU and college-level will be forwarded to OAA for review and inclusion for approval at the next Board of Trustees meeting.
7. Once the position is approved by OAA, there will be a meeting with the appointee, TIU head (or appropriate leader), and the either the VP/Dean or Senior Associate Dean and Director of Faculty and Staff Affairs, along with CFAES Advancement staff, to discuss any details of the position, leadership expectations, and/or fund usage priorities outlined in the associated endowment chartering document.

### **Responsibilities Under the Policy**

Initial appointment/reappointment reviews are the responsibility of the TIU in which the endowed position resides. Reminders for positions with end dates in the upcoming year will be sent by the Office of Faculty and Staff Affairs in the November prior.

In cases where the position is not tied to a TIU, the Senior Associate Dean and Director of Faculty and Staff Affairs, in collaboration with Cabinet, will initiate the (re)appointment review.

Following each (re)appointment, CFAES Advancement will highlight the position holder through various channels.

### **Resources/Forms**

[CFAES POA Document](#)

[CFAES Faculty Hire Checklist & Request Form](#)

### **Contacts for Questions**

Questions about general or specific practices and policies, or individual appointments/reappointments, should be made through unit leaders to the college's Senior Associate Dean and Director of Faculty and Staff Affairs.