
APPOINTMENT, EVALUATION AND REAPPOINTMENT OF ENDOWED POSITION HOLDERS

Approved: April 28, 2023

1. Introduction

The following guidelines are based on [University Rule 12.01.99.M1.01: Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions](#). The purpose of these guidelines is to articulate expectations for holders of endowed or named positions, the procedures by which appointments are made to these chairs, professorships, and faculty fellowships, and the procedures by which regular reviews of these appointments are made. The campus strives to maintain responsible stewardship of its endowed resources, while continuing to ensure that the most outstanding and deserving faculty are recognized and rewarded through endowed appointments.

2. Expectations and Responsibilities

The process of selecting faculty members to fill endowed positions requires great care. This select group represents the overall quality of the campus' faculty. For this reason, appointments to endowed positions are scrutinized closely by the campus and university administration. Department heads and/or faculty groups who are charged with identifying candidates to fill a given endowed chair, professorship, or fellowship should approach each search process carefully and ensure that the candidate pool truly reflects the best scholars and educators in a particular field. The expectations for the endowment will be clearly stated in the appointment letter by the Chief Academic Officer (CAO), or the CAO's designee. The expectations will vary and must be in accordance with the original gift agreement.

3. Standard Administrative Procedure Statement and Reason

The following guidelines apply to the appointment, evaluation, and reappointment of tenured, tenure track, and academic professional track faculty to endowed positions, as well as the budgetary processes associated with such positions. When academic professional track faculty are appointed to the endowed positions appropriate adjectives are used (e.g. Jane Doe Professor of Practice). The principal categories of endowments used in support of faculty scholars and educators at Texas A&M University are:

- endowed chairs;
- endowed professorships;
- endowed assistant and associate professorships;
- endowed career development professorships; and
- endowed faculty fellowships.

4. Definitions and General Selection Criteria

In all instances, selection criteria for appointments to endowed faculty positions, as well as budgetary approvals, will reflect the donor intent and the stated priorities and restrictions established when the position was created. The following general definitions and selection criteria will apply to the principal endowment categories.

4.1. Endowed Chair

The holder of an endowed chair should be considered as receiving one of the highest honors that can be bestowed on a faculty member. The highest level of performance, and national and international recognition of that performance, are inherent guidelines for appointment of a chair holder. The institutional expectation of unquestionable excellence in at least one of the three professional performance dimensions (research, teaching, and service) must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member or it may be associated with retention of a current faculty member; but, in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.

4.2. Endowed Professorship

The holder of an endowed professorship should be considered as receiving a high honor, as well as recognition of consistently outstanding performance and ability. The institutional expectation of a distinguished record of performance in one of the three professional performance dimensions must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed professorship may recognize a current member of the faculty or it may be associated with the recruitment of a new faculty member or retention of a current faculty member.

4.3. Endowed Assistant and Associate Professorship

The awarding of an endowed assistant and associate professorship is generally to recognize and encourage a faculty member who has demonstrated superior performance in appropriate areas of expectations and who has displayed significant promise for future eminence in appropriate areas of performance. The institutional expectation of the promise of superior performance must be met, as well as any criteria stated in the donor document.

4.4. Endowed Career Development Professorship

The awarding of an endowed career development professorship is generally to recognize and encourage a faculty member who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. Holders of career development professorships should be below the rank of full professor.

4.5. Endowed Faculty Fellowship

The awarding of an endowed faculty fellowship generally is to recognize and encourage a current member of the faculty who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. The institutional expectation of the promise of higher performance must be met, as well as any criteria stated in the donor document.

4.6. Administrative endowed chairs and professorships

Administrative endowed chairs and professorships e.g., Department Head's Chair or Dean's Chair, are attached to the individual holding that particular administrative appointment.

5. Endowed Positions Advisory Committee (EPAC)

5.1. The CAO will appoint, in consultation with department heads, seven faculty members to the Advisory Committee on endowed appointments. The charge of the committee will be to: (1) advise the CAO regarding appointments to chairs, professorships, and fellowships, and (2) conduct periodic reviews of the performance of persons holding endowed positions.

5.2. The EPAC will consist of three current holders of endowed chairs or endowed professorships, two department heads, and two faculty members holding the rank of professor. The members holding endowed chairs or professorships should be selected from different departments. A department head or faculty member serving on the committee is not eligible to be nominated for an endowed professorship, endowed chair, or endowed faculty fellowship during the term of their service on the committee. The terms of appointment are for two years with initially appointed members rotating off on a staggered basis. Subsequent appointments will be for a two-year term.

6. Appointment, Review and Reappointment Procedures

6.1. Initial Selection

The CAO will initiate the annual process calling for nominations if any endowed positions are available. The selection process shall be conducted by the EPAC as detailed in [Section 5](#) above.

6.1.1. Nominations, including self-nominations, will consist of:

- 6.1.1.1. a primary letter of nomination, which details the nominee's achievements and qualifications and explains how the nominee meets the criteria specified above in [Section 4](#), including the requirement of being an exemplary academic citizen. A nominee should not be considered for more than one endowed position, and the nomination letter must indicate the specific position for which consideration is sought.

- 6.1.1.2. a letter of support from the candidate's department head (if the department head is not the lead nominator),
 - 6.1.1.3. a complete CV and
 - 6.1.1.4. the names and contact information of three external referees who are internationally recognized scholars in the nominee's field of expertise.
- 6.1.2. External letters will be solicited by EPAC using a standard template ([Appendix A](#)) to ensure consistency as a part of the process of evaluating candidates for endowed positions.
- 6.1.3. EPAC will consider all nomination materials for each open endowed position, and submit their recommendations to the CAO for final consideration.

6.2. Appointments

- 6.2.1. Once a candidate has been selected for appointment, the CAO shall initiate a request for appointment which includes sufficient information and justification for review and evaluation by the administration. Appointments to endowed chairs, endowed professorships, endowed assistant and associate professorships, and career development professorships require the approval of the President or President's designee.
- 6.2.2. Initial appointments, and subsequent reappointments, shall be consistent with all applicable University Rules and the gift agreement for the specific award. Appointment letters will include the date of appointment, term of appointment, expectations, specific reference to the University Rules on periodic review and reappointment and on the management of endowment related funds, correct representation of the endowment title, and stipend information, if applicable. While special conditions may be established by mutual consent and with the approval of the President or President's designee, unusual and extraordinary conditions are discouraged and shall in no case be in conflict with University Rules or System Policies. All appointment letters will be written by the CAO or CAO's designee to the candidate. All appointment letters will be copied to the appropriate department head, departmental business administrator, senior development officer and executive director of marketing and communications.
- 6.2.3. The term length for chair and professorship holders is five (5) years, with the opportunity for one consecutive accomplishment-based renewal including a review process by the EPAC.
- 6.2.4. Term lengths for endowed assistant and associate professorships, career development professorships, and fellowships will not exceed three (3) years. Endowed assistant and associate professors will cease to hold their current endowed positions upon promotion to the next rank.

- 6.2.5. Faculty who resign or retire while holding an endowed appointment relinquish their endowed appointment on the effective date of resignation or retirement and residual funds are returned to the endowment.
- 6.2.6. Faculty members who have agreed to the college's voluntary phased separation plan will retain endowed appointments during that period or for the length of the endowed appointment, whichever comes first unless the gift agreement prohibits it.

6.3. Evaluations and Reappointments

- 6.3.1. The EPAC will review all accomplishment-based reappointment requests of endowed chairs, endowed professorships, endowed assistant and associate professorships, career development professorships, and fellowships. This review will occur during the last year of the title holder's first term. Accomplishment-based renewals do not require external letters. This committee will submit recommendations regarding accomplishment-based reappointments to the CAO. Combining this recommendation with other independent information, the CAO will make a recommendation to the President through Faculty Affairs. The President may ask for additional information in making the decision to approve or deny the recommendation.
- 6.3.2. Each Endowed Chair or Professorship holder who seeks a reappointment will provide a dossier consisting of:
 - 6.3.2.1. a complete curriculum vitae,
 - 6.3.2.2. a summary of endowed position activities and accomplishments, including information on service to the Campus and University above and beyond the normal service requirements for a faculty member, graduate students, post-docs, and visiting scholars who have been supported and mentored as part of research effort,
 - 6.3.2.3. copies of significant publications, and
 - 6.3.2.4. a summary accounting by fiscal year of discretionary allocation expenditures with explanatory notes.
- 6.3.3. The EPAC evaluation report for appointment and reappointment to an endowed chair or professorship, should also address the post-tenure peer review of the endowed chair or professorship holder. A statement addressing this evaluation process should be included in the committee report.
- 6.3.4. To hold an endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship or fellowship, the faculty needs to remain in good standing with the university.
- 6.3.5. Successful candidates for reappointment will demonstrate a level of continued achievement and productivity comparable to that required for initial appointment,

as well as a continuing level of good academic citizenship. Reappointment will also be conditional upon effective use of endowment funds and good stewardship.

7. Budgetary & Expenditure Guidelines

- 7.1. All expenditures of income generated by endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. The Texas A&M Foundation will coordinate financial reporting of endowment performance directly with the Galveston Campus Chief Financial Officer. The Foundation makes decisions about endowment investments.
- 7.2. Endowment earnings will be allocated to the holder of an endowed position in the form of an annual stipend. A fixed stipend amount will apply to all the titled positions of a given category (i.e., all endowed chairs will have the same stipend, all endowed professorships will have the same stipend, etc.), recognizing that some endowments may perform better than others and that endowment earnings may fluctuate. Endowed Chair holders at Texas A&M-Galveston will receive an annual stipend of \$50,000 to advance their research and educational endeavors, consistent with the donor's intent.
- 7.3. A maximum of 20% of the annual stipend may be used for some fraction of the endowed title holder's summer salary or a monthly chair stipend.
- 7.4. The endowed position stipend shall be used to fund scholarly endeavors such as, but not limited to, student support, subsidize technical support for analytical facilities, travel for research, or seed money. No portion of the stipend may be used for course buy-out.
- 7.5. A maximum of 20% of unspent endowment stipend funds may be carried over to the next year while the individual still holds the endowed title. Once the endowed position term has ended, the former title holder has two years to spend any residual stipend funds.

8. Annual Reports

- 8.1. Holders of endowed named positions must submit annual reports to the CAO on a calendar year basis. Holders of endowed positions will be asked to highlight any particular activities that drew on endowment funds and asked for other information that the CAO and/or the Texas A&M Foundation may provide to donors.
- 8.2. Holders of endowed positions who are undergoing evaluation for reappointment will not be required to submit annual reports as the information will be included as part of the reappointment nomination dossier.

9. Obligations and Stewardship Protocol

An important responsibility of an Endowed Professorship, Fellowship or Chair holder is ongoing and meaningful communication with, and stewardship of, the donor. Meaningful stewardship of Chairs, Professorships and Faculty Fellowships involves a partnership with the CAO and development team and includes writing a personal thank you letter to the donor or their designees annually; informing donors about news regarding the Chair, Professorship or Fellowship holder and their programs and achievements; submitting an annual impact report (see [Section 8](#)); and attending an annual stewardship event, if such an event is held.

10. Reporting

The Director of Academic Affairs will be designated as the contact for all established endowed position communication and will provide intermittent reports to the CAO and department heads concerning the status of their endowment positions throughout the year to aid in the responsible stewardship of endowed resources.

11. Exceptions to these Policies

Any exceptions to these policies require the approval of the CAO.

Related Statutes, Policies, or Requirements

[12.01.99.M1.01 Appointment, Evaluation, and Reappointment of Endowed Position Holders](#)

[12.01 Academic Freedom, Responsibility and Tenure](#)

[12.01.99.M1 University Statement on Academic Freedom, Responsibility, Tenure, and Promotion](#)

APPENDIX A - Endowed Positions External Reviewer Request Template

[Date]

[Name] and [Title]

[Department] and [Institution]

[Address]

Dear Professor/Dr. [Name]:

Texas A&M University at Galveston is considering [Professor/Dr.] _____ for an endowed position, the [specify the endowed position if appropriate]. Texas A&M University at Galveston faculty performance is evaluated on the basis of contributions in three areas: research, scholarly and creative contributions; teaching effectiveness; and service. Recognition of the quality of the candidate's scholarly work by their peers is a significant factor in the review process for endowed positions. We are contacting you because of your area of expertise and we would value your candid assessment of [Professor/Dr.] _____ scholarly accomplishments and future promise. Your scholarly and professional judgment will play an important part in our evaluation process in the awarding of endowed positions.

Please use the information I have enclosed and any other knowledge you have of [Professor/Dr.] _____'s work or professional accomplishments. We would like your candid evaluation of [Professor/Dr.] _____'s written and scholarly contributions in relation to others of comparable experience in their field. In particular, we would appreciate your comments on the following issues:

1. How well and in which capacity do you know [Professor/Dr.] _____?
2. What is your critical assessment of the originality, quality, and impact of [Professor/Dr.] _____'s scholarship?
3. Which, if any, of [Professor/Dr.] _____'s scholarly publications or works do you consider to be outstanding?
4. Please describe the impact the candidate's scholarly contributions has had and/or is likely to have on the discipline.
5. Is this faculty member a leading figure in the discipline?
6. Do you have any other comments that would be relevant to our deliberations?

Please note that your review will be kept confidential; however, Texas is an open records state and your review could be requested and relinquished. It would be most helpful to receive your response by _____. I sincerely appreciate your time and effort and thank you in advance. If you need further information, please contact [Contact Name] at [Phone/Email].

Sincerely,

[Name] and [Title]