

## STANDARD ADMINISTRATIVE PROCEDURE

### 12.01.99.M2.01 Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions

*Approved May 30, 1997*

*Revised March 23, 2010*

*Next scheduled review: March 23, 2015*

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#### Standard Administrative Procedure Statement and Reason

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The following guidelines apply to the appointment, evaluation, and reappointment of faculty to endowed positions, as well as the budgetary processes associated with such positions. The three principal categories of endowments used in support of faculty scholars at Texas A&M University are

- endowed chairs;
  - endowed professorships; and
  - endowed faculty fellowships.
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#### Definitions and General Selection Criteria

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1. In all instances, selection criteria for appointments to endowed faculty positions, as well as budgetary approvals, will reflect the stated priorities and restrictions established when the position was created. The following general definitions and selection criteria will apply to the three endowment categories.
  - 1.1 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; but, in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.
  - 1.2 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 recruitment of a new faculty member.

- 1.3 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.

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## Official Rule /Responsibilities/Process

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### 1. APPOINTMENT, REVIEW, AND REAPPOINTMENT PROCEDURES

- 1.1 Selection - The selection process will be initiated by the college dean (for non-department specific positions) or the department head (for department specific positions). In every instance, this selection process shall include advice and counsel from an appropriate faculty committee appointed or recognized by the dean.
- 1.2 Appointments - Once a candidate has been selected for appointment, the college dean shall initiate a request for appointment which includes sufficient information and justification for review and evaluation by the administration. (Recommendations of the faculty committee and the department head should accompany the request for approval at subsequent steps in the approval process.) Appointments to endowed chairs and professorships require the approval of the Provost and Executive Vice President, and appointments to endowed faculty fellowships require the approval of the college dean.
  - 1.2.1 Initial appointments shall be consistent with all applicable University Rules. Appointment letters should include specific reference to the Rule on periodic review and reappointment and on the management of endowment related funds. While special conditions may be established by mutual consent and with the approval of the Provost and Executive Vice President, unusual and extraordinary conditions are discouraged and shall in no case be in conflict with University Rules or System Policies.
- 1.3 Evaluations and Reappointments - Every five years (or more often if a review cycle of fewer years is established at the time of initial appointment or a reappointment) the dean will recommend to the Provost either that a reappointment review take place or that a reappointment review not take place. (The decision should be based on objective internal data.) In either case the Provost may agree or not agree to the dean's recommendation. In cases in which the holder is maintaining high standards in his or her work and continues to make positive contributions to the academic mission of the University, no review would take place.

1.3.1 In the case that the Provost decides that a review is not required, a reappointment will be made. In the case that the Provost decides that a review is required, a small ad hoc faculty committee will be appointed with the concurrence of the Provost to review the appointment. The holder of the endowed position will be informed of the review and specific focus of the review. Further, the holder of the endowed position will be consulted for suggestions of individuals knowledgeable of the academic field of study that is the focus of the endowed position. After consideration of the ad hoc committee report and any response to the report by the endowed position holder, the provost will, after consultation with the dean, decide on reappointment.

## 2. BUDGETARY GUIDELINES

2.1 All expenditures of income generated by chair, professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. A portion of the annual income generated by the position endowments should be available for the discretionary use of the chair/professorship holder, and it is also expected that some salary expenses normally will be covered if sufficient funds are available.

2.2 Prior to the beginning of each fiscal year, the dean shall designate the amount of funding which will be transferred to an expenditure account in the name of the holder. It is intended that the position holder have as much flexibility as possible with these funds, but with appropriate administrative oversight and approval.

## 3. EXCEPTIONS TO THESE POLICIES

Any exceptions to these policies require the approval of the Provost and Executive Vice President.

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### Related Statutes, Policies, or Requirements

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*Supplements [System Policy 12.01](#) and [University Rule 12.01.99.M2](#)*

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### Contact Office

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**OFFICE OF RESPONSIBILITY:** [Provost and Executive Vice President](#)  
979-845-4016