

# **Guidelines for Review and Reappointment of Endowed Chairs and Professorships**

in the College of Arts and Sciences

September 11, 2018

The College provides a number of endowed professorships (or “named chairs”) to distinguished faculty across a wide range of disciplines. Endowed positions include a title, annual research funds that accrue from a major gift, and are normally granted for a period of five years<sup>1</sup>. Consistent with their initial appointment, reappointment of endowed professorships carries an expectation that the person occupying the position has demonstrated continued, sustained productivity and excellence in his/her scholarship, creative endeavors, and teaching. Accordingly, the College has established the following procedures for evaluation and reappointment of its named chairs and professorships.

Near the end of their fifth year of their appointment, candidates will submit to their Department Chair a copy of their CV, examples of published or creative works, and a career statement that highlights their accomplishments over the period of their most recent appointment as a named chair/professorship.

The Department Chair will review the candidate’s file and provide her/his own assessment of the candidate’s record in a letter of recommendation to the Dean, paying special attention to any external letters, the person’s scholarly/artistic record, and their teaching performance. The review will not include a vote on reappointment by regular faculty in the Department.

The Dean will share the candidate’s file with the College Promotion and Tenure Committee, which will review it and make a recommendation to the Dean on reappointment. In addition, the Dean will also arrange for the file to be reviewed by a committee of endowed and distinguished professors in the College. Normally, these reviews will take place during the fall semester of the candidate’s fifth year in the endowed position. When conducting the review, the Dean and members of the Promotion and Tenure Committee will take into consideration the candidate’s allocation of professional responsibilities (i.e., research, teaching, and service) over the course of the most recent appointment period.

The Dean will inform the candidate promptly of his decision whether or not to reappoint.

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<sup>1</sup> For faculty occupying Endowed Chairs or Professorships who have yet to be reviewed and whose initial appointment was before 2012, the Dean’s office will provide notification that they can expect to be reviewed during the fall semester of 2019.