Guiding Principles for Endowed Chairs
Drafted by the CNR Endowed Chairs Committee
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It was determined that a set of guiding principles was needed to create greater transparency around the endowed chair nomination and selection process. There are campus policies and procedures related to the nomination, selection, administration, stewardship, and allocation of funds related to endowed chairs. These are also attached for your convenience.

This committee is composed of unit-based representatives nominated by their Department chairs.

Guiding Principles

1. Chairs are not life-time appointments. Chairs will be appointed for an initial five year term (dependent upon the terms of the gift) and can be renewed, upon favorable review, for additional terms. A call for nominations, including re-nominations and self-nominations, will go out at the end of the second five-year term. Emeriti, other than Professor of the Graduate School, are not eligible to hold endowed chairs.

2. Policy mandates that newly established chairs have a faculty vote (College vote). Once the committee makes its recommendation a faculty vote will be taken. Reappointment after the initial 5-yr. appointment does not require a faculty vote, but does require administrative and Budget Committee Review.

3. Approximately six months prior to the end of each five year term, the chair holder should submit a report on the chairholder’s scholarly activities to the CNR Endowed Chairs’ Committee. It is the responsibility of the committee to notify a chair holder and ask for his/her report approximately 6 months prior to the 5-year term expiration. The progress report should document all of the pertinent
accomplishments of the chair holder during the previous 4 years. This process would allow the faculty member to present a programmatic plan that is consistent with the decision to renew or rotate.

4. The report to the committee (of approximately 3-5 pages plus appendices) should include:
   - noteworthy accomplishments
   - a report on the use of chair funds
   - other pertinent information
   - Appendices:
     Bio bibs for the preceding 4 years
     Publications list for the preceding 4 years

5. The entire committee will then review the report and decide whether a renewal is appropriate. Examples of issues that may be considered in a renewal case:
   - Productive research
   - Effective utilization of chair funds
   - Special accomplishments as a result of chair
   - Correlation between scholarly and professional activities of the chair holder with original intent of gift
   - The chairholders involvement in securing the gift
   - Recruitment and retention strategies and college needs

6. Letters of nomination should address:
   - Extraordinary research, teaching, and service accomplishments of the nominee.
   - Commitment to pursuit of research relevant to the intent of the chair.
   - Any special circumstances pertinent to the nominee regarding recruitment, retention, or involvement in securing the gift.

7. Best practices in implementing donor stewardship and intent will be considered throughout the process.