

**Guiding Principles for Endowed Chairs**  
**Drafted by the CNR Endowed Chairs Committee**

**Revised December 2020**

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 (applications), will go out at the end of the second five year term. Faculty members' tenure as chair holders will end at the effective date of retirement, unless a written request for an extension is approved by the Chancellor. Requests will be approved only in highly exceptional circumstances. Emeriti who are relinquishing an endowed chair are entitled to continue using the name of the chair. The appropriate form is this: Jane Donor Professor Emeritus Richard Roe.
2. Once the committee makes its recommendation a faculty vote will be taken within the home Department(s) for all initial 5-yr. appointments. Reappointment after the initial 5-yr. appointment does not require a faculty vote, but does require administrative and Budget Committee Review.
3. In the event of a tied vote in the Endowed Chairs Committee, committee members will be asked to cast a runoff vote. If the runoff vote results in a tie, the decision will be handed to the Dean.
4. Annual reports are expected from all chairholders. In the case of endowed chairs that have a stewardee (e.g., living donor or donor heir) reports should follow campus guidelines for endowment stewardship reporting. The office of College Relations in CNR will provide a campus FAQ and guidelines developed by the campus as well as guidance on the donor's relationship to CNR, etc. For endowed chairs with no stewardee, the chairholder is expected to provide a brief report to the endowed chairs committee on the use of chair payout, key academic achievements, conferences, papers submitted, etc. In either case, reports need not be more than 2 pages.
5. Six months prior to the end of each five year term, the chair holder must submit a report on their scholarly activities to the CNR Endowed Chairs' Committee. 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. It is the responsibility of the committee to notify a chair holder and ask for his/her report, but failure of the chair holder to provide a report by the requested deadline (December 31 of year 5) will result in a recommendation from the committee for rotation rather than reappointment for a second five-year term.
6. 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:
      - Current CV
      - Publications list for the preceding 4 years
    - Commitment and activities related to diversity, equity and inclusion (DEI)
  7. 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
    - Noteworthy activities related to DEI
  8. The application procedure can be fulfilled either through an application by a candidate or through a nomination letter. In either case the applicant or nominator must address:
    - Extraordinary research, teaching, and service accomplishments of the nominee.
    - Commitment and activities related to diversity, equity and inclusion
    - 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.
    - Current CV for nominee is required.
    - Letters of support are welcome, but not required.
  9. Best practices in implementing donor stewardship and intent will be considered throughout the process.