

**Guiding Principles for Endowed Chairs**  
**Drafted by the RCNR Endowed Chairs Committee**  
**Revised February 2024**

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.

This committee is composed of unit-based representatives nominated by their Department chairs. All departments within RCNR have representation on the committee.

**Guiding Principles**

1. Chairs are not lifetime 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 renominations 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 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. A call for nominations is sent via email to all faculty. All nominations are reviewed by the endowed chairs committee. Once a committee recommendation for the chair holder is finalized the department chair of the prospective candidate will be asked to submit the [endowed chairs checklist](#) form (campus form required to accompany packets to academic personnel and the budget committee). After this form is received the endowed chairs committee will review and deliberate, and submit their final recommendation to the Dean. Reappointment after the initial 5-yr. appointments require administrative and Budget Committee Review. The College committee views chairs as very valuable assets to the academic community. Given this, in most circumstances renewals past two 5-years terms will only be granted under exceptional circumstances. Exceptional circumstances might include, but are not limited to:

- The chair was used for a recruitment or retention package. Note: chairs used in recruitment include communication to the new faculty member outlining that chairs are not lifetime appointments and are held to the same standard as all chairs even if used in a recruitment package.
- The chair is linked to a key institute or program and the intent of the chair is to support, for example, the educational, research, and public service activities of the institute or program; therefore, maintaining stability in leadership may be an important factor when considering a chairholder.
- The chair holder relationship is critical to a donor relationship, and the holder continues to meet all other criteria.

- The chair is a potential resource for a strategic recruitment and the Dean will meet the endowed chairs committee annually to discuss upcoming recruitments and the possible use of an endowed chair in the process. Using a chair for recruitment requires Dean approval.

In August of 2023 the committee unanimously agreed that a call for nominations will be sent to the faculty after two five-year terms for any chair held by a faculty member or member of our scholarly community. This process does not preclude the opportunity of a third term, but simply opens up the possibility for a chair to rotate to another qualified faculty member, if appropriate. A call for nominations will also take place when a chair becomes vacant due to a retirement or separation.

3. In the event of a tie vote in the Endowed Chairs Committee (possibly due to a member having COI), committee members will be asked to cast a runoff vote. If the runoff vote results in a tie, the committee will request an ad hoc review from an RCNR faculty member and send a single recommendation forward to the dean.

4. Annual reports are expected from all chairholders that have a stewardee (e.g., living donor or donor heir) and reports should follow campus guidelines for endowment stewardship reporting. The office of College Relations in RCNR will provide a campus FAQ and guidelines developed by the campus as well as guidance on the donor's relationship to RCNR, etc.

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 RCNR 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:
  1. Current CV Publications list for the preceding 4 years
  2. 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 within the context of any other potential candidates nominated through the process if at the second five-year term.

Examples of issues that may be considered in a renewal case:

- Productive research
- Effective use 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 chair holder's 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.
- A letter or letters of support is/are welcome, but not necessary.

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

**A general statement about chairs and professorships:**

An endowed chair or professorship is the highest academic award that the University can bestow on a faculty member, and it lasts as long as the University exists. Thus, it is both an honor to the named holder of the appointment and also an enduring tribute to the donor who establishes it. The committee takes this very seriously in their deliberations.

**UC and Campus Policies and Resources:**

UC APM 191

[https://www.ucop.edu/academic-personnel-programs/\\_files/apm/apm-191.pdf](https://www.ucop.edu/academic-personnel-programs/_files/apm/apm-191.pdf)

UCB Academic Guidelines for Chairs

[UC Berkeley - Academic Guidelines for Endowed Chairs and Professorships](#)

UCB Admin Guidelines for Chairs

[UC Berkeley Administrative Guidelines for Endowed Chairs and Professorships](#)

Endowment Distribution Policy on Chairs

[Revised July 1, 2021 UC Berkeley Policy on Distribution from Endowed Chairs and Professorships](#)