



**Angelo State University**  
**Operating Policy and Procedure**

**OP 06.21: Selection of Endowed Chairs and Professorships**

**DATE:** July 16, 2009

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and to establish a standardized approach in the selection process of endowed faculty positions.

**REVIEW:** This OP will be reviewed in October of even-numbered years by the provost and vice president for academic and student affairs (PVPASA) with recommended revisions presented to the president by November 1.

**POLICY/PROCEDURE**

**1. Endowed Faculty Positions**

a. Endowed Chair

An endowed chair is a named faculty position established by a donor or donors with a funded endowment of one million dollars or more. Chairs may be named for the donor or for a person or other entity of the donor's choosing. A purpose of such a position is to provide a salary supplement, or in some cases an entire salary, from the earnings on the endowment sufficient to attract and retain faculty members of exceptional quality who have attained significant stature in their fields. Other allowed uses of endowment earnings include support of the chair's research or creative activity.

b. Endowed Professorship

An endowed professorship is a named faculty position established by a donor or donors with a funded endowment of less than one million dollars. Endowed professorships may be named for the donor or for a person or other entity of the donor's choosing. A purpose of such a position is to provide a salary supplement from the earnings on the endowment sufficient to attract and retain faculty members of exceptional quality who have attained significant stature in their fields. Other allowed uses of endowment earnings include support of the professor's research or creative activity.

c. President's Approval

The qualifications and quality of faculty selected to hold endowed faculty positions directly affect the national and international reputation of Angelo State University and the university's educational mission. Therefore, the president shall approve those faculty members to be granted endowed faculty positions upon recommendation by the PVPASA.

## 2. Search, Selection, and Nomination Procedure

### a. General

Documents associated with endowed faculty positions may establish selection criteria agreed to between the donor and Angelo State University or the particular college in which the endowed position is established. It is Angelo State University policy to honor the intentions of the donor as agreed to in the endowing documents; however, as a matter of law, only an authorized university official can actually select a member of the university faculty.

### b. External vs. Internal Selection Process

In preparing to fill a vacant endowed professorship, the PVPASA, consistent with the endowing documents, may decide to limit the applicant search to external candidates or to internal candidates or may open the search to both internal and external candidates. In the case of a vacant endowed chair, a national search will be implemented with applications sought from both external and internal candidates.

### c. Diversity and Equal Opportunity

Regardless of the selection process chosen, the PVPASA will ensure that the process encompasses both the law and the spirit of university diversity and equal opportunity policies as stated in OP 06.13. The methodology used to comply with these policies will be sufficiently detailed in the packet the dean forwards nominating a person for approval by the PVPASA and the president to allow them to evaluate accurately the openness and fairness of the selection process.

### d. Criteria for Selection

Evaluation criteria to be considered:

- (1) The publication of books, articles, reviews, creative works; the exhibition of works of art; and other evidence particular to the field of scholarly achievement;
- (2) Awards and prizes from professional organizations and foundations;
- (3) Grants in support of research, study, or creative works;
- (4) Offices and memberships held in learned societies;
- (5) Papers read before learned societies;
- (6) Lectures or performances;
- (7) Services such as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations;
- (8) Evidence of teaching distinction; and
- (9) Examples of extraordinary service to the university or community.

e. Procedures for Selection of Endowed Chairs

To the extent not prohibited by law or university operating policies, colleges seeking to fill endowed faculty positions will initially follow those search and selection procedures appropriate to a particular college or academic field as guided by the endowing documents, if any. The goal should be to identify one or more persons whose qualifications will bring significant distinction in terms of academic ability, scholarship, and overall contribution to the reputation and educational mission of Angelo State University.

- (1) A national search will be conducted by the Office of the PVPASA.
- (2) The PVPASA will appoint a search committee to evaluate the nominee or nominees. The search committee will consist of five or seven persons, including at least one dean. At least one member of the search committee will come from the nominating college. The PVPASA will designate one member as chair of the search committee.
- (3) The nominees selected by the search committee will be forwarded by the dean of the college where the chair will be located with her/his endorsement to the PVPASA. The forwarded packet will define the selection process, including those methods employed to ensure diversity as described in section 2c above, and a description of the endowed chair position, including the amount of the endowment and the prior holders of the position, if any. The packet will also include a complete dossier for the nominee or nominees and any other material or information deemed relevant to the selection process.
- (4) The PVPASA will consider the recommendation of the search committee and, following her/his own evaluation of the nomination packets, will provide a recommendation to the president. The president will review the PVPASA's recommendation and make a decision.
- (5) The PVPASA will inform the nominating dean of the president's decision.

f. Procedures for Selection of Endowed Professorships

To the extent not prohibited by law or university operating policies, colleges seeking to fill endowed professorships will initially follow those selection procedures appropriate to a particular college or academic field as guided by the endowing documents, if any. The goal should be to identify one or more persons whose qualifications will bring significant distinction in terms of academic ability, scholarship, and overall contribution to the reputation and educational mission of Angelo State University. An individual appointed to an endowed professorship will be a full-time faculty member, not holding the position of dean, department head, or director. Colleges that have designated endowed professorships may submit to the provost nominations only for vacant endowed professorships in their college. Colleges that have no endowed professorships may submit nominations for vacant university professorships.

- (1) Whenever the five-year term of an endowed professorship has been completed or when an endowed professorship is vacated, the provost shall announce the opening and invite applications by qualified faculty provided funding is available.
- (2) Interested and eligible faculty may apply for an endowed professorship by submitting to their department head an application letter not to exceed five pages in length that describes their qualifications for the appointment as described in section 2c and 2d.
- (3) Each academic department will evaluate applications for endowed professorships by procedures addressing criteria described in 2d. Departmental nomination packets will contain a one-page letter of support and the nominee's letter of application and curriculum vitae. This nomination packet will be forwarded to the dean of the college.
- (4) The dean of the college will form a committee to evaluate applications by procedures addressing criteria described in 2d. The dean will forward nomination packets for those faculty recommended by the committee along with her/his recommendation to the PVPASA. Each packet will include the nominee's letter of application, curriculum vitae, and any other material or information deemed relevant to the selection process. The dean will also forward to the PVPASA a memorandum defining the selection process, including those methods employed to ensure diversity as described in section 2c above.
- (5) For all nominations, the PVPASA will appoint a committee to evaluate the nominee or nominees. The committee will consist of five or seven persons, including at least one dean and one faculty member holding an endowed professorship. In those instances when the committee considers nominations for endowed professorships specific to a college, a member of the committee will come from that college. The PVPASA will designate one member as chair.
- (6) The PVPASA will consider the recommendation and vote of the committee and will provide a recommendation to the president. The president will review the PVPASA's recommendation and make a decision.
- (7) The PVPASA will inform the nominating dean of the president's decision.

g. Provisions and Conditions of Appointments

Appointments to endowed chairs or professorships will be made on an academic year basis. The expectation is that the chair or professorship will be held for a period of five years subject to annual review of performance against established criteria.

The annual renewal of an appointment to an endowed chair or professorship is subject to a satisfactory faculty evaluation at the departmental level. The evaluation should establish that the faculty who holds an endowed chair or professorship continues to exhibit the qualities of professionalism as an outstanding teacher and continues to be engaged in productive, scholarly research. The annual evaluation should recommend renewal or nonrenewal of the appointment by the department with the concurrence of the college dean.

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At the conclusion of the five-year period for an appointment to an endowed chair or professorship, the faculty member who has held this position is eligible to apply for a new five-year period.