

# **PROTOCOL ON ENDOWED PROFESSORSHIPS IN THE COLLEGE OF ARTS AND SCIENCES**

## **Endowed Professorships**

An endowed professorship is awarded for sustained achievement rather than for the promise of achievement. It is not intended to support a particular project but instead to offer a continuing source of funding for a long-term scholarly career. Applicants are therefore limited (with rare exceptions) to tenured full and associate professors. In awarding such a professorship, the college should seek evidence that an applicant's scholarship has received favorable national and even international response while the individual has continued to excel in teaching and other university responsibilities.

## **Committee of Endowed Professors**

Individuals holding endowed professorships will meet annually as a committee to review applications for renewal as well as to evaluate guidelines and procedures, recommending revisions as needed. If a professorship becomes vacant, the committee will meet to consider applicants and make recommendations to the dean, as detailed below. The committee may establish subcommittees to administer its responsibilities.

## **Renewals of Professorships**

Every five years, upon notification by the dean, an endowed professor will submit to the dean an application for renewal of the professorship, listing accomplishments during the preceding five years and current projects, as well as a full curriculum vitae. The Committee of Endowed Professors will review the renewal application and make a recommendation to the dean of the college. The applicant must recuse himself or herself from consideration of the application for renewal.

## **Vacant Professorships**

In the event of a nonrenewal of an existing endowed

professorship or of the establishment of a new endowed professorship, the dean of the college will notify all eligible tenured full and associate professors of application procedures for the available professorships. Eligibility is determined based on the rank and tenure status of the applicant as of the following August.

Faculty seeking an endowed professorship should submit to the dean an application consisting of a curriculum vitae and a statement of one or two pages outlining how the funds from an endowed professorship would support the individual's continuing scholarship. Faculty need not apply for specific professorships; all applicants will be considered for all eligible professorships, except as limited by the terms of the endowed professorship.

*In the case of an endowed professorship that supports a specific field of study, the Committee of Endowed Professors may request a department to make nominations to fill that professorship directly to the dean of the college.*

The term of an endowed professorship begins the August following selection; no one may hold two endowed professorships simultaneously.

## **Eligibility**

The College dean and associate dean, Department chairs and area coordinators are eligible, as are faculty who will be on academic leave or sabbatical for any part of the term. Faculty on medical leave may take a hiatus from the professorship and may resume the remainder of the term upon return to duty. Faculty who become full-time administrators for a term of a single year during the tenure of an endowed professorship may take a hiatus from the professorship and resume it upon return to full-time faculty status; those who take full-time administrative responsibilities for more than one year will require permission from the dean to keep their professorship. Otherwise, they must give up the professorship, which is returned to the general pool for the next application cycle.

## **Endowed Professorship Funds**

Endowed professorship funds may not supplement salary, nor are they calculated as part of base salary for merit pay or other purposes. They may be used to provide release time (subject to area or departmental approval), travel, equipment, supplies, or other reimbursable costs.

## **Retirement**

An individual holding an endowed professorship will relinquish that professorship upon retiring from the university.

## **Expenditure Account and University Policies**

Once a drawdown is transferred to an expenditure account, it remains in that account permanently unless the holder of the professorship requests funds to be transferred back into the endowment. All endowed professors and their expenditures must adhere to Board of Regents and university policies. In order for endowed professors to adhere to Board of Regents and university policies, all endowed professors will have access to complete account information and will receive an annual report on the corpus of the endowment.

## **Endowments Below Baseline**

A vacant professorship whose endowment is below the BOR baseline for the preceding fiscal year will not be filled until its endowment qualifies for a drawdown.

Renewal of a professorship will be postponed one year for each year in which no drawdown is allowed.

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