

**PRAIRIE VIEW A&M UNIVERSITY
UNIVERSITY ADMINISTRATIVE PROCEDURE**



12.01.99.P0.02 Endowed Faculty Positions

Approved August 11, 2023

Next Scheduled Review: August 1, 2028

UAP Purpose

This University Administrative Procedure (UAP) establishes guiding principles and procedures that will be utilized by all Prairie View A&M University (PVAMU) academic colleges/schools related to the nomination, selection, appointment, and funding of endowed professorships and chairs.

Official Procedures and Responsibilities

1. OVERVIEW

- 1.1 Endowed chair or professorship positions are reserved for members of the faculty deemed distinguished by virtue of their scholarly or industry productivity and instructional excellence. The appointment to an endowed faculty position may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member, but in all appointments, excellence should be evidenced by a record of outstanding performance based on national and international standards. Appointments are generally reserved for senior faculty (full or associate professors) in tenured positions paid for with revenue from an endowed fund specifically set up for that purpose. Typically, the position is designated to be in a certain department and may have additional terms of appointment and/or renewal to what is stipulated in Section 3.

2. GUIDING PRINCIPLES

- 2.1 An endowed position is among the highest academic honors that can be bestowed upon a faculty member at PVAMU.
- 2.2 Endowed positions are not lifetime appointments (term limits are outlined in Section 3).
- 2.3 An individual holding an endowed position will generally hold a tenured faculty appointment and is expected to continue outstanding scholarly activities.
- 2.4 Names of endowed positions are typically a core component of the gift agreements and may not be altered except by appropriate modification of donor restrictions. The determination as to whether a name change is appropriate and the steps to be taken if the change is warranted will be made by the Provost & Senior Vice President for Academic Affairs (Provost) in consultation with the dean of the college/school, and the Offices of Development and President.

3. TERMS OF APPOINTMENTS AND RENEWALS

- 3.1 Conditions of the endowed position will be set forth in the appointment letter, as will a statement of circumstances under which expectations may be modified. The appointment letter will also specify the official title associated with the position as specified by a donor, the use of which must be considered a condition of service.
- 3.2 Unless otherwise specified in the terms of the endowment, faculty members will normally be appointed to endowed positions for a five-year term.
- 3.3 Renewal of the appointment will be based on the guidelines outlined in the specific endowment agreement, on the recommendations of the review committee, the decision of the dean and relevant department head, and/or Provost and President.
- 3.4 All endowed position holders are to undergo a careful review of performance no less frequently than every five years. This review is in addition to required yearly performance reviews. Individuals will be reviewed during the final year of the appointment period, if it is proposed that the appointment be renewed.
- 3.5 Regardless of term limits, a faculty member's appointment may be removed for "cause" or via voluntary relinquishment.
 - 3.5.1 "Cause" removals include:
 - 3.5.1.1 Failure to fulfill the responsibilities specified in the endowment agreement;
 - 3.5.1.2 Failure to adhere to the intent for which the endowed position was established.
 - 3.5.2 Voluntary relinquishment:
 - 3.5.2.1 A faculty member may voluntarily relinquish an endowed position at any time and for any reason by submitting their intention in writing to their department head and dean.
- 3.6 To terminate an endowed position, a letter of request justifying the termination shall be submitted by the college/school dean to the Provost who will examine with the President. All proposals and requests for termination must be approved by the Provost and the President.

4. PROCEDURES FOR SELECTION/APPLICATION CRITERIA

- 4.1 Appointments to an endowed position may be made directly by the President in consultation with the Provost and dean of the respective college or school. In most cases, an Endowed Chair/Professor Nominating Committee shall be charged with selection and recommendation of the endowed position(s).

- 4.2 In cases of nomination, candidates may be nominated by a department or college/school. A committee shall review and rank the credentials of all candidates for the position.
- 4.3 The members of the Nominating Committee shall include:
 - 4.3.1 The dean of the college/school in which the endowed position is to be awarded;
 - 4.3.2 The appropriate director or department head(s); and,
 - 4.3.3 Selected faculty.
- 4.4 Selection Procedures
 - 4.4.1 The dean shall forward the ranked nominations from the Nominating Committee to an Endowed Professor/Chair Selection Committee, whose membership will include:
 - 4.4.1.1 The Provost;
 - 4.4.1.2 The Vice President for Research and Innovation;
 - 4.4.1.3 The dean of the appropriate college/school; and,
 - 4.4.1.4 One faculty member from the Nominating Committee, selected by the dean or Provost.
- 4.5 Appointment Criteria
 - 4.5.1 Endowed positions are reserved for distinguished scholars and teachers. A record of appropriate distinction in research and/or industry experience and teaching is thus a criterion for appointment and reappointment.
 - 4.5.2 Distinguished visiting faculty may hold an endowed position when it is in the university's interest to do so and it is not inconsistent with the intentions expressed by the donor in the supporting gift documentation, where applicable. An appointment of visiting faculty to an endowed position is normally for a period of one academic year but may be for a shorter or longer period.
 - 4.5.3 An appointment letter will include reference to the management of endowment related funds where appropriate.
- 4.6 Candidate Application or Nomination

The candidate's application or nomination packet shall consist of the following:

 - 4.6.1 A letter of nomination or application that addresses extraordinary research, teaching, and/or service accomplishments;
 - 4.6.2 Updated Curriculum Vitae (CV);

- 4.6.3 Personal statement (if not included in the letter of nomination or application) and documents demonstrating excellence in their field (e.g., commitment to pursuit of research relevant to intent of the endowed position);
- 4.6.4 Letters of support from external entities and faculty are welcome, but not required (if included; maximum of three, and must contain name, title, department, email address, and phone number for each recommender); and,
- 4.6.5 If the nominee or candidate is external to PVAMU, a list of three to five references is to be included and must include name, title, department, email address, and phone number for each reference.

5. RESPONSIBILITIES & PRIVILEGES OF AN ENDOWED POSITION HOLDER

5.1 Responsibilities of an Endowed Position Holder

- 5.1.1 Fulfilling the conditions of a donor and/or those specific duties identified at the time of his/her appointment;
- 5.1.2 Performing limited teaching;
- 5.1.3 Infusing into the area of hire an already established agenda of research or performance that enhances the academic life of the college/school and university;
- 5.1.4 Communicating through university channels with the donor or funder of the endowed position;
- 5.1.5 Providing leadership in the unit assigned;
- 5.1.6 Continuing to show evidence of excellence in scholarship and instruction in her/his discipline;
- 5.1.7 Submitting an annual report of activities to his/her dean; and,
- 5.1.8 Participating actively in the individual's home department or program (if applicable) and college/school.

5.2 Privileges associated with an Endowed Position

- 5.2.1 Identification with the name of the endowed position in all university releases of publications in which the faculty member's name appears;
- 5.2.2 An adjustment to the individual's workload, in consultation with their department head, dean, and Provost; and,
- 5.2.3 Other negotiated privileges supported by the endowment or department and/or college/school.

6. UNIT RESPONSIBILITIES

- 6.1 The dean of the college/school will:
- 6.1.1 Recommend to the Provost, at the time of the initial appointment, the specific salary, duties, and conditions to which the endowed position holder must adhere;
 - 6.1.2 Upon appointment and/or reappointment, complete the requisite paperwork; and,
 - 6.1.3 Assume main responsibility for conducting periodic reviews needed for reappointment.

7. BUDGET INFORMATION FOR ENDOWED POSITIONS

- 7.1 The Office of Development in conjunction with the Office of Academic Affairs, will provide budgetary information and guidelines to the endowed position holders and to his/her reporting department head and dean on a regular basis.

Related Statutes, Policies, Regulations and Rules

[System Policy 12.01 Academic Freedom, Responsibility and Tenure](#)

[University Administrative Procedure 12.01.99.P0.01 Academic Freedom, Responsibility, and Tenure](#)

Contact Office

Office of Academic Affairs (936) 261-2175
