



## GUIDELINES FOR APPOINTMENT OF ENDOWED/NAMED CHAIRS AND PROFESSORSHIPS

### ELIGIBILITY AND STANDARDS FOR APPOINTMENT:

Endowed/named chairs and professorships at the University of Vermont may be awarded, when available, to full-time, tenured<sup>1</sup> faculty members who demonstrate exceptional scholarship, evidenced by both high scholarly productivity and impact, and outstanding teaching. In addition to the high scholarship standard for a chair or professorship, candidates must meet any additional standards or requirements specified in the gift agreement.

### PROCESS:

The following process must be used for appointment of **internal candidates**<sup>2</sup> (current faculty members) to an endowed/named chair or professorship:

1. The department chair identifies internal candidates through an internal review and/or nomination process at the department level. (If the department chair is a candidate, the Dean or an appropriate designee leads this process.)
2. The Dean appoints a college-level committee to review the nominated candidate(s). The committee must include, at a minimum, two tenured<sup>1</sup> full professors within the college/school and one tenured full professor from another college/school at UVM. Where possible, this committee should include one or more endowed/named chairs or professors, University Distinguished Professors, or University Scholars. This committee reviews the nominations and provides a recommendation to the Dean.
3. The Dean receives the recommendation from the college-level committee and solicits a minimum of three external letters<sup>3</sup> of evaluation of the candidate for the proposed appointment. Evaluators should be senior faculty members in the candidate's field. The group of evaluators should include, wherever possible, holders of endowed/named chairs

---

<sup>1</sup> Requirement of tenure does not apply in the College of Medicine. The majority of COM faculty are not on the tenure-track.

<sup>2</sup> In cases where a professorship or chair is endowed with specific donor intent that it be awarded to a particular faculty member (as is sometimes the case in COM), step 1 is omitted. All other steps are followed.

<sup>3</sup> External letters of evaluation, while always advisable, are not required for internal appointments to Green and Gold Professorships.

or professorships, members of national or professional academies, college deans, or other similarly recognized scholars and academic leaders.

4. The Dean provides a recommendation to the Provost through the Associate Provost for Faculty Affairs. The recommendation must include (a) a summary of the process, names of committee members, a brief description of each external evaluator; (b) justification for the appointment; (c) copy of the college-level committee recommendation; and (d) copies of the external letters.
5. The Provost reviews the Dean's recommendation and package of supporting materials, makes a decision on the appointment, and (if positive) extends the appointment (and terms) to the faculty member with copy to the Dean and Department Chair.
6. After the appointment has been extended, the Dean conveys information to the UVM Foundation for its records. The Provost's Office records the appointment information for the purpose of updating the university catalog.

The following process must be used for appointment of **external candidates** (being recruited to UVM) to an endowed/named chair or professorship:

1. Existing protocols for faculty recruitment for tenured positions should be followed. The endowed/named chair or professorship should be highlighted in the recruitment materials submitted to the Provost's Office (via PeopleAdmin).
2. As part of the recruitment process, the search committee must solicit no fewer than three external letters<sup>4</sup> from highly qualified individuals. Evaluators should be senior faculty members in the candidate's field. The group of evaluators should include, wherever possible, holders of endowed/named chairs or professorships, members of national or professional academies, college deans, or other similarly recognized scholars and leaders.
3. The Dean appoints a college-level committee to review the qualifications of the candidate being recruited for appointment to the endowed/named chair or professorship. The committee must include, at a minimum, two tenured full professors within the college/school and one tenured full professor from another college/school at UVM. (This may or may not be the same as the search committee. It could also be a subset of the search committee or an entirely different committee.) This committee provides a recommendation to the Dean. If this committee is the same as the search committee, a single recommendation to the Dean (for both the hire and the chair or professorship appointment) can be submitted.
4. The Appointment Authorization submitted in PeopleAdmin (and reviewed and approved by the Associate Provost for Faculty Affairs) should specifically address the candidate's qualifications and suitability for both the faculty position and the endowed/named chair or professorship.

---

<sup>4</sup> Note that some individuals may be applying in confidence and that efforts must be taken to ensure discretion and confidentiality in the recruitment process.

5. The Dean must consult with the Provost before any appointment is extended. The Dean should must also provide the following information to the Provost: (a) a summary of the process, names of committee members, a brief description of each external evaluator; (b) justification for the appointment; and (c) copy of the college-level committee recommendation; and (d) copies of the external letters.
6. The Provost reviews the Dean's recommendation and package of supporting materials, makes a decision on the appointment, and (if positive) informs the Dean. The Dean or Department Chair, as appropriate, extends the appointment (and terms) to the external candidate.
7. The formal letter of appointment to a faculty position is sent as part of the regular hiring process. The letter should also reference the endowed/named chair or professorship.
8. After the appointment has been extended and accepted, the Dean conveys information to the UVM Foundation for its records. The Provost's Office records the appointment information for the purpose of updating the university catalog.

#### TERMS AND RENEWALS:

In general, endowed/named chairs and professorships are made for 4-5 year terms, depending on historical precedent of long-existing chairs or professorships or specific language in the gift agreement, and consistent with the university's interest in standardizing terms for such appointments. Terms are renewable subject to (a) consistent high scholarly productivity and impact, and performance against other terms that may be specified in the gift agreement; (b) the availability of funds from the endowment; (c) the needs of the college or department as determined by the Dean; and (d) a re-appointment review process established by and conducted by the Dean.

The endowed/named chair or professorship re-appointment review must include, at a minimum, review by an ad hoc committee of full professors (with a majority coming from within the college/school). At the Dean's discretion, the re-appointment review may or may not include solicitation of external letters of evaluation. The Dean forwards a recommendation on re-appointment (including term length) to the Provost through the Associate Provost for Faculty Affairs and notifications follow the steps above.

The Office of the Provost (Associate Provost for Faculty Affairs) keeps track of all endowed/named chair and professorship appointments, review due dates, and renewals.

D. Rosowsky, Provost and Senior Vice President  
January 9, 2014