

**College of Human Sciences
Guidelines for Endowed Chairs and Professorships**

University Policy and Procedures

OSU Faculty Handbook

1.8.3

Endowed or Support Chairs or Professorships. After receiving appropriate faculty counsel, the unit administrator may recommend that a person be appointed to an endowed or supported position in recognition for past and continuing scholarly accomplishments in the appropriate discipline. Persons holding endowed positions will be subject to the rules and procedures governing other faculty members of the same rank.

Also see Oklahoma State University Policy and Procedures 3-0260, May 1998
“State Regents Endowed Chair and Professorship Program”

Purpose:

Endowed faculty positions are an instrument for honoring extraordinary academic accomplishment and for recruiting and retaining distinguished scholars.

Endowed faculty positions shall be established within the frameworks and policies of OSU. Generally, endowments are attached to particular academic fields or disciplines with the intent of enhancing the University’s leadership, reputation, and/or research in those fields. However, endowed faculty positions may reside at the academic unit or at the College level.

Qualifications:

Endowed faculty positions typically are awarded to professors or clinical professors meeting the following qualifications and any additional stipulations contained in endowment agreements. While typically awarded to Full Professors, conditions in the College or donors’ requirements or both may result in assistant or associate professors being awarded an endowed position.

1. Research, teaching, and/or engagement contributions that are widely recognized nationally, and/ or internationally, as appropriate.
2. Significant contributor in his/her field of study or professional organizations in the areas of teaching, scholarship/research, or community engagement as appropriate to the endowed position.
3. A faculty member who serves as a mentor for faculty and students.

General Procedures:

Regardless of whether the search is to be local, national or international the same procedures shall be used. These include: an invitation to apply or nominate peer faculty

members extended to the appropriate audience; receipt of applications; review of applications by the committee appropriate to the endowed position (i.e., College level or Department/ School level); interview of candidates as needed; and recommendation by the committee to the Dean. The Dean will forward the recommendation of a single candidate to the Provost who will recommend to the Regents through the President's Office.

Endowed faculty searches will follow regular procedures as outlined in the OSU handbooks. Representation of other endowed faculty, Regents professors, or other dean's representatives as appropriate to the search should be considered.

Process/Timeline

1. Annually, in November, an invitation will be sent out by the Dean for nomination, self-nomination, or reappointment for endowed positions which will begin in July 1 of the following year.
2. Application materials will be due January 15.
3. Recommendations will be forwarded to the Dean by the College or Department/ School Committee by February 15.
4. Final decisions will be made by March 15. Announcements and publicity will be developed for release in mid-May.
5. Faculty will be publicly recognized at a college-wide recognition event in August.
6. Appointment to Endowed positions shall begin July 1.
7. Faculty member will work with the Development Office to meet with the donor within the first few months of the appointment.

Materials to be Submitted Electronically

- Current curriculum vita
- Proposal – not to exceed two pages which are appropriate to the focus of the endowed position
- Optional:
 - Letters of support (not to exceed two)
 - Other evidence of prestige;
 - Three year plan for evidence of impact on undergraduate and/ or graduate students, on profession, on general public, on economic or social arenas.

Appointment Terms and Procedures:

Appointment to endowed positions shall be presented to the OSU A&M Board of Regents on recommendation of the President, even in the event that the appointee already holds an academic appointment within the University.

The initial period of appointment will be for a period of three years. An offer letter from the Dean will include the candidate's initial term of appointment and expectations for the endowed position.

Annual Evaluation:

As faculty members, each endowed faculty will participate in the Appraisal and Development process in their respective Department/ School. An evaluation of the faculty member's performance in meeting the expectations of the endowed position will be conducted annually by the Dean in consultation with the appropriate Head or Director.

In addition to responsibilities stipulated in particular endowment agreements, appointees shall establish through annual review and reporting procedures, annual objectives consistent with the mission/ strategic plan of the Department/ School, College, and University. Likewise, revisions to the 3-year budgets for the use of discretionary funds shall be submitted annually (June 1) for the review and approval by the Dean. In their capacity as senior scholars and ambassadors of the College and University, endowed faculty report annually to the Dean; these annual reports (June 30) will be submitted to the OSU Foundation. Generally, endowed faculty positions will carry with them greater ambassadorial responsibilities; therefore, endowed faculty positions may have differentiated emphases on research, teaching, and/or service. In addition to the annual report to the OSU Foundation, the faculty member is to submit an Impact Statement which will be the basis for publicity (the "what does this mean to the citizens of Oklahoma, the field of study, the students in your department, or on economic or social arenas?").

Reappointment:

The process by which endowed chairs will be evaluated for reappointment is in addition to the reappointment, tenure, or A&D procedures. A faculty member may request reappointment to the chair/professorship when the invitation for proposals is announced. The dossier will be submitted electronically and will include:

- Current curriculum vita
- Report of how funds from the endowment were used (summary for current appointment period)
- Copy of OSU Foundation Annual Reports for current appointment period
- Proposal – not to exceed two pages which are appropriate to the focus of the endowed position [include proposed 3-year budget].
- Optional:
 - Letters of support (not to exceed two)
 - Other evidence of prestige;
 - Three year plan for evidence of impact on undergraduate and/ or graduate students, on profession, on general public, on economic or social arenas.

The committee will review the reappointment materials and submit a recommendation to the Dean by February 15.

The recommendation may be a) reappointment for a term not to exceed three years or b) non-reappointment. The dean will make the final decision regarding reappointment. The faculty member will be notified of the dean's decision by the end of March.

Committee Composition

The College Committee structure will consist of the three Associate Deans which represent Instruction, Scholarship/Research, and Outreach, College Regents Professors who are not currently up for reappointment, a representative from the *Human Sciences Partners Board*, and a representative from the OSU Foundation.

Composition of the Departmental Committee will be recommended to the Dean by the Department Head or School Director by mid-December, and will depend upon the endowed positions that are being filled/ reappointed, as well as the focus of the proposals. It is recommended that a member of the department/ school advisory group be included among the members if appropriate, as well as a small committee of the highest ranked faculty. A meeting to discuss the review process will be held in January.

Proposed Provisions for Endowed Faculty Positions

Endowed **Chairs** are provided

- a \$10,000 annual stipend while they hold the Chair
- a \$20,000 annual allocation to be spent consistent with the Spending Guidelines for endowed faculty positions
- Remainder of earnings will be deposited in a Department or College Fund to be used to fund proposals as outlined below. The Chair holder may request and make proposals for these additional funds.

Endowed **Professors** are provided

- a \$5,000 annual stipend while they hold the Professorship
- a \$10,000 annual allocation to be spent consistent with the Spending Guidelines for endowed faculty positions
- Remainder of earnings will be deposited in a Department or College Fund to be used to fund proposals as outlined below. The Professorship holder may request and make proposals for these additional funds.

The Department or College (i.e., depending on whether the endowed position is a College-wide or Department specific position) may provide opportunities for proposals to use monies from the Fund that are consistent with donor wishes/ endowment agreement and the Spending Guidelines.

Guidelines for Spending:

The occupant of the Endowed position may use the funds for a variety of purposes to be agreed to between the Dean and the named Faculty member and with input from the Department or School Head. A three-year budget should be included in the proposal developed by the Faculty member and approved by the Dean. Examples of uses might include:

- Graduate Assistant stipends;
- Travel support for self and/ or students;
- Equipment purchases;
- Honoraria for invited speakers;
- Institutional/library materials;
- Student research internships or support (if called scholarship then it must follow Human Sciences scholarship application process);
- Professional development purposes;
- Support approved by the Dean and/ or unit administrator for students under the supervision of the named Faculty member [to be processed through the payroll system];
- Hosting departmental or school speaker series;
- Seed funding to increase research of self, colleagues, and students.