STANDARD ADMINISTRATIVE PROCEDURE

12.01.99. M1.01 Appointment, Evaluation, and Reappointment of Endowed Position Holders  
Approved May 30, 1997  
Revised March 23, 2010  
Revised March 18, 2021  
Revised December 5, 2022  
Next scheduled review: December 5, 2027

Standard Administrative Procedure Statement and Reason

The following guidelines apply to the appointment, evaluation, and reappointment of tenured, tenure track, and academic professional track faculty to endowed positions, as well as the budgetary processes associated with such positions. When academic professional track faculty are appointed to the endowed positions appropriate adjectives are used (e.g. Jane Doe Professor of Practice). The principal categories of endowments used in support of faculty scholars and educators at Texas A&M University are

- endowed chairs;
- endowed professorships;
- endowed assistant and associate professorships;
- endowed career development professorships; and
- endowed faculty fellowships.

Each college should define the appropriate range of endowment size for the designation of chairs, professorships, assistant and associate professorships, career development professorships or fellowships, in consultation with the president or president’s designee, and ensure that these endowment guidelines are communicated to the Foundation.

Definitions and General Selection Criteria

In all instances, selection criteria for appointments to endowed faculty positions, as well as budgetary approvals, will reflect the donor intent and the stated priorities and restrictions established when the position was created. The following general definitions and selection criteria will apply to the principal endowment categories.

Endowed Chair - The holder of an endowed chair should be considered as receiving one of the highest
honors that can be bestowed on a faculty member. The highest level of performance, and national and international recognition of that performance, are inherent guidelines for appointment of a chair holder. The institutional expectation of unquestionable excellence in at least one of the three professional performance dimensions (research, teaching, and service) must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member or it may be associated with retention of a current faculty member; but, in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.

**Endowed Professorship** - The holder of an endowed professorship should be considered as receiving a high honor, as well as recognition of consistently outstanding performance and ability. The institutional expectation of a distinguished record of performance in one of the three professional performance dimensions must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed professorship may recognize a current member of the faculty or it may be associated with the recruitment of a new faculty member or retention of a current faculty member.

**Endowed Assistant and Associate Professorship** – The awarding of an endowed assistant and associate professorship is generally to recognize and encourage a faculty member who has demonstrated superior performance in appropriate areas of expectations and who has displayed significant promise for future eminence in appropriate areas of performance. The institutional expectation of the promise of superior performance must be met, as well as any criteria stated in the donor document.

**Endowed Career Development Professorship** – The awarding of an endowed career development professorship is generally to recognize and encourage a faculty member who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. Holders of career development professorships should be below the rank of full professor.

**Endowed Faculty Fellowship** - The awarding of an endowed faculty fellowship generally is to recognize and encourage a current member of the faculty who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. The institutional expectation of the promise of higher performance must be met, as well as any criteria stated in the donor document.

Administrative endowed chairs and professorships, e.g., Department Head’s Chair or Dean’s Chair, are attached to the individual holding that particular administrative appointment.

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**Official Rule /Responsibilities/Process**

1. **APPOINTMENT, REVIEW, AND REAPPOINTMENT PROCEDURES**
   1.1. **Selection** - The selection process will be initiated by the college dean (for non-department-specific positions) or the department head (for department-specific positions). In every instance, this selection process shall include advice and counsel from
an appropriate faculty committee(s) appointed or recognized by the dean. Each college
will determine if external letters should be solicited for nomination packages for
endowed title holders, and if so, incorporate this requirement into the college guidelines.
Units with a requirement for external letters should develop and use a template to ensure
consistency when seeking external letters as a part of the process of evaluating
candidates for endowed positions.

12 Appointments - Once a candidate has been selected for appointment, the college dean shall
initiate a request for appointment which includes sufficient information and justification
for review and evaluation by the administration. Recommendations of the faculty
committee(s) and the department head should accompany the request for approval at
subsequent steps in the approval process. Appointments to endowed chairs, endowed
professorships, endowed assistant and associate professorships, and career development
professorships require the approval of the president or president’s designee, and
appointments to endowed faculty fellowships require the approval of the college dean.

Initial appointments shall be consistent with all applicable University Rules. Appointment letters should include specific reference to the rule on periodic review and reappointment and on the management of related endowment-related funds. While special conditions may be established by mutual consent and with the approval of the president or president’s designee, unusual and extraordinary conditions are discouraged and shall in no case be in conflict with University Rules or System Policies.

1.3 Evaluations and Reappointments - The term length for chair and professorship holders
should be five years, with the opportunity for accomplishment-based renewal(s)
including a review process, or the ability to re-compete for the honor clearly described
in college/unit guidelines. College guidelines may include a limit on the number of
consecutive terms for an individual chair holder in order to incentivize outstanding
faculty performance. However, it is important to consider the specificity of the gift
agreement when implementing term limits in order to ensure effective stewardship of
the endowment. Term lengths for endowed assistant and associate professorships, career
development professorships, and fellowships should not exceed three (3) years. Endowed assistant and associate professors will cease to hold their current endowed positions upon promotion to the next rank. Under no circumstance should reappointments be made, without review by the appropriate faculty committees, college
dean, and/or department head. All reappointment requests must include faculty peer
committee recommendation, department head’s recommendation, and the dean’s
recommendation. When the college dean elects to use an endowed position for
recruitment or retention purposes, the faculty committee review process is still required.

1.3.1. Each college will appoint a faculty committee to review appointments and
reappointments of endowed chairs, endowed professorships, endowed assistant
and associate professorships, career development professorships, and
fellowships based on the gift agreement criteria and college guidelines. This
review will occur near the end of each term of appointment. This committee will make recommendations to the dean about appointments and reappointments. Combining this recommendation with other independent information, the dean will make a recommendation to the president through faculty affairs, on appointments and reappointments. The president may ask for additional information in making the decision to approve or deny the recommendation.

1.3.2. The faculty committee evaluation report for appointment and reappointment to an endowed chair or professorship, should also address the post-tenure peer review of the endowed chair or professorship holder. A statement addressing this evaluation process should be included in the committee report.

1.3.3. To hold an endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship or fellowship, the faculty needs to remain in good standing with the university.

2. BUDGETARY GUIDELINES

21. All expenditures of income generated by endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. The Texas A&M Foundation will coordinate financial reporting of endowment performance directly with the University Chief Financial Officer. The Foundation will make decisions about endowment investments.

22. Each college will establish the maximum amount of the annual proceeds to be awarded to the holder of an endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship, or fellowship. The proceeds will apply to all the titled positions within that college, recognizing that some endowments may perform better than others and that endowment earnings may fluctuate. Colleges may establish guidelines to cover the balance in the event that the annual earnings do not reach the established proceeds amount. In the event that a college or department has non-endowed titles with the designation “chair, professorship, assistant and associate, career development professorship or fellow”, the annual proceeds will remain consistent with the endowed proceeds of the endowed positions in the respective college. The holders of endowed positions are expected to use their annual proceeds to advance their research and educational endeavors, consistent with the donor’s intent.

23. A portion of the annual proceeds may be used for some fraction of the endowed title holder’s summer salary, and each college will establish how much salary may be paid from the proceeds.

24. Colleges will establish guidelines for how the annual proceeds may be spent, including how much of the proceeds can be used for course buy-out.
25. When possible and practicable, endowment annual earnings in excess of the established proceeds will be used to cover some portion of the base faculty salary of the chair/professorship/assistant and associate professorship, career development professorship/fellowship holder. Such an investment of endowment earnings enhances the impact of the gift beyond the immediate holder of an endowed title.

26. Colleges may allow a portion of the endowed chair and professorship annual proceeds to be awarded as a salary supplement to the respective holders. These salary supplement levels must be consistent, at the corresponding level, i.e., chair or professorship within the college. Career development, endowed assistant and associate professorship, and fellowship holders are not eligible for the salary supplement.

27. Each college should establish the maximum amount of unspent annual proceed funds that can be carried over to the next year, as well as the length of time over which the holder or former holder may have access to unspent balances.

3. EXCEPTIONS TO THESE POLICIES

Any exceptions to these policies require the approval of the president.

Related Statutes, Policies, or Requirements

Supplements System Policy 12.01 and University Rule 12.01.99.M1

Contact Office - President