

## STANDARD ADMINISTRATIVE PROCEDURE

### **12.01.99.M2.01 Appointment, Evaluation, and Reappointment of Faculty and Administrators who are Faculty to Endowed Positions**

*Approved May 30, 1997*

*Revised March 23, 2010*

*Revised March 18, 2021*

*Next scheduled review: March 18, 2026*

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#### **Standard Administrative Procedure Statement and Reason**

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The following guidelines apply to the appointment, evaluation, and reappointment of faculty to endowed positions, as well as the budgetary processes associated with such positions. The three principal categories of endowments used in support of faculty scholars at Texas A&M University are

- endowed chairs;
- endowed professorships; and
- endowed faculty fellowships.

Each college should define the appropriate range of endowment size for the designation of Chair, Professorship, or Fellow, in consultation with the Provost and President's Offices, and ensure that these endowment guidelines are communicated to the Foundation.

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#### **Definitions and General Selection Criteria**

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In all instances, selection criteria for appointments to endowed faculty positions, as well as budgetary approvals, will reflect the stated priorities and restrictions established when the position was created. The following general definitions and selection criteria will apply to the three 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; 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 recruitment of a new faculty member.

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.

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## **Official Rule /Responsibilities/Process**

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### **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 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.
- 1.2. 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 and the department head should accompany the request for approval at subsequent steps in the approval process.) Appointments to endowed chairs and professorships require the approval of the Provost and Executive Vice President, and appointments to endowed faculty fellowships require the approval of the college dean.
  - 1.2.1. 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 endowment related funds. While special conditions may be established by mutual consent and with the approval of the Provost and Executive Vice President, 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 a chair holder should remain five years, with the opportunity for accomplishment-based renewal(s) 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. Corresponding term lengths for professorships or fellows should be defined by individual colleges, and these term lengths may be shorter than five years.

1.3.1. Each college will appoint a faculty committee to review appointments and reappointments of chairs, professorships, and fellows 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 Provost, through the Dean of Faculties, on appointments and reappointments. The Provost may ask for additional information in making the decision to approve or deny the recommendation.

1.3.2. To hold a chair, professorship, and fellowship the faculty needs to remain in good standing with the university.

## 2. BUDGETARY GUIDELINES

2.1. All expenditures of income generated by chair, professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. The Texas A&M Foundation will continue to coordinate financial reporting of endowment performance directly with the dean or unit VP, and only the Foundation will make decisions about endowment investments. Colleges and Units are responsible for the stewardship and impact of the gift, not the financial performance of the gift.

2.2. Each college will establish the maximum amount of the annual endowment earnings (referred to as the “stipend”) to be awarded to the holder of an endowed Chair, Professorship, or Fellowship. The stipend 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 stipend amount. In the event that a college or department has non-endowed titles with the designation “chair, professorship, or fellow”, the same annual stipends should apply.

- 2.3. A portion of the annual stipend 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 stipend.
- 2.4. Colleges will establish guideline for how the annual stipend may be spent, including how much of the stipend can be used for course buy-out.
- 2.5. When possible and practicable, endowment annual earnings in excess of the established stipend will be used to cover some portion of the base faculty salary of the chair/professorship/fellowship holder. Such an investment of endowment earnings enhances the impact of the gift beyond the immediate holder of an endowed title.
- 2.6. Each college should establish the maximum amount of unspent annual stipend 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 Provost and Executive Vice President.

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#### **Related Statutes, Policies, or Requirements**

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*Supplements [System Policy 12.01](#) and [University Rule 12.01.99.M1](#)*

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#### **Contact Office**

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**[Provost and Executive Vice President](#)**

979-845-4016