Section 5	Faculty Policies	11/01/95 - Originated
Subject 5.3	Appointments and Rank	09/02/10 - Reviewed w/ changes - Reviewed w/o changes
Policy 5.3.3	**Named Professorships and Endowed Chairs**	Council of Deans - Author

Named Professorships and Endowed Chairs

Policy

When a donor establishes an endowed academic position in accordance with UTMB and UT System procedures, outstanding members of the faculty may be recommended for appointment as holders of such named professorships or chairs. The recommendations shall be on the basis of academic excellence. The requirements and procedures for the establishment of endowed chairs, professorships, and fellowships are provided in Regents' *Rules and Regulations*, Series 60202, *Endowed Academic Positions*.

When the size of a professorial endowment is sufficient to support a chair, the incumbent holder of the professorship may be named to hold the chair. All professorships and chairs remain with the department. Should the position be vacated for any reason, the position will be listed as "vacant" until a new holder is appointed. In exceptional circumstances, a faculty member may hold more than one named endowed position, with the approval of the appropriate dean and president.

The dean of the applicable UTMB school will be responsible for making recommendations for the allocation of income from an endowment. Such income will be budgeted and expended in accordance with the Regents' *Rules and Regulations*, Series 60202.

Procedures for Review and Appointment for a Professorship or Endowed Chair

No initial appointment will be made without prior approval of a Request for Budget Change by the president after review and approval by the Executive Vice Chancellor for Health Affairs.

Nominations will be made by:

- The department chair will make a detailed recommendation to the dean of the applicable school. If the dean of the applicable school approves, the nomination will be presented to the Committee on Endowed Faculty Positions. The function of the Committee is to ensure the award and renewal of endowed positions takes place in an objective manner consistent with the intentions of the donor(s). The committee will review nominations for the award or renewal of endowed Chairs,

Procedures for Review and Appointment for a Professorship or Endowed Chair (cont'd)

Distinguished Chairs, Distinguished Professorships and Professorships put forth by the UTMB Deans. A nomination will consist of a detailed recommendation letter to the Committee and an updated copy of the faculty members Curriculum Vitae (CV). If the Committee approves the nomination, it will go forward for the President's formal approval.

The Committee on Endowed Faculty Positions is comprised of members representing all four schools including clinical and basic science faculty, and who are current holders of endowed faculty positions.

All appointments to endowed chairs and professorships will be for a period not to exceed 5 years. All chairs and professorships during the first six months of the next to last fiscal years of the appointment period will be reviewed by the departmental chair or dean of the applicable school. All renewals and appointments should be submitted to the Committee on Endowed Faculty Positions for review.

Stewardship of Professorships and Endowed Chairs

- Funds will not be released to endowed position holders until an annual stewardship letter is sent to the appropriate benefactor.

Endowment holders have a responsibility to spend or reinvest endowment distributed income. . These funds should not accumulate in the operating fund balance of the endowment, unless a position is vacant. Funds should only accumulate if they are being saved for a specific purpose and then only after communication with the dean, Provost and the endowment benefactor. Any endowment with an operating fund balance equal to its annual distribution amount will require a written plan to be submitted to the appropriate dean or vice president detailing the plan for expenditures. This plan must be approved by the Provost.

References

Regents' Rules and Regulations, Series 60202