

Requirements for Appointments and Reappointments to Endowed Faculty Positions

This document is intended to set forth the procedures for the appointment/selection and reappointment of faculty to endowed academic positions (i.e., endowed professorships and endowed chairs) and endowed faculty fellowships. All endowed positions must meet the standards, criteria, and restrictions set forth by the donors whose contributions led to the establishment of these distinguished positions. See policy, [HOP ADM 06-403](#) (Endowed Appointments and Reappointments).

An endowed position provides institutional recognition regarding the outstanding scholarship/creative work and professional contributions, at the national and international levels, of the selected faculty member who has had a distinguished career in his/her field. The endowed position allows the faculty member to continue with his/her innovative and state-of-the-art contributions to his/her academic field, the discipline, and the institution. The holder of an endowed professorship must be a tenured faculty member at the rank of Associate Professor or Professor, whereas the holder of an endowed chair must be at the rank of Professor.

It is noteworthy that an external search involving an endowed academic position or fellowship must follow the institutional policies and procedures for hiring a new faculty member as well as the procedures highlighted below under Section I.B. The Dean of the College and the Department Chair/School Director will ensure that these processes are followed.

I. Procedures for Appointments to Endowed Academic Positions and Fellowships

In consultation with the appropriate Department Chair(s)/School Director(s) and faculty, the Dean will determine whether to request the position be filled through an internal or external search.

A. Internal Searches to Fill Endowed Positions. This section highlights the procedures to fill an endowed academic position or fellowship through an internal search.

1. The Dean of the College will inform the Executive Vice President and Provost that an endowed academic position or fellowship has become available. To request an internal search, the Dean must submit to the Executive Vice President and Provost the justification to fill the position and the timeline for the search process.
2. Once the Dean receives the corresponding approval from the Executive Vice President and Provost, he/she will initiate the search process to fill the endowed position. The Dean will have the primary responsibility for the organization and planning of the search process.
3. The Dean will meet with the Department Chair(s)/School Director(s) and faculty from the corresponding unit(s)/academic field(s) to appoint a Search Committee. The Committee will consist of a minimum of three (3) tenured full Professors. The Committee shall be constituted as follows.
 - a. At least one of the Committee members must be a tenured full Professor from the Department/School or an academic field within the College related to that of the endowed position.
 - b. At least one of the Committee members must be a tenured full Professor, preferably in the academic field that pertains to the endowed position, from outside the College or from another top-tier institution of higher education.
 - c. Preference for Committee membership should be given to faculty members who currently occupy endowed positions.
 - d. If the appointment is not restricted to a single Department/School, procedures will be modified to ensure appropriate representation from potential areas of appointment.
4. The Dean and the Search Committee will be charged with soliciting nominations for the endowed position from the relevant Department(s)/School(s) and/or academic field(s). As per the [HOP ADM 06-403](#) (Endowed Appointments and Reappointments), full-time administrators are not eligible for the initial appointment of an endowed academic position filled through an internal search.
5. The Dean and the Search Committee will ensure that there is an open and fair search process in which all qualified candidates will be given serious consideration.
6. UTRGV faculty will be nominated by tenured full Professors from within the nominees' Department/School or affiliated areas; self-nominations will not be accepted.

7. Nominees/applicants must have a strong scholarly record and substantive evidence of a distinguished career, especially during the three to five years immediately preceding the nomination/application.
8. Nomination materials shall include:
 - a. A letter of nomination by a tenured full Professor within the Department/School or a related academic field to that of the nominee.
 - b. Two additional letters of recommendation from tenured full Professors with a distinguished record of scholarship/creative work in the field of the nominee. One of the letters should be from an external (outside of UTRGV) faculty member from another top-tier institution of higher education.
 - c. All letters should highlight the outstanding contributions and scholarship/creative work of the nominee that makes him/her an excellent candidate for this distinguished position.
 - d. An outline of a plan to use the endowment funding for innovative and state-of-the-art contributions to his/her academic field, the discipline, and the institution.
 - e. An up-to-date Curriculum Vitae (CV).
 - f. Any other material that the Committee deems necessary and relevant to provide an overall evaluation of the candidate's outstanding contributions and scholarship/creative work in his/her field, and to demonstrate how the candidate meets the qualifications or terms that the donor may have specified. The additional information, if any, must be required of all nominees.
9. The Committee will make a recommendation to the Dean that includes up to three (3) candidates for the endowed position. The Committee will submit all the supporting materials for their nominees to the Dean. Exceptional or extraordinary accomplishments in teaching, scholarship/creative work, and professional service for each candidate, as well as how each candidate meets the qualifications or terms that the donor may have specified, must be clearly documented in the Committee's recommendations to the Dean.
10. The Dean will make a recommendation to the Executive Vice President and Provost that includes up to three (3) candidates for the endowed position. The Dean will submit all the supporting materials and a detailed justification on the nominees to the Executive Vice President and Provost.
11. The Executive Vice President and Provost will submit a recommendation, including all supporting materials, to the President.

12. In accordance with [The University of Texas System Board of Regents' Rules and Regulations Rule 60202 Section 1](#), no initial appointment will be made to an endowed or named academic position without prior approval from UT System. The president will request the review and approval from the appropriate Executive Vice Chancellor.
13. Once approval is received from UT System, the Executive Vice President and Provost will notify the selected candidate that he/she has been selected for the endowed position, informing him/her of all the rights, responsibilities, and obligations that this distinguished position entails.
14. The initial appointment for an endowed professorship or chair will be for a three-year period. Subsequent reappointments can be made for additional three-year terms following the process outlined in Section II later in this document.
15. The endowed fellowship will be awarded for one year and may be renewed for one additional year.

B. External Searches to Fill Endowed Positions. This section highlights the procedures to fill an endowed academic position or fellowship through an external search. It is assumed that an authorized faculty line already exists.

1. The Dean of the College will inform the Executive Vice President and Provost that an endowed academic position or fellowship has become available. To request an external search, the Dean must submit to the Executive Vice President and Provost the justification to fill the position as well as the timeline for the search process.
2. Once the Dean receives the corresponding approval from the Executive Vice President and Provost, he/she will initiate the search process to externally fill the endowed position. The Dean has the primary responsibility for the organization and planning of the search process and must also adhere to the Faculty Recruitment Manual.
3. The Dean will meet with the Department Chair(s)/School Director(s) and faculty from the corresponding unit(s)/academic field(s) to appoint a Search Committee. The Committee will consist of a minimum of three (3) tenured full Professors and an Equity and Diversity Advocate (EDA). The Committee shall be constituted as follows:
 - a. At least one of the Committee members must be a tenured full Professor from the corresponding Department/School or an academic field within the

College related to that of the endowed position.

- b. At least one of the Committee members must be a tenured full Professor, preferably in the academic field that pertains to the endowed position, from outside the College *or* from another top-tier institution of higher education.
 - c. Preference for Committee membership should be given to faculty members who currently occupy endowed positions.
 - d. If the appointment is not restricted to a single Department/School, procedures will be modified to ensure appropriate representation from potential areas of appointment.
 - e. With the exception of academic rank and tenure, as per the Faculty Recruitment Manual, the Search Committee composition should reflect diversity regarding geographical location, gender, and race/ethnicity.
4. The Dean and the Search Committee will be charged with developing the Recruitment Plan and nationally advertising the position, as per the Faculty Recruitment Manual.
 5. The Dean and the Search Committee will ensure that there is an open and fair search process in which all qualified applicants will be given serious consideration.
 6. Applicants must have a strong scholarly record and substantive evidence of a distinguished career, especially during the three to five years immediately preceding the nomination/application.
 7. Application materials shall include:
 - a. A letter of application by the candidate.
 - b. Three letters of recommendation from tenured full professors with a distinguished record of scholarship/creative work in the field of the applicant from top-tier institutions of higher education. These letters should highlight the outstanding contributions and scholarship/creative work of the applicant, and provide a strong justification as to why he or she should be considered for this distinguished position.
 - c. An up-to-date Curriculum Vitae (CV).
 - d. Any other material that the Committee deems necessary and relevant to provide an overall evaluation of the candidate's outstanding contributions and scholarship/creative work in his/her field and to demonstrate how the candidate meets the qualifications or terms that the donor may have

specified. The additional information, if any, must be required of all applicants.

8. The screening and interview process shall follow the Faculty Recruitment Manual, including having the finalists for endowed academic appointments and fellowships (for fellowships involving tenured positions) meet with the Executive Vice President and Provost or designee during their on-campus interviews.
9. The Committee, in consultation with the appropriate Department Chair(s)/School Director(s), will make a recommendation to the Dean that includes up to three (3) candidates for the endowed position. The Committee will submit all the supporting materials for their nominees to the Dean. Exceptional or extraordinary accomplishments in teaching, scholarship/creative work, and professional service for each candidate, as well as how each candidate meets the qualifications or terms that the donor may have specified, must be clearly documented in the Committee's recommendations to the Dean.
10. The Dean will make a recommendation to the Executive Vice President and Provost that includes up to three (3) candidates for the endowed academic position or fellowship. The Dean will submit all the supporting materials and a detailed justification on each candidate to the Executive Vice President and Provost.
11. For candidates under consideration for a tenured position, the Dean will also make sure that the Department/School Tenure and Promotion Committee into which the candidate will be hired review the candidate's qualifications and expeditiously submit a recommendation for tenure to the Chair/Director and Dean. For candidates under consideration to be hired at the rank of full Professor, only full Professors may serve on the Tenure and Promotion Committee, following the [HOP ADM 06-505](#) (Faculty Tenure and Promotion).
12. The Executive Vice President and Provost will submit a recommendation, including all supporting materials, to the President.
13. In accordance with [The University of Texas System Board of Regents' Rules and Regulations Rule 60202 Section 1](#), no initial appointment will be made to an endowed or named academic position without prior approval from UT System. The president will request the review and approval from the appropriate Executive Vice Chancellor.
14. Once approval is received from UT System, the Executive Vice President and Provost will notify the selected candidate that he/she has been

selected for the endowed position, informing him/her of all the rights, responsibilities, and obligations that this distinguished position entails.

15. The initial appointment for the endowed position will be for a three-year period. Subsequent reappointments can be made for additional three-year terms following the process outlined in Section II in this document.

II. Procedures for Reappointments to Endowed Positions

This section highlights the procedures to be followed for the reappointment of a faculty member to an endowed position.

1. The candidate will submit a letter of application for reappointment/renewal, along with a detailed work plan for the next term of appointment, by October 15 during the last year of his or her appointment. The specific timeline for the review process will be set at the college level; however, the final recommendations should be sent to the Executive Vice President and Provost no later than March 31 or another pre-approved date set by the Executive Vice President and Provost.
2. Applications for renewal shall be sent through the Department Chair/School Director to the Dean.
3. The candidate will also need to provide his/her current CV, annual reports, and other pertinent documentation, such as major publications or a dossier or portfolio containing the faculty member's most significant work or accomplishments during the endowment period.
4. The Dean shall establish a review Committee in consultation with the respective Chair/Director and faculty, and with the approval of the Executive Vice President and Provost. The Committee will consist of a minimum of three tenured full Professors and shall be constituted as follows.
 - a. At least one of the Committee members must be a tenured full Professor from the Department/School or academic field within the College and related to the endowed position.
 - b. At least one of the Committee members must be a tenured full Professor, preferably in the academic field related to the endowed position from outside the College.
 - c. If the appointment is not restricted to a single Department/School, procedures will be modified to ensure appropriate representation from potential areas of appointment.
 - d. Preference for Committee membership should be given to faculty members who currently hold endowed positions.

5. The Committee will be provided with all the material submitted by the candidate (as outlined above).
6. The Committee will review all the relevant information to determine if the faculty holding the endowed position has:
 - a. Worked to fulfill the conditions of the gift and any specific duties identified at the time of appointment;
 - b. Demonstrated continued excellence in teaching, scholarship/creative work, and service;
 - c. Fulfilled compliance requirements, such as submitting annual reports and using the allocated funds to meet the goals of the endowed position;
 - d. Actively participated in service activities for his or her home Department/School, College, and University.
7. The Committee will submit a formal written review and recommendation to the Dean.
 - a. The Dean will thereafter prepare his/her evaluation and provide a written recommendation, together with the Committee's written review to the Executive Vice President and Provost. If, in the Dean's assessment, the candidate is not fulfilling the expectations of the endowed position, the Dean shall inform the candidate and will submit a recommendation to the Executive Vice President and Provost indicating the endowed appointment should not be renewed. The candidate shall have the opportunity to discuss this recommendation with the Dean before the recommendation is submitted to the next level of review.
 - b. All subsequent levels of review shall be furnished with all previous recommendations and the Committee's written review, and provide a written recommendation to the next level of review. This process will culminate with the review by the President, whose decision is final.

III. Additional Requirements for Faculty Holding Endowed Academic Positions and Fellowships

1. The holder of an endowed professorship must be a tenured faculty member at the rank of Associate Professor or Professor, whereas the holder of an endowed chair must be at the rank of Professor. The holder of an endowed fellowship will normally be a tenured faculty member. Full time administrators are not eligible to hold such positions unless the administrator was initially hired in an endowed position.
2. By October 15th of each year, the holder of an endowed academic position or fellowship will be required to submit a report to the Department Chair/School Director, the Dean, and the Executive Vice President and Provost regarding

his/her activities and accomplishments during the preceding year, as it pertains to teaching, scholarship/creative work, and service. As per HOP ADM 06-403, the annual report shall consist of two parts:

- a. an accounting of how the funds (if any) were used during the preceding fiscal year, and
- b. a report of activities/accomplishments in the preceding year. The report will be used to document the progress, achievements, and contributions of the faculty holding the endowed academic position or fellowship as well as to determine whether the appointment will be renewed at the appropriate time. This information will also be shared annually with the donor and/or donor's representative(s) as part of the Board of Regents' mandate regarding endowment compliance.

Dates Reviewed and Revised

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