

ENDOWED APPOINTMENTS AND REAPPOINTMENTS

A. Purpose

The purpose of this policy is to provide guidance on the appointment, evaluation, and reappointment of faculty to endowed positions.

B. Persons Affected

This policy applies to faculty of The University of Texas Rio Grande Valley (UTRGV).

C. Policy

Established UTRGV procedures (please refer to the Office of the Executive Vice President for Academic Affairs (EVPAA)/Executive Vice President for Health Affairs (EVPHA) *Procedures for Filling Endowed Positions*) will be used for the filling of endowed positions; however, the search committee may include one member from another educational institution. If the appointment is not restricted to a single department, procedures will be modified to ensure appropriate representation from potential areas of appointment. The recommendation of a search committee shall be forwarded to the President through administrative channels and shall include a current resume for the candidate and a justification for the appointment, including a description of how the candidate meets the qualifications or terms that the donor may have specified.

1. *Candidate Qualifications:*

The holder of an endowed chair or professorship will normally be a tenured faculty member with the rank of Professor who has had a distinguished career. Appointments are intended to empower the appointee to make significant additional contributions to his or her field and to UTRGV.

Additional criteria may be established with the approval of the President as long as they remain consistent with the donor's intent.

2. *Appointments:*

- a. In accordance with The University of Texas System Board of Regents' Rule 60202, Endowed Academic Positions, Section 1, UT System approval is required before an initial appointment may be made to an endowed chair or professorship.
- b. Appointments to endowed academic positions may be renewable or non-renewable term appointments.
- c. With the approval of the President, individual colleges may limit the number of terms that an individual may hold an endowed position.
- d. In general, the initial appointment shall be for a period of two years; subsequent appointments shall be made in writing for a set period of up to four years.

- e. A review and recommendation concerning the reappointment of the incumbent will take place in the fall of the last remaining year of the appointment. These reviews and recommendations will be conducted by the department chair or the dean if the incumbent is a department chair or if the endowed academic position supports an interdisciplinary program; or the review will be conducted by the appropriate Executive Vice President (EVP) if the incumbent is a dean. At the discretion of the administrator charged with responsibility for the review, a review committee will be appointed to assist in the process. Recommendations concerning reappointment will be approved through established channels of command.
- f. Appointment to an endowed position is separate from appointment to the faculty. A decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.
- g. As a condition of continued appointment, all holders of endowed academic positions shall submit an annual report through the department chair and dean to the appropriate EVP. This report shall consist of two parts:
 - i. an accounting of how the funds (if any) were used during the preceding fiscal year and
 - ii. a report of activities and accomplishments in the preceding year.

3. *Fiscal Policies:*

- a. Subject to conditions or restrictions required by the donor(s) and consistent with guidelines approved by the UT System Board of Regents for the endowment of an academic position, distributions from the endowment may be used to supplement the salary of the candidate who is selected to hold the position and to provide professional support for the position. Endowment distributions may not be used to supplant any other source of funds for payment of the base salary of the person in the endowed position who is performing regular faculty duties.
- b. Signature authority for expenditure accounts for endowed positions shall be given only to the recipient and the dean. If the recipient is a dean, then signature authority will also be given to the appropriate EVP. Established approval routing procedures for all expenditures must be followed.
- c. When an incumbent leaves the position, the dean shall be responsible for notifying the appropriate EVP who shall then notify the Vice President for Institutional Advancement and all other appropriate UTRGV officials. Endowed position funds will not be expended if a position is vacant except with the joint concurrence of the appropriate EVP and the Vice President for Institutional Advancement, and only to extent allowed by the donative instrument.

D. Procedures

The following are actions to be followed, as appropriate, in the review and recommendation of candidates for reappointment to endowed positions:

1. The candidate will submit a statement or letter of application for reappointment by November 1 of the fall of the last year of his or her appointment. Applications shall be sent to the department chair or dean if the candidate is a department chair or if the endowment supports an interdisciplinary program, or to the appropriate EVP if the candidate is a dean (hereafter “the Administrator”). A detailed work plan for the next term of appointment will be included.
2. The Administrator may establish a review committee with the approval of the appropriate EVP. The committee will consist of a minimum of three tenured professors and shall be constituted as follows:
 - a. At least one of the committee members must be a tenured professor from the department or academic field within the college and related to the endowed position.
 - b. At least one of the committee members must be a tenured faculty member, preferably in the academic field related to the endowed position from outside the college or from a top-tier institution of higher education (within the field of the candidate) or from an aspirational peer institution.
 - c. Preference for committee membership should be given to faculty members who currently hold endowed positions within or outside of UTRGV.
3. The committee will be provided with a current CV, annual reports, and other pertinent documents, such as major publications or a dossier or portfolio containing some of the faculty member’s most significant work or accomplishments during the endowment period.
4. The committee may schedule a meeting with the candidate to review or discuss his or her accomplishments, the plans of the candidate if the position is renewed, as well as the expectations for the position.
5. 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, and service;
 - c. Fulfilled compliance requirements, such as submitting annual reports or using the allocated funds to meet the goals of the endowed position;
 - d. Actively participated in service activities for his or her home department, college, and institution.
6. The committee will submit a formal written review and recommendation to the Administrator no later than February 15.
 - a. The Administrator will thereafter prepare his or her evaluation and provide a written recommendation, together with the committee’s written review, if any, to the next level of review by March 1. If, in the Administrator’s assessment, the candidate is not fulfilling the

expectations of the endowed position, the Administrator shall inform the candidate and will submit a recommendation to the next level of review indicating the endowed appointment should not be renewed. The candidate shall have the opportunity to discuss this recommendation with the Administrator before the recommendation is submitted to the next level of review. The title is kept by the professor until a final recommendation is made by the President.

- b. All subsequent levels of review shall be furnished with all previous recommendations and the committee's written review, if any, and provide a written recommendation to the next level of review by the first of the following month (e.g., April 1). This process will culminate with the review by the President whose decision is final. In addition to any recommendations or committee written reviews, if any, the President will also consider how the candidate meets any requirements or terms that the donor may have specified.

E. Definitions

1. College – An academic unit organized within the university, which is usually comprised of many departments or provides programs in multiple academic specialties/professional instruction. This academic unit may be referred to as a college or school, and is led by a dean reporting to a designated EVP.
2. Department – An academic unit organized within a college, usually devoted to a particular academic discipline. This academic unit may be referred to as a department, school, or center, and the unit's head (usually a chair or director) reports to the dean of the college.
3. Endowed Academic Position - an endowed academic position is a faculty position supported by an endowment from which distributions are dedicated to salary supplementation, research support, or other professional needs of a faculty member. The position holder will be a faculty member who has had a distinguished career. A holder may be named to an endowed academic position for a term of years and the position may be renewable or non-renewable.
4. Endowed Fellowships - an endowed fellowship is a faculty position supported by an endowment from which distributions are dedicated to salary supplementation, research support, or other professional needs of a faculty member of any academic rank. The endowed fellowship will be awarded for a specified length of time and may or may not be renewable.

F. Related Statutes or Regulations, Rules, Policies, or Standards

[The University of Texas System Board of Regents' Rules and Regulations Rule 60202](#), Endowed Academic Positions

G. Dates Reviewed or Amended

Amended on July 15, 2019