The University of Texas Rio Grande Valley

Policy Number: ADM 06-403
Responsible Executive: Academic Affairs
Originated: 09/01/2015

Handbook of Operating Procedures

ENDOWED ACADEMIC POSITIONS

A. Purpose

The purpose of this policy is to outline the procedures for the appointment, evaluation, and reappointment of faculty to endowed academic positions and other requirements applicable to endowed academic positions.

B. Persons Affected

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

C. Policy

1. *Governing Principles*
   a. All endowed academic positions must meet the standards, criteria, and restrictions set forth by the donors whose contributions led to the establishment of these distinguished positions.
   b. An endowed academic 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 their field. The endowed academic position allows the faculty member to continue with their innovative and state-of-the art contributions to their academic field, the discipline, and the institution.
   c. The holder of an endowed chair/professorship must be a tenured faculty member at the rank of Professor. Under special circumstances and when authorized by the Provost or appropriate dean, President, and Chancellor, approval may be provided to grant an endowed chair/professorship to an outstanding faculty member prior to achieving full professor status.
   d. The President has final authority for approval of endowed academic appointments except that under special circumstances and when authorized by the Chancellor, an endowed professorship may be granted to an outstanding faculty member prior to achieving full professor status.
   e. In accordance with The University of Texas System Board of Regents' *Rules* and Regulations Rule 60202 Section 2, all initial or new holder appointments to a chair or professorship require prior approval by the Chancellor.
2. *Allocation and Use of Endowment Distributions and Available Resources*
   a. Subject to conditions or restrictions required by the donor(s) and consistent with guidelines approved by The University of Texas 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 academic position who is performing regular faculty duties.

b. Signature authority for expenditure accounts for endowed academic 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 next higher administrator or their designee. Established approval routing procedures for all expenditures must be followed.

c. Endowed academic position funds will not be expended if a position is vacant except with the joint concurrence of the Provost or appropriate dean and the Executive Vice President for Institutional Advancement, and only to the extent allowed by the donative instrument.

D. Procedures

1. *Appointments and Reappointments*

a. Established UTRGV procedures (please refer to the *Requirements for Endowed Academic Positions*) will be used for the appointment, evaluation, and reappointment of faculty to endowed academic positions.

2. *Additional Requirements for Faculty Holding Endowed Academic Positions*

a. The holder of an endowed academic position must submit a workplan and expenditure budget to the dean and the Provost for approval within 30 days of initial appointment and no later than August 1 for each subsequent appointment year.

b. The employee benefits associated with an endowment salary supplement must be drawn from the same source as the salary supplement itself. The total amount of salary supplement (stipend) requested plus associated benefits is recommended not to exceed 30% of the annual award amount allocated to the appointee from the endowment for the fiscal year in question and further it shall not exceed 3/9ths of the annual base salary of the appointee. Stipends from other sources may further affect the eligible amount.

c. Annual salary supplements may vary over the course of an appointment; all proposed changes in salary supplement must be approved in writing by the dean, Provost, and the EVP for Institutional Advancement as part of the annual work plan and expenditure budget.

d. In no event will endowment distributions be used to support any other source of funds to pay the base salary of the position holder when the holder is performing their regular duties.

e. By October 15th of each year, or before departure for faculty who are separating from UTRGV, the holder of an endowed academic position will be required to submit a report to the department chairs/school director, the dean, and the Provost regarding their activities and accomplishments during the preceding year, as it pertains to teaching, scholarship/creative work, and service. The annual 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/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 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) in accordance with Regents' Rule 60202.

E. Definitions

1. *Endowed Academic Position* – a Distinguished University Chair, Distinguished Chair, Chair, Distinguished Professorship, Professorship, or Fellowship.
2. *Endowed Chair/Professorship* – a faculty position supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy), salary supplementation, research support, and/or other professional support of a faculty member, subject to donor criteria. The holder will normally be a faculty member who has had a distinguished career. Except in extraordinary circumstances, the holder will be named to an Endowed Chair/Professorship for a specified length of time. The chair/professorship may be renewable or non-renewable.
3. *Endowed Fellowships* - an endowed fellowship is a faculty position supported by an endowment from which distributions are dedicated to reasonable salary support (as determined by institutional policy) salary supplementation, research support, and/or other professional support of a faculty member of any academic rank, subject to donor criteria. The holder will normally be a faculty member who exhibits demonstrated accomplishments or future promise in the intellectual field. The endowed fellowship will be awarded for a specified length of time. The fellowship may be renewable or non-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

Requirements for Endowed Academic Positions

G. Dates Reviewed or Amended

Amended on July 15, 2019

Amended on October 28, 2025