

## 21.05.01.C0.02 Endowed Faculty Positions

Revised: March 2, 2020  
Next Scheduled Review: March 2, 2025  
[Revision History](#)



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### Procedure Summary

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In accordance with Texas A&M University System regulation *21.05.01, Gifts, Donations, Grants and Endowments*, Texas A&M University-Corpus Christi may accept gifts for the purpose of creating endowed faculty positions. Texas A&M University-Corpus Christi has two (2) categories of endowed faculty positions: endowed chairs and endowed professors. This procedure describes the selection, appointment, evaluation, and reappointment of these endowed positions and the related budgetary guidelines.

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### Procedure

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#### 1. General

1.1. Endowed faculty positions are honorary appointments that acknowledge and recognize distinguished academic achievement and provide a valuable tool to recruit and retain exceptional faculty. 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 two (2) endowment categories.

1.1.1. Endowed Chair – The endowed chair position should be considered as 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 an endowed chair. The expectation of unquestionable excellence in at least one (1) of the primary performance dimensions (teaching, scholarship and creative activity, and service) must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed chair position 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 a record of outstanding performance based on national and international standards.

1.1.2. Endowed Professor – The endowed professor position should be considered as a high honor, as well as, recognition of consistently outstanding performance and ability. The expectation of a distinguished record of performance in one (1) of the primary performance dimensions (teaching, scholarship and creative activity, and service) must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed professor position may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member.

1.2. Naming endowed chairs and professors shall be directly related to the size of the permanent endowment provided and shall be determined at the discretion of the President. The President will notify the Provost of any approved endowed faculty positions.

## 2. Selection

Upon notice from the Provost that an endowed faculty position has been approved by the President, the dean, or in the case of the Harte Research Institute (HRI), the Senior Executive Director, will initiate the selection process for the position. If the position is department specific, then the dean may shift the responsibility for coordinating the selection process to the appropriate department chair. In every instance, this selection process shall include advice and counsel from an appropriate faculty committee appointed or recognized by the dean or Senior Executive Director (HRI).

## 3. Appointment

3.1. Once a candidate has been selected for appointment, the dean or Senior Executive Director (HRI) shall initiate a request for appointment which includes sufficient information and justification for review and evaluation by the Office of the Provost. Recommendations of the faculty committee and the department head should accompany the request for approval at subsequent steps in the approval process. Appointments require the approval of the dean or Senior Executive Director (HRI) and Provost.

3.2. Initial appointments shall be consistent with all applicable university rules and procedures including university procedure *12.99.99.C0.01, Recruitment and Appointment of Faculty*. Appointment letters should include specific reference to the appropriate university procedure on evaluation 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, unusual and extraordinary conditions are discouraged and shall in no case be in conflict with system policies and regulations or university rules and procedures. In the case of HRI, approval of the Senior Executive Director in coordination with the Provost is needed when the special conditions affect academic responsibilities

#### 4. Evaluation and Reappointment

- 4.1. The holder of an endowed faculty position will be evaluated annually following the appropriate process for their position. Endowed chairs will follow the evaluation process in *33.99.99.C0.03, Academic Department Chairs*, and the endowed professors will follow the process in *33.99.99.C0.02, Performance Reviews of Full-Time Faculty Members*. In the case of HRI, the Senior Executive Director shall evaluate endowed chairs annually according to the requirements of the original gift that established the institute and the most current HRI strategic plan.
- 4.2. The evaluation for endowed professors must include a recommendation regarding reappointment from the department chair. The completed evaluation with recommendation must be sent to the dean.
- 4.3. The dean will review the evaluation and prepare their recommendation regarding reappointment. The dean will then forward the complete evaluation along with their recommendation to the Provost.
- 4.4. After reviewing the recommendation in light of the endowment purpose and criteria, the Provost will notify, in writing, the dean of the final reappointment decision for each endowed faculty position under review. The dean will forward the Provost's final decision to the appropriate faculty member. In the case of HRI, the final decision for reappointment of endowed chairs will be made by the Senior Executive Director.

#### 5. Budgetary Guidelines

- 5.1. All expenditures of income generated by chair and professor endowments must be in accordance with the original gift agreement, all applicable university rules and procedures, and in the case of HRI, the Harte Research Support Foundation.
- 5.2. Prior to the beginning of each fiscal year, Institutional Advancement shall designate the amount of funding which will be transferred to an account in the name of the endowed chair or professor position holder. In the case of funds from the Harte Research Support Foundation for HRI positions, all funding decisions are proposed by the Senior Executive Director and approved by the Harte Research Support Foundation in consultation with the University President.

#### 6. Reporting

- 6.1. Institutional Advancement will send a report to the donor on the use and impact of the endowment funds on an annual basis. In the case of funds from the Harte Research Support Foundation for HRI positions, the Senior Executive Director shall make that report to the Harte Research Support Foundation.

6.2. In September following each year where endowed funds are spent on positions in academic units (e.g., colleges, library), the dean will submit a report to Institutional Advancement addressing the following:

- (a) The amount of endowed funds spent in the previous academic year;
- (b) What the money was spent on; and
- (c) The impact of those funds.

7. Exceptions

Any exceptions to the processes outlined in this procedure require the approval of the Provost.

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

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System Policy [21.01, Academic Freedom, Responsibility and Tenure](#)

System Regulation [21.05.01, Gifts, Donations, Grants and Endowments](#)

University Procedure [12.99.99.C0.01, Recruitment and Appointment of Faculty](#)

University Procedure [21.05.01.C0.01, Acceptance of Gifts, Donations, Grants, and Endowments](#)

University Procedure [33.99.03.C0.02, Performance Reviews of Academic Administrators](#)

University Procedure [33.99.99.C0.02 Performance Reviews of Full-Time Faculty Members](#)

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## **Contact Office**

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