21.05.01.C0.02 Endowed Faculty Positions

Revised: December 11, 2023
Next Scheduled Review: December 11, 2028
Revision History

Procedure Summary

In accordance with Texas A&M University System regulation *21.05.01, Gifts, Donations, Grants and Endowments*, Texas A&M University-Corpus Christi (TAMU-CC) may accept gifts for the purpose of creating endowed faculty positions. TAMU-CC 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. Endowed non-faculty positions are covered in university procedure *21.05.01.C0.03, Endowed Non-Faculty Positions*.

Procedure

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. In rare instances and with the approval of the President, a non-faculty member may be appointed to an endowed chair position.

1.1.2. Endowed Professor – The endowed professor position should be considered as a high honor and recognition of consistently outstanding performance and ability. The expectation of a distinguished record of performance 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 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 faculty positions 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 and Vice President for Academic Affairs (Provost) and Executive Vice President for Research and Innovation (EVPR) of any approved endowed faculty positions.

2. SELECTION

Upon notice from the Provost and/or EPVR that an endowed faculty position has been approved by the President, the dean/executive director/director will initiate the selection process for the position. If the position is department-specific, then the dean/executive director/director may shift the responsibility for coordinating the selection process to the appropriate department chair/supervisor. In every instance, this selection process shall include advice and counsel from an appropriate faculty committee appointed or recognized by the dean/executive director/director.

3. APPOINTMENT

3.1. Once a candidate has been selected, the dean/executive director/director shall initiate a request for appointment which includes sufficient information and justification for review and evaluation by the Provost and EVPR. Recommendations of the faculty committee and the department chair/supervisor should accompany the request for approval at subsequent steps in the approval process. Appointments require the approval of the dean/executive director/director, Provost, EVPR, and President.

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, EVPR, and President, unusual and extraordinary conditions are discouraged and shall in no case conflict with system policies and regulations or university rules and procedures. In the case of university research centers and institutes, approval of the executive director/director in coordination with the Provost and EVPR 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 university procedures *33.99.99.C0.03, Academic Department Chairs* and *33.99.03.C0.02, Performance Reviews of Academic Administrators*, and the endowed professors will follow the process in university procedure *12.01.99.C0.06, Performance Reviews of Full-Time Faculty Members*. In the case of university research centers and institutes, the executive director/director shall evaluate endowed chairs annually according to the requirements of the original gift that established the institute/position and the most current unit strategic plan. The final decision for reappointment of endowed chairs in university research centers and institutes will be made by the President with input from the Provost and EVPR.

4.2. For endowed faculty positions in academic units (e.g., college, school, library) with either an annual endowed appointment or in the penultimate year of a multi-year endowed appointment, the following additional evaluation and reappointment requirements apply.

4.2.1. Endowed Professors

4.2.1.1. The evaluation must include a recommendation regarding reappointment from the department chair/supervisor. The completed evaluation with recommendation will be added to the faculty member's case in the electronic faculty review system and route to the academic unit dean/director.

4.2.1.2. The academic unit dean/director will review the evaluation and upload their recommendation regarding reappointment to the case and route the case to the Provost and EVPR.

4.2.1.3. After reviewing the recommendations from the department chair/supervisor and academic unit dean/director in light of the endowment purpose and criteria, the Provost and EVPR will upload a collective reappointment recommendation and route the case to the President.

4.2.1.4. The President will review the recommendations, make the final reappointment decision, and notify the faculty member, department chair/supervisor, academic unit dean/director, Provost, and EVPR of the decision via the electronic faculty review system.

4.2.2. Endowed Chairs

4.2.2.1. The evaluation must include a recommendation regarding reappointment from the academic unit dean/director. The completed evaluation with recommendation will be added to the faculty member's case in the electronic faculty review system and route the case to the Provost and EVPR.

4.2.2.2. After reviewing the recommendations from the academic unit dean/director in light of the endowment purpose and criteria, the Provost and EVPR will upload a collective reappointment recommendation and route the case to the President.

4.2.2.3. The President will review the recommendations, make the final reappointment decision, and notify the faculty member, the academic unit dean/director, Provost, and EVPR of the decision via the electronic faculty review system.

5. BUDGETARY GUIDELINES

5.1. All expenditures of income generated by faculty endowments must be in accordance with the original gift agreement, all applicable university rules and procedures, and any affiliated foundations.

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 faculty 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 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 foundations affiliated with the position, the executive director/director shall make that report to the foundation.

6.2. In September following each year where endowed funds are spent on positions in academic units, the dean/director 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 President.

Related Statutes, Policies, or Requirements

System Policy *21.01, Academic Freedom, Responsibility and Tenure*
System Regulation *21.05.01, Gifts, Donations, Grants and Endowments*
University Procedure *12.01.99.C0.06 Performance Reviews of Full-Time Faculty Members*
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 *21.05.01.C0.03, Endowed Non-Faculty Positions*
University Procedure *33.99.03.C0.02, Performance Reviews of Academic Administrators*
University Procedure *33.99.99.C0.03, Academic Department Chairs*

Contact Office

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