



COLLEGE OF ENGINEERING
Appointment Packet Cover Sheet
Endowed Professorship or Chair

Complete and send to:
 College of Engineering
 ATTN: Human Resources
 Box 352180

1. APPOINTEE INFO:

APPOINTEE NAME: _____
 APPT. DEPARTMENT: _____
 NAME OF ENDOWMENT: _____
 START DATE: _____
 TERM OF APPT: _____
 APPROX AWARD _____

2. DEPARTMENT CONTACT:

CONTACT NAME: _____
 DEPARTMENT: _____
 PHONE: _____
 EMAIL: _____
 BOX #: _____

4. COMMENTS:

APPROVAL

X _____
 Dean/Department Chair's Signature Date

6. ATTACHMENTS

REQUIRED ATTACHMENTS FOR INITIAL APPOINTMENT:

- This signed cover sheet
- A letter of recommendation from the Selection Committee requesting the appointment
- Selection Committee Report
- 1-2 paragraph bio highlighting qualifications of nominee
- Candidate's CV
- Copy of endowment agreement
- [Endowed Professorship or Chair Checklist](#)
- Letter from the Dean to the Provost (attached by Dean's Office)

REQUIRED ATTACHMENTS FOR REAPPOINTMENT:

- This signed cover sheet
- A letter of recommendation from the Selection Committee requesting the reappointment
- Selection Committee Report
- Candidate's CV
- Candidate's 1-2 paragraph bio highlighting accomplishments during the prior endowment period
- Candidate's brief document laying out how the endowment terms and evaluation criteria were met; also include a forward-looking education and research statement
- Letter from the Dean to the Provost (attached by Dean's Office)