



## Guidelines for Holders of Endowed Chairs and Professorships

April 2005 (revised April 2016)

### Purpose

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The purpose of endowed chairs/professorships is to recruit and retain faculty with outstanding scholarly records who will provide scholarship and leadership that enriches their department, the College, and the University.

### Qualifications

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Endowed chair/professorship candidates are expected to have an established record of outstanding intellectual achievement in research and education, as measured by scholarly activity, an international professional reputation, and a demonstrated ability for leadership.

### Expectations

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The endowed chair/professorship holder is expected to continue outstanding scholarly activity. This may include scholarship in discovery, integration, application, or teaching. Evaluation criteria include impact and contribution to the holder's department, the profession, and society at large.

The endowed chair/professorship holder is expected to provide leadership and impact, on an ongoing basis and in the broadest sense possible, throughout his or her term as an endowed chair/professorship holder. Examples of this leadership include, but are not limited to, developing and executing a high impact research agenda, developing multi-investigator programs and multi-disciplinary laboratories, developing innovative educational programs and curricula, fostering collaborations across the College, University, academic field, and industry, the recruitment and supervision of high-quality graduate and undergraduate students, the recruitment and mentoring of new faculty members, and outreach to the broader community. Through these tasks, the holder will build and/or enhance the reputation of the department, the College, and the University.

The endowed position holder is also expected to operate within his or her department(s) as a regular faculty member. This involves full interaction with other faculty members, a teaching load involving both undergraduate and graduate courses, and responsibilities for student supervision and committee assignments. The endowed chair/professorship holder's activities, teaching load, other assignments, and any modifications in compensation arrangements will be reviewed annually with the Dean and/or relevant department chair(s), subject to departmental and College policy and existing agreements.

### Best Practices for Donor Stewardship

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Another important responsibility of an endowed chair/professorship is communication with and stewardship of the donor. Meaningful stewardship requires a special partnership with College of Engineering advancement staff and includes three essential components: using the endowment title

consistently; informing donors about news regarding appointees and their programs, and writing an annual impact report.

As the holder of Professorship or Chair, you are asked to do the following:

- **Copy appropriate College of Engineering advancement staff on any correspondence with donors**, to ensure a good record of communication and to avoid duplication.
- **Use your endowment title consistently** (in letterhead, business cards, publications, and directories) including the endowment name. See example below:  
*Richard E. Ladner*  
*Professor, Department of Computer Science and Engineering*  
*Boeing Professor in Computer Science and Engineering*
- **Keep advancement staff posted on news and recognition opportunities.** If you receive significant awards or large grants, are mentioned in the media, or if a press release is written about you, please have your department send a copy of the story or release, or a link to the media source, to advancement so that we can inform donors of the news.
- **Notify advancement staff of any opportunities for donors to visit** your lab, clinic, or teaching facility.
- **Prepare an annual impact report.** This one to two page document provides donors a brief summary of activities in your program. Endowed position holders will receive a request for this report in February, with instructions for submission.

## Budget Information

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The Fiscal Business Office housed in the Dean's office will provide budget numbers and guidelines to holders of endowed chairs/professorships.

## Appointment Terms

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Endowed chairs and professorships are typically appointed for a specific term, subject to an evaluation at intervals of not more than five years. This evaluation is based on the accomplishments of the endowment chair/professorship holder relative to the guidelines listed in this document and any particular guidelines relevant to that specific endowed position. Renewal of the appointment will be based on the guidelines outlined in the specific endowment agreement, on the recommendations of the review committee, and the decision of the Dean and/or relevant department chair. A recommendation for renewal must be well established, based on specific accomplishments relative to the guidelines, with final approval made by the Dean where applicable.