
EXPECTATIONS, APPOINTMENT, AND REVIEW PROCEDURES FOR ENDOWED OR NAMED CHAIRS, PROFESSORSHIPS AND FACULTY FELLOWSHIPS

Chairs, professorships, and faculty fellowships are honorary appointments that denote distinguished scholarship and teaching and provide financial support to the holder. Bursaries, associated with these positions, support research and teaching activities. Such positions may be used to recruit external scholars or to reward and retain distinguished faculty within the College.

PURPOSE

The purpose of this document is to articulate expectations for holders of endowed or named positions, the procedures by which appointments are made to these chairs, professorships, and faculty fellowships, and the procedures by which regular reviews of these appointments are made. This document also includes descriptions of special endowed and non-endowed positions that involve particular expectations, procedures for selection, and for review.

EXPECTATIONS FOR ENDOWED CHAIRS, PROFESSORS, AND FACULTY FELLOWSHIPS

Consistent with College of Liberal Arts' commitment to academic excellence, faculty demonstrating excellence leading to appointment to an endowed professorship or chair would normally have scholarly or creative work, teaching, and service records that meet the following thresholds of achievement:

- A cumulative record of scholarly or creative works in a discipline's most highly regarded venues leading to national visibility for the individual and acknowledgment of that work through external recognition (as appropriate for the discipline) such as receipt of one or more major awards from highly competitive, national or international agencies (see Appendix 1 of College of Liberal Arts policy on Development Leaves, External Awards, Fellowships, and Course Buyouts <https://libarts.tamu.edu/app/uploads/2017/05/DEVELOPMENTAL-LEAVES-EXTERNAL-AWARDS-FELLOWSHIPS-AND-COURSE-BUYOUTS.pdf>), repeated scholarly research project funding as a lead investigator from highly competitive research-granting agencies (e.g., National Institutes of Health, National Science Foundation), or significant recognition for scholarly achievements by a highly regarded external group or agency of national or international stature, or other indices of national recognition.
- Outstanding classroom or seminar teaching and demonstrated excellence in this regard through, for example, receipt of highly selective university or disciplinary awards; engagement of undergraduate and graduate students in scholarly projects; successful placement of undergraduates in highly competitive graduate or professional programs;

or placement of doctoral students in highly competitive post-doctoral positions, including tenure-track appointments at major academic institutions.

- Service in important faculty leadership roles at Texas A&M University (e.g., service on the Faculty Senate, chairing major departmental, college, university, or system committees), and service in major disciplinary leadership roles (e.g., editorship of leading journals or book series, service on editorial boards, chair of major disciplinary committees, membership on major review panels at NEH, NSF, or NIH).

Faculty achievements enhancing the University's national visibility, diversity, and internationalization will be highly valued in considerations for making these awards.

Faculty being awarded an endowed professorship or an endowed chair should meet these thresholds of accomplishment in each of these areas, as well as any specialized requirements for the endowed position (e.g., dedication to a particular field or discipline). Continued new significant achievements in these areas are expected for faculty appointed under these provisions. This expectation would be part of the University-mandated review leading to reappointment to an endowed professorship or endowed chair, consistent with contractual obligations between the College and the holder of an endowed position.

Faculty appointed to endowed fellowships, which are often awarded to relatively junior scholars, will be evaluated in terms of both manifest excellence in teaching and scholarship and promise of continuing career development, consistent with the expectations for endowed professorships and chairs.

ADVISORY COMMITTEE

The Dean will appoint six members to an advisory committee on endowed appointments. The charge of the committee will be to: (1) advise the Dean regarding appointments to chairs, professorships, and fellowships, and (2) conduct periodic reviews of the performance of persons holding endowed positions.

The advisory committee will consist of three current holders of endowed chairs or endowed professorships, two department heads, and one faculty member holding the rank of professor. The members holding endowed chairs or professorships should be drawn from different departments. A Head or faculty member serving on the committee is not eligible to be nominated for an endowed professorship, endowed chair, or endowed faculty fellowship during the term of his or her service on the committee. The terms of appointment are for three years with initially appointed members rotating off on a staggered basis. Subsequent appointments will be for a three-year term.

APPOINTMENT PROCEDURES

When an endowed position becomes available, the Dean will decide whether to fill it immediately or defer until a later date. When a decision to fill a position is made, the Dean will informally solicit nominations from department heads or a subset of department heads appropriate for the endowed position. The Dean may also make nominations consistent with College priorities. Persons who are being recruited for faculty positions in the College may be nominated for an endowed position by the Head of the department conducting the job search. In such cases, the Dean may consider the candidate without soliciting other nominations.

The initial nomination packet for an endowed chair or professorship generally will consist of: (1) a *curriculum vitae*, (2) a supporting letter from the Department Head delineating the importance of the scholarship of the candidate to the discipline, the quality and impact of the teaching, and the consistent service contributions to the department, college, university, or discipline, and (3) a list of at least five eminent external scholars able to comment on the candidates' scholarship. The Dean will review the initial nominations and select those to invite for a full nomination. For those selected, the department heads will solicit information from the eminent scholars to complete the nomination packet.

The nomination packet for an endowed faculty fellowship will consist of items 1 and 2 above. A list of external scholars is not necessary.

The selection process will proceed in two stages. First, the Dean, in consultation with his or her staff, will select a candidate for the endowed position and will determine whether this candidate meets College standards for the position in question. Second, the Dean will submit the candidate's name to the advisory committee. The committee's charge will be to judge whether the candidate submitted by the Dean has a record of teaching, scholarship, and service sufficient to warrant appointment to the endowed position. The committee's recommendation will be advisory. In the case of appointments to endowed chairs or professorships, the Dean will submit a recommendation, (accompanied by the recommendation of the advisory committee and department head) to the Provost and Executive Vice President, who will make the final decision regarding the appointment. According to university rules the authority to make the final decision on faculty fellowship appointments rests with the Dean, although approval of the Provost and Executive Vice President is sought in some cases.

SPECIAL ENDOWED AND NON-ENDOWED APPOINTMENTS

Fasken Chair in Distinguished Teaching

The Murray and Celeste Fasken Chair in Distinguished Teaching is a rotating chair that is awarded for a five-year, non-renewable term. The Chair recognizes excellent teaching as well as mentoring of graduate students and younger faculty in their roles as teachers.

The Dean will call for nominations of tenured faculty when the current holder of the Fasken Chair's term is nearing expiration or if a vacancy occurs. Nominations may be made by department heads, faculty, or the Liberal Arts Student Council. Nomination packets will include a current curriculum vitae; evidence of distinguished teaching as indicated by teaching awards and grants, teaching-related publications, student and peer evaluations, mentoring activities, and innovative classroom instruction and curricular design; a written statement that articulates the candidate's philosophy of teaching, documents the value of teaching in the candidate's professional life, and presents the candidate's plans for imaginative use of the chair's resources.

The dean may also request up to three supporting letters from faculty or students. Packets will be reviewed by the Advisory Committee on Endowed Appointments, which will recommend the most qualified candidate to the Dean. The recommendation is advisory to the Dean.

Cornerstone Faculty Fellows

Up to four Cornerstone Faculty Fellowships will be awarded annually to advanced associate or full professors who have developed outstanding professional records. Recipients of these awards will normally have a significant body of high-impact scholarly or creative work in a discipline's most highly regarded venues and recognition or awards from external, highly regarded agencies or groups (e.g., NIH, NEH, NSF, NEA, Guggenheim, Humboldt, Woodrow Wilson, or other highly regarded groups or agencies); outstanding classroom or seminar teaching and contributions to undergraduate or graduate programs in the department or interdisciplinary program, and service on major departmental, college, or university committees; and in disciplinary roles such as editorial boards, review panels; or as a professional association officer. Cornerstone Fellowships are not renewable.

Recipients of Cornerstone Faculty Fellowship awards will receive \$30,000 for a professional bursary payable over a four-year period from the College of Liberal Arts. Cornerstone Fellows who are awarded an endowed professorship or chair during the term of the Fellowship forego receipt of additional bursary funds from the Cornerstone Fellowship and instead will accept the professional bursary provided by the endowed position.

The Dean will announce the availability of Cornerstone Faculty Fellowships to Department Heads and Interdisciplinary Program Directors with faculty, as well as the College faculty. Nominations must be received from Heads and Program Directors, but they must be approved by a standing or ad hoc committee in the department with members at the rank of professor. Normally, a department will not advance more than one name annually for this award, and it is expected that departments may on occasion decline to offer a nomination. The Dean will also solicit potential nominations from the Dean's Advisory Committee based on their review of the records of those being considered for promotion to the rank of professor. These suggestions will be shared with relevant department heads.

Heads or Program Directors should submit a detailed letter of nomination discussing the candidate's research, teaching, and service accomplishments. The letter must also include a description of faculty participation in the selection within the unit. The nominee's curriculum vitae, and a letter of support from another faculty member in the unit at the rank of professor must accompany the nominating letter.

All nomination packets will be evaluated by the full membership of the College's Advisory Committee on Endowed Appointments, who will recommend to the Dean up to four candidates for Cornerstone Faculty Fellowships. The authority to make the final award rests with the Dean.

Rothrock Fellowships

The Rothrock Fellowship program recognizes annually three to four newly-promoted, highly recommended associate professors with three-year awards of \$5000 per year. This award is intended to encourage and support the completion of exceptionally promising post-promotion projects and continued outstanding teaching that should lead to a successful recommendation for promotion to professor in 5-6 years. Rothrock Fellowships are not renewable.

Each academic year, all faculty being considered for promotion to the rank of associate professor will be eligible for consideration. Promotion and tenure files submitted by departments will serve as the basis for decisions awarding these fellowships. The College of Liberal Arts Dean's Advisory Committee will recommend to the dean up to three (3) newly promoted associated professors for this award. Fellowships will be announced after the Board of Regents has approved promotions and tenure (which usually occurs in May). Recipients of this award will have promotion and tenure files that demonstrate research or creative activity having a high impact on the discipline or area of study, outstanding teaching having a significant impact on students and the curriculum, and notable service activities contributing to the department, University, or the discipline.

TERM OF APPOINTMENT

An appointment to an endowed chair or to an endowed professorship is for a five-year term. Such appointments are normally continuous, but are subject to review at the end of each term. Terms of appointment to faculty fellowships vary and may be shorter than five years. (In some instances, conditions of the gift agreement or bequest that funds a chair, professorship, or fellowship may dictate a limited or nonrenewable term, or a term shorter than five years.) If the holder of a named or endowed chair, professorship, or fellowship takes leave without pay, the funds from the endowment will normally be frozen during the period of leave. However, the holder may request permission in writing from the Dean to pay for expenses consistent with the purpose of the endowment.

Faculty who resign or retire while holding an endowed appointment relinquish their endowed appointment on the effective date of resignation or retirement.

ANNUAL REPORTS

Holders of endowed and non-endowed named positions must submit annual reports to the College. The College will call for the annual report on a calendar year basis. Holders of endowed positions will be asked to highlight any particular activities that drew on endowment funds and asked for other information that the College may provide to donors.

EVALUATIONS & REAPPOINTMENTS

Every five years (or more often if a review cycle of fewer years is established at the time of initial appointment or a reappointment) holders of endowed positions will be evaluated for reappointment. The dean will solicit from each candidate a set of documents to include: (1) a narrative outlining the candidates continued accomplishments in keeping with the expectations of the original appointment and as appropriate for the discipline, (2) a current *curriculum vitae*, (3) and a letter of evaluation from the Department Head. These materials will be reviewed initially by the dean's Advisory Committee on Endowed Appointments, which will make a recommendation to the dean. The dean will evaluate the materials independently of the Advisory Committee, and will recommend to the Provost either that a reappointment review take place or that a reappointment review not take place. In either case the Provost may agree or not agree to the dean's recommendation. In cases in which the holder is maintaining high

standards in his or her work and continues to make positive contributions to the academic mission of the University, no review would take place.

If the Provost decides that a review is not required, a reappointment will be made. In the case that the Provost decides that a review is required, a small ad hoc faculty committee will be appointed with the concurrence of the Provost to review the appointment. The holder of the endowed position will be informed of the review and specific focus of the review. Further, the holder of the endowed position will be consulted for suggestions of individuals knowledgeable of the academic field of study that is the focus of the endowed position. After consideration of the ad hoc committee report and any response to the report by the endowed position holder, the Provost will, after consultation with the dean, decide on reappointment.

Holders of endowed positions who are undergoing evaluation for reappointment will not be required to submit annual reports as described in the previous section in the year of the evaluation.

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