
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 Faculty Leave Guidelines), repeated scholarly research project funding as a lead investigator from highly competitive research-granting agencies (e.g., National Institutes of Health, National Science Foundation, National Endowment for the Humanities), 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 and the Executive Director of Interdisciplinary Studies 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 or director of IDP conducting the job search. In such cases, the

Dean may consider the candidate without soliciting other nominations. The offer letter of a faculty member appointed to an endowed professorship or chair at the time of initial hire will provide information about the endowed position, including the maximum number of terms that will be approved upon successful renewal reviews.

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 or IDP director 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, and 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 faculty who, in their roles as teachers, demonstrate excellent teaching as well as effective mentoring of graduate students and younger faculty.

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, IDP director, 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; three supporting letters—two from faculty and one from a student. 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.

Ray A Rothrock '77 Fellowships

The Rothrock Fellowship and Rothrock Senior Fellowship recognize annually faculty who have been recently promoted to associate professor and professor respectively. Highly accomplished advanced associate professors may also be considered for the Senior Rothrock. These awards are intended to encourage and support the completion of exceptionally promising post-promotion projects and continued outstanding teaching and research.

Recipients of the Rothrock Fellowship will receive a bursary of 5,000 per year for 3 years. Recipients of the Rothrock Senior Fellowship will receive a bursary of \$7,000 per year for 3 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 for the Rothrock Fellowship. Promotion and tenure files submitted by departments and the interdisciplinary programs will serve as the basis for decisions awarding these fellowships. Recipients of this award will have promotion and tenure files that demonstrate research or creative activity having a high impact on their 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. The College of Liberal Arts Dean's Advisory Committee for Tenure and Promotion (DAC-TP) will recommend to the dean up to three (3) newly promoted associate professors for this award. The DAC-TP recommendation is advisory to the dean. Fellowships will be announced after the Board of Regents has approved promotions and tenure (which usually occurs in May).

Recipients of the Senior Rothrock Fellowship will normally have professional records of accomplishment that include achievements in each of the following areas: 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; outstanding classroom or seminar teaching and contributions to undergraduate or graduate programs in the department or interdisciplinary program; service on major departmental, college, or university committees; in disciplinary roles such as editorial boards, review panels; or as a professional association officer.

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.

Effective September 1, 2018, all new five-year endowed appointments will be limited to one renewal. That is, an endowed position is available for a maximum of two five-year terms. Holders of endowed positions prior to this date will be eligible for up to two renewals.

Faculty who resign or retire while holding an endowed appointment relinquish their endowed appointment on the effective date of resignation or retirement and residual funds are returned to the endowment.

Faculty who remain employed with the university but whose endowed appointments end have one year to spend any residual income transferred during the term of the appointment.

Faculty may fund up to one month of summer salary (and required fringe benefits). A second month of summer salary requires advance approval from the dean and requires a compelling justification. All holders of endowed positions should use endowment income to the greatest extent possible to support students and research activities rather than solely for summer salary.

Faculty members who have agreed to the college's voluntary phased separation plan will retain endowed appointments during that period or for the length of the endowed appointment, whichever comes first unless the gift agreement prohibits it. Summer salary paid from endowed funds will not exceed 50% effort in a given month and not exceed 2 months of salary at 50% effort with the approval of the dean.

Course buyouts from endowments require prior approval of the dean.

ALLOCATION OF FUNDS

Annual proceeds of the endowment will be allocated to the holder based on the following maximum amounts per year. The actual amount allocated to the holder may be less than the maximum amount and may change in future years based on market conditions. For the 2022-2023 fiscal year, the following amounts apply (for subsequent fiscal years, the amounts will be fixed by the dean of the new College of Arts and Sciences):

- Endowed Chairs: \$100,000 per year maximum
- Endowed Professorship: \$80,000 per year maximum
- Endowed Fellowship: \$70,000 per year maximum

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 candidate's 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. Combining this recommendation with her/his own independent assessment, the dean will make a recommendation on reappointment to the Provost through the Dean of Faculties. The Provost may ask for additional information in making the decision to approve or deny the recommendation.

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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