

STANDARD ADMINISTRATIVE PROCEDURE

Appointment and Evaluation of Faculty and Administrators who are Faculty to Endowed Positions

Standard Administrative Procedure Statement and Reason

The following guidelines apply to the appointment and evaluation of faculty to endowed positions, as well as the budgetary processes associated with such positions. The three principal categories of endowments used in support of faculty scholars at Texas A&M University-Kingsville are

- endowed chairs;
- endowed professorships; and
- endowed faculty fellowships.

Endowments are set at \$1 million or more for endowed chairs, \$500K or more for endowed professorships and \$200K or more for endowed faculty fellowships.

Definitions and General Selection Criteria

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 three endowment categories.

Endowed Chair - The holder of an endowed chair should be considered as receiving 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 a chair holder. The institutional expectation of unquestionable excellence in at least one of the three professional performance dimensions (research, teaching, and service) must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed chair 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 several years of outstanding performance based on national and international standards.

Endowed Professorship - The holder of an endowed professorship should be considered as receiving a high honor, as well as recognition of consistently outstanding performance and ability. The institutional expectation of a distinguished record of performance in one of the three professional performance dimensions must be met in addition to any specific selection criteria associated with an endowed position. The appointment to an endowed professorship may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member.

Endowed Faculty Fellowship - The awarding of an endowed faculty fellowship generally is to recognize and encourage a current member of the faculty who has achieved distinction or who has displayed significant promise for future eminence in research and/or teaching. The institutional expectation of the promise of higher performance must be met, as well as any criteria stated in the donor document.

Official Rule /Responsibilities/Process

1. APPOINTMENT AND REVIEW PROCEDURES

1.1. Selection - The selection process will be initiated by the provost or college dean. In every instance, this selection process shall include advice and counsel from an appropriate faculty committee appointed by the provost or dean. The faculty members of the committee are expected to be at the full professor level. In addition, if the selected faculty member is a new hire, external letters should be solicited.

1.2. Appointments - Once a candidate has been selected for appointment, the provost or dean shall initiate a request for appointment which includes sufficient information and justification for review and evaluation by the administration. (Recommendations of the faculty committee and the department chair should accompany the request for approval at subsequent steps in the approval process.) Appointments to endowed chairs, professorships and faculty fellows require the approval of the college dean and provost.

1.2.1. Initial appointments shall be consistent with all applicable university rules. Appointment letters should include specific reference to the rule on periodic review and, when appropriate, continuation or 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, unusual and extraordinary conditions are discouraged and shall in no case conflict with university rules or system policies.

1.3 Evaluations - The endowed chair, professor or faculty fellow holder is reviewed every six years. It is important to consider the specificity of the gift agreement to ensure effective stewardship of the endowment when conducting the review.

1.3.1. The dean of the college will appoint a faculty committee to review appointments of chairs, professorships, and fellows in the college based on the gift agreement criteria and university guidelines. This committee will make recommendations to the dean about appointments, continuations, reappointments and reviews. Combining this recommendation with other independent information, the dean will make a recommendation to the provost, on appointments, continuations, reappointments and reviews. The provost may ask for additional information in making the decision to approve or deny the recommendation.

- 1.3.2. To hold a chair, professorship, and fellowship the faculty needs to remain in good standing with the university.

BUDGETARY GUIDELINES

- 2.1. All expenditures of income generated by chair, professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable university rules. The Texas A&M University-Kingsville Foundation or the Texas A&M Endowment Fund will continue to coordinate financial reporting of endowment performance directly with the dean or unit VP, and only the Foundation or Endowment Fund will make decisions about endowment investments. The University and its units are responsible for the stewardship and impact of the gift, not the financial performance of the gift.
- 2.2. The total annual endowment earnings (referred to as the “earnings”) will be awarded to the holder of an endowed Chair, Professorship, or Fellowship minus the amount of the earnings allocated to cover all or a part of the endowed title holder’s nine-month salary. The earnings will apply to all the titled positions, recognizing that some endowments may perform better than others and that endowment earnings may fluctuate. Colleges may cover the balance if the annual earnings do not reach the expected amount.
- 2.3. A portion of the annual earnings may be used for some fraction of the endowed title holder’s summer salary. This decision is made at the endowed title holder’s discretion.
- 2.4. A portion of the annual earnings may be used for course buy-out. This decision is made at the endowed title holder’s discretion with the approval of the department chair and college dean.
- 2.5. Any unspent annual earnings funds will be carried over to the next year, although it is anticipated that the amount carried over will, generally, be small.

3. EXCEPTIONS TO THESE POLICIES

Any exceptions to these policies require the approval of the provost.