

GUIDELINES FOR THE REVIEW OF APPOINTMENTS TO ENDOWED CHAIRS

Introduction

Endowed chairs are established to attract and retain outstanding faculty who have distinguished themselves through their research and scholarly or creative activity. These positions are among the highest and most prestigious appointments at any institution. Moreover, they increase the visibility of the University and aid in attracting additional high quality faculty, superior students, and external resources for research, instruction, and service. Endowed chairs, as distinct from endowed professorships, utilize endowments greater than \$1.5 million.

Criteria and Procedures*

Endowed chairs meet the needs of widely varying disciplines and academic units in one or more of the following ways:

- To provide salary or discretionary spending supplements that will increase the retention of exemplary professors
- To enhance research competitiveness in achieving funding and external research support
- To strengthen the capacity of departments to achieve regional, national and/or international eminence in education and research/creative activity

Criteria for appointments to endowed chairs must reflect the highest ideals of academic excellence and scholarly or creative achievement. Procedures for recruitment must be consistent with the University's Affirmative Action Plan, stipulations of the endowment, and other administrative procedures established in the various academic units. Involvement of the faculty, students, and others as appropriate is essential in the review and recommendation of candidates for appointment to endowed chairs and professorships.

I. General Criteria for Appointments

The following general criteria will be used in the review and recommendation of candidates for appointment to endowed chairs:

1. An outstanding record of productive research, publication, creative activity, and scholarly achievement appropriate to the discipline and fields of specialization.
2. Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession.
3. Evidence of achievement of a professional status at the national or international level which will enhance the stature of the University's faculty.

* Endowed chairs in some departments or schools are used for temporary, visiting, or rotating appointments. These appointments are generally for periods less than one year and involve no continuing commitment by the University. Procedures described in this policy do not apply to these appointments, but are applicable to appointments which exceed one year and may include tenure or some other long-term commitment by the University.

Each successful candidate should present a record sufficiently consistent in quantity and/or quality to warrant the expectation of continued performance and contributions at an outstanding level. Generally, specific qualifications required for particular endowed chairs will be based on these criteria. Position announcements will include specific qualifications and these qualifications will be employed by a search committee in the review and recommendation of candidates.

II. Procedures for Recruitment of Candidates for Endowed Chairs

Procedures for recruitment and recommendation of candidates for appointment to endowed chairs will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements as well as stipulations of the endowment.

While the Senior Vice President for Academic Affairs and Provost makes all appointments to endowed chairs, recommendations to the President and the Board will be made only after considering (1) the evaluations and advice of the faculty of a department (or section) and School, and/or (2) the advice of a search committee, as described below:

1. When a new endowed chair is established or when a vacancy occurs, the Dean shall meet with the faculty of the academic unit before deciding on the nature of the search and the size and composition of a search committee. Faculty members from the academic unit will be appointed by the Dean and will constitute a majority of the search committee. Other members of the search committee will be appointed by the Dean in consultation with the Senior Vice President for Academic Affairs and Provost. Giving due regard to advice and concerns expressed by the faculty, the Dean will designate a faculty member appointed from the academic unit to chair the search committee.
2. The search committee, working in cooperation with the Dean and the Office for Academic Affairs and with appropriate participation from constituent groups, shall announce and advertise the position in a manner appropriate to the nature of the search, and coordinate the review and evaluation of candidates for the position. Throughout the search process, the committee shall solicit, encourage, and provide for faculty participation and the participation of other constituent groups. Faculty should have ample opportunity to review the credentials of qualified candidates provided that the search committee may protect the identity of candidates who request confidentiality during the initial screening process. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those deemed to be best qualified for the position. The committee and the Dean will select those to be interviewed from this reduced list. Interviews scheduled should allow for discussions with the Senior Vice President for Academic Affairs and Provost, Deans, chairpersons, search committee members, faculty, and, where appropriate to the nature of the search, with students, alumni, and others.

Following these interviews and other information gathering procedures appropriate to the nature of the search, every reasonable effort should be made to obtain the views of the faculty in the academic unit and appropriately interested constituent groups. General support of the faculty in the academic unit will normally be necessary for further consideration of a candidate. In cases where the appointment includes the award of tenure, action by the tenured faculty in

accordance with normal procedures in the academic unit is necessary before the Dean makes a recommendation to the Senior Vice President for Academic Affairs and Provost.

3. It shall be the responsibility of the search committee to submit to the Dean both a summary of evaluations and advice received from the faculty on each person interviewed and the search committee's own advice. Subsequently, the Dean makes a recommendation to the Senior Vice President for Academic Affairs and Provost. In the event the search committee and Dean do not find a successful candidate for presentation to the Senior Vice President for Academic Affairs and Provost, the search process normally shall be continued. If it should become necessary to reopen the search, the Dean and the search committee may confer to establish further direction; if it appears desirable, a new search committee may be formed.
4. In some cases, income from the corpus for an endowed chair may not be sufficient to justify a national or international search to fill a new or vacant position. In other cases, a School may desire to fill a new or vacant position internally (that is, without an external search). In these cases, the Dean of the school must consult with the Senior Vice President for Academic Affairs and Provost for approval. In both instances an internal search (within the Department or School) will be organized and overseen by the Dean. The Dean will meet with faculty in the academic unit to determine the size and composition of the search committee. Faculty members from the academic unit will be appointed by the Dean and will constitute a majority of the search committee. Other members may be appointed to the committee by the Dean in consultation with the Senior Vice President for Academic Affairs and Provost. The Dean may choose to chair the committee or may designate a faculty member appointed from the academic unit to chair the search committee. The responsibilities of the search committee and the procedures for recommendation of the candidate are similar to those for recruitment and recommendation of an external endowed chair outlined above.
5. The President and the Senior Vice President for Academic Affairs and Provost notify the Tulane Board of Administrators of any endowed chair appointments at its first scheduled meeting following approval.

III. Terms of Appointment to Endowed Chairs

1. For a limited number of existing endowed chairs, the appointment period of the chair is unspecified in accordance with the agreements that established these chairs.
2. Beginning January 2010, any new appointment or reappointment to an endowed chair will be for a specific term not to exceed seven (7) years except where the terms of the endowment preclude a specific term.

IV. Periodic Review Procedures

1. Chair holders will be reviewed every seven (7) years or during the final year of a term appointment.
2. Responsibility for conducting all reviews rests with the appropriate Dean, in collaboration with the Senior Vice President for Academic Affairs and Provost. Chair holders will be notified of upcoming reviews and given sufficient time to compile a dossier of relevant materials.

3. The Dean and Senior Vice President for Academic Affairs and Provost may employ various means to review chair holders. These may include, but are not limited to, the following:
 - a. Evaluation of the candidate's dossier
 - b. Evaluation by an internal ad hoc committee
 - c. Evaluation by external referees
4. Upon receipt of notification of the review, the chair holder will assemble a dossier which includes, at a minimum:
 - a. Current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions)
 - b. A personal statement of past, present, and future research, scholarly or artistic work, and teaching.
 - c. Copies of major publications and/or a portfolio of finished work or art.

Although accomplishments during the chair holder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the period under review.

5. At the conclusion of the review, the Senior Vice President for Academic Affairs and Provost will make one of the following recommendations:
 - a. Reaffirmation of the candidate to continue in the chair,
 - b. Reappointment to another term, or
 - c. Termination of the appointment.

V. Responsibilities of an Endowed Chair

The holder of an endowed chair is responsible for:

1. Fulfilling the conditions of the donor and any specific duties identified at the time of appointment
2. Continuing to show evidence of excellence in scholarship, research, or artistic production
3. Submitting an annual report of activities to his/her Dean, and
4. Participating actively in the individual's home department (or section) and School.

VI. Responsibilities of the Dean

The Dean of the School will:

1. Recommend to the Senior Vice President for Academic Affairs and Provost, at the time of the initial appointment, the specific salary, duties and conditions to which the holder of the endowed chair must adhere.
2. Upon appointment and/or reappointment, complete the Chair Appointment Form and submit it to the Stewardship Office in the Development Office.
3. Assume main responsibility for conducting periodic reviews as outlined above.