

GUIDELINES FOR THE REVIEW OF APPOINTMENTS TO ENDOWED PROFESSORSHIPS

Introduction

Endowed professorships are established to attract and retain outstanding faculty whose research/creative activity, teaching, and/or public service have uniquely contributed to the missions of their departments and the University. 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, creative activity, instruction, and service. Endowed professorships, as distinct from endowed chairs, utilize endowments up to a maximum of \$1.5 million.

Criteria and Procedures*

Endowed Professorships are flexible and intended to 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 professorships 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.

I. General Criteria for Appointments

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

1. An outstanding record of productive research, publication, creative activity, and/or 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 professional achievement at the national or international level which will enhance the stature of the University's faculty

Each successful candidate will present a record sufficiently consistent in quantity and quality to warrant the expectation of continued performance and contributions at an outstanding level.

* Endowed professorships, in some departments or schools, are used for temporary, visiting, or rotating appointments. These appointments are generally for periods of 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.

II. Procedures for Recruitment of Candidates for Endowed Professorships

Procedures for recruitment and recommendation of candidates for endowed professorships 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 professorships, recommendations to the President and the Board of Administrators will be made only after consultation with and the recommendation of the appropriate Deans.

The Tulane Board of Administrators is notified of any endowed professorship appointments at its first scheduled meeting following approval by the President and the Senior Vice President for Academic Affairs and Provost.

III. Terms of Appointment to Endowed Professorships

1. For a limited number of existing professorships, the appointment period of the professorship is unspecified in accordance with the agreements which established these professorships. Professorship holders are nevertheless subject to review every ten years as specified below.
2. Beginning January 2010, any new appointment or reappointment to an endowed professorship will be for a specific term not to exceed five (5) years except where the terms of the endowment include a specific term.

IV. Periodic Review Procedures

Faculty members holding endowed professorships are subject to the normal faculty review procedures established by the University. In general, this includes reviews related to tenure, promotion, and merit salary increases. In addition, occupants of these positions are subject to cumulative reviews that focus on multi-year accomplishments as they relate to the responsibilities and expectations associated with the endowed professorships themselves. Possible renewals in appointments to these positions depend upon the completion of such multi-year assessments.

1. Professorship holders will be reviewed every five (5) 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. Professorship 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 professorship 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 professorship 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 professorship holder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the period under review.

At the conclusion of the review, the Senior Vice President for Academic Affairs and Provost will reappoint to another term or terminate the appointment.

V. Responsibilities of an Endowed Professorship

The holder of an endowed professorship 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 responding, as necessary, to requests for information from the Development Office to allow for appropriate stewardship of the donor(s) of the professorship.
4. Actively participating in the individual's home Department/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 professorship must adhere.
2. Upon appointment and/or reappointment, complete the Professorship Appointment Form and submit it to the Stewardship Office in the Development Office.
3. Assume main responsibility for conducting periodic reviews as outlined above.