

CHECKLIST FOR ESTABLISHING AND NAMING AN ENDOWED CHAIR

1. Department/Dean

- _____ After funding sources for the Endowed Chair are established, a gift agreement is generated. It should include the following information.
- Academic discipline and/or scholarly research area for the chair holder.
 - Term of appointment as chair (generally no more than 5 years/term).
 - Whether the endowed chair position is renewable.
- _____ Once the gift has been secured, the Chair writes a position description which includes:
- Description and terms of the endowed chair.
 - Estimates of income available to the holder of the endowed chair.
 - List of responsibilities that must be fulfilled by the holder of the chair.
 - Information about tenure, review and reappointment as holder of the endowed chair (if applicable).
- _____ Incorporates position description into the Academic Plan for the department.
- _____ Forwards request for endowed chair along with the position description and the Academic Plan to the Dean's Office.

2. Dean

- _____ Indicates how he/she plans to provide the FTE/salary for the endowed chair. Endowments which are to pay faculty salary or some portion of faculty salary should be so identified as part of any FTE/salary request.
- _____ Adds his/her comments regarding the programmatic importance/role of the endowed chair
- _____ Forwards the documentation to the Vice Provost—Academic Personnel only after an FTE/salary is available

3. Vice Provost—Academic Personnel

- _____ Forwards gift agreement, position description and Academic Plan to the Committee on Academic Planning and Budget Review (CAPBR) for their review.
- _____ Upon receipt of CAPBR's comments, forwards the documentation and a recommendation to the Chancellor.

4. Chancellor

- _____ Forwards request for naming an Endowed Chair to the Office of the President for approval.

5. Office of the President

_____ Approves naming of the Endowed Chair.

Revised 5/23/05