

Title: Endowed faculty positions	Policy No: 3.7
Category: Academic Administrative Processes	Effective: Fall 2007 Effective with 3rd revision Fall 2010

Policy Statement: Endowed faculty positions enhance student learning by attracting and supporting an expert faculty member in a specific discipline with a clearly defined academic function. In addition, endowed faculty positions establish an area of educational strength and add prestige for the University of Central Oklahoma. An endowed faculty position may be at the chair, professor, lecturer, or artist-in-residence level. Individuals working to acquire a gift for an endowed faculty position must follow all UCO and OSRHE policies pertaining to such a gift.

Complete listings of the endowed positions for the University are maintained in the Offices of the UCO Foundation and the Office of Academic Affairs.

Background: OSRHE states that *endowed chairs and distinguished professorships should be established in academic areas, which will contribute to the enhancement of the overall cultural, business, scientific, and/or economic development of Oklahoma. Endowed chairs and professorships must be established in areas for which the institution has ongoing, approved academic programs* (§4.20.2).

The amount of the endowed gift that will be matched by OSRHE is as follows: \$250,000 for an Endowed Chair, \$125,000 for an Endowed Professorship, and \$25,000 for an Endowed Artist in Residence or Lectureship. The gift is then matched by OSRHE with the interest on the principal spent each year to enhance the endowed position and a specific program. OSRHE keeps the corpus and distributes the earnings annually. The UCO Foundation makes a semi-annual distribution after the funds have been endowed for one year. The amount of the distribution is determined by the UCO Foundation Committee and approved by the Board of Trustees.

OSRHE has emphasized “the distribution of these earnings is specifically for the activities associated with the endowment program and must not be used for general operation and programs of the institution. At the end of the fiscal year, participating institutions will be required to submit a full accounting of the expenditures of these earnings” (4.20.3C). The following uses for these funds are permissible:

- recruitment of the holder of the position,
- salary supplement for the holder of the position,
- any activity tied to the holder of the position (i.e. computers, conference travel, research travel, library or media materials, or a research assistant).
- Specific activities related to the endowed positions duties.

Existing faculty are eligible to apply for any endowed positions provided they are qualified to serve as faculty in the program designated by the donor and are hired by or employed on a full-time continuing contract.

The acquisition of endowed faculty positions affects university resource allocations, and thus, positions should align with the University's mission and the strategic plan of the home college and department. Since donors of endowed money often place very specific requirements upon the use of the endowment, the university may, if the gift would create a position outside the university, college, and/or department's/school's mission, decline such a gift.

Purpose: To bring consistency to the process of acquiring, acknowledging and implementing an endowed faculty position.

Implementation Date: Fall 2007

Related Procedures:

Acquisition of an Endowed Position

1. Any person who identifies a potential donor will immediately notify the department chair/school director, dean, provost, and foundation director.
2. The cultivation of the gift should follow all UCO Foundation procedures and guidelines.
3. The dean will set up a meeting with the above listed university people to determine if such a gift will enhance student learning in the discipline, and if the position would align with the university's mission and the department/school and college's strategic plans.
4. The dean will present an acceptance and implementation plan to the provost and the foundation director based on the alignment of the academic/college plan and directions of the donor.
5. If that plan is approved by the provost and foundation director, and the gift would require the university to create a new faculty position, the plan will be submitted to all involved units for prioritization.
6. The receipt of the gift should follow all UCO Foundation procedures and all OSRHE guidelines (4.20.3 - 4.20.5).
7. The implementation plan should be approved or sent back for revision within 30 days.
8. An approved implementation plan should be in place within 60 days of receipt of the gift.
9. The selection process is coordinated through the dean's office with approval by the provost in consultation with the university president.
10. The length of the appointment will be set by the Dean with approval of the Provost. At the end of the appointment, each recipient will be eligible for reapplication.
11. After implementation, the endowed position, home department/school and college will submit a report annually as outlined in OSRHE guideline 4.20.4, on activities supported by the endowment.

Selection Process

1. The selection process of an endowed position will be coordinated through the dean's office, in concert with the Provost/Vice President for Academic Affairs.
2. The dean's office will construct a position announcement.

3. A selection committee, constructed by the dean will review applications and will recommend to the dean the best applicant(s) for the position.
4. The final selection will be made by the dean, in consultation with the Provost/Vice President for Academic Affairs who informs the President.

Accountability of the Endowed Faculty Member

1. Faculty Members holding an endowed position are responsible for filing an annual report with the dean's office by June 30 of each academic year. The report will include the following:
 - a. A listing/narrative of activities,
 - b. Related attachments,
 - c. A detailed accounting of the distribution of funds from the endowment.
2. All reports from one college will be compiled by the dean and forwarded to the Provost/Vice President for Academic Affairs and then shared with the President's Executive Staff, the UCO Foundation and, when appropriate, the endowed chair donors.

Annual Evaluation of Endowed Faculty Members

1. The annual evaluations of faculty members holding an endowed position will be based on the annual report submitted by the faculty member and an individual evaluation by the faculty member's chairperson/school director.
2. If the faculty member is found to have not fulfilled the requirements of the endowed position, the chairperson/school director may recommend appropriate action to the dean.
3. The dean may investigate the findings and if determined to be based on just cause, may recommend to the UCO Provost/vice President for Academic Affairs that the current holder be removed from the endowed position.
4. If this action is approved by the UCO Provost/Vice President for Academic Affairs, a new selection process will be initiated.
5. If the faculty member is reviewed favorably by his/her department chairperson/school director/and/or dean, he/she may hold the position for the next year of the appointment.

Coordinating Offices: Office of Academic Affairs

Academic Affairs Point of Contact: Vice Provost for Academic Affairs

Policy revision approved the Provost/Vice President for Academic Affairs: September 14, 2010.

Policy revision approved by the Provost/Vice President for Academic Affairs: March 24, 2010.

Policy revisions approved by the Vice President for Academic Affairs: May 13, 2008.

Policy approved by the Provost/Vice President for Academic Affairs on August 13, 2007.

Key Words: Endowed Faculty Position