

Office of the Executive Vice President and Provost

GUIDELINES FOR NAMED FACULTY POSITIONS AT THE UNIVERSITY OF IOWA

I. Definitions and funding guidelines:

- A. “Named faculty positions” include endowed deanships, chairs and professorships, as well as named professorships that are supported by temporary funds.
- B. See the UI Foundation Named Gift Recognition Guidelines (<http://president.uiowa.edu/files/president.uiowa.edu/files/NGRGuidelinesoftheUIandUIF.pdf>) for the minimum endowment or commitment required for each type of named faculty position, and for additional guidance regarding naming opportunities.

II. Appointments for named faculty positions shall be term appointments and are decided by the provost.

- A. Nominations for named faculty appointments must be submitted by the dean of the college to the provost.
- B. The term of appointment for a chair is normally five to seven years, and for a professorship three to five years. Appointments may be renewed with the approval of the provost (see articles XIII and XIV). An endowed deanship is tied to the dean’s appointment.
- C. If an appointment is designated as renewable, a review will be conducted prior to renewal. This review’s purpose is to ensure that the criteria for the initial selection of the holder of the position continue to be consistent with the donor’s intent, and that the holder of the position continues to meet the appointment criteria. The review procedures are described in article XIII below.
- D. A small number of appointments are not term-limited. Appointments that were not term-limited at the time of initial appointment or were made prior to June 27, 2007, will remain in force, except in cases of dereliction of duty, unproductive or ineffective scholarship, service and/or teaching, or efforts that are no longer aligned with the donor intent and/or appointment criteria.

III. Criteria for appointment to a named faculty position (as appropriate to the award):

Regardless of the primary basis of the appointment (scholarship, teaching, or clinical practice), all appointees to named positions are expected to have a satisfactory record of accomplishment

in all of the missions relevant to their specific rank and track, *i.e.*, teaching, service, creative work/scholarship, or clinical practice.

A. For appointments based primarily on scholarship, the individual must have:

1. Stimulated or substantially altered his/her field through scholarly or artistic work.
2. Received international recognition by peers within the field, as relevant.
3. Be tenured.

B. For appointments based primarily on teaching, the individual must have:

1. Demonstrated truly exceptional contributions to the teaching mission of the institution defined as being of the caliber normally recognized by the President and Provost Award for Teaching Excellence, and greater than those usually recognized by the Collegiate Teaching Awards.
2. Received local, national, and/or international recognition within the educational field, as relevant.
3. An appointment in either the tenure or clinical track.

C. For appointments based primarily on clinical practice, the individual must have:

1. Demonstrated truly exceptional contributions to the clinical service mission of the institution.
2. Received local, national, and/or international recognition for clinical accomplishments within the field, as relevant.
3. An appointment in either the tenure or clinical track.

IV. Material to be submitted:

A. For all appointments:

1. Funding agreement

(http://provost.uiowa.edu/files/provost.uiowa.edu/files/funding_agreement.pdf)

Before a faculty member can be appointed to a named position, a funding agreement must be signed by the provost to confirm that an appropriate funding

level and/or stream(s) has been established for the position and that the position conforms to UIF naming guidelines and donor intent

(<http://president.uiowa.edu/files/president.uiowa.edu/files/NGRGuidelinesoftheUIandUIF.pdf>)

B. For appointments based primarily on scholarship:

1. Letter of nomination from the dean defining the nominee's field, providing a detailed description of the nominee's scholarly or artistic contribution to his or her field, and evaluating the quality of his or her teaching (include comparisons with one or two distinguished people who hold similar endowed positions at peer institutions, *e.g.*, AAU, Big Ten, major public, Doctoral/Research Universities-Extensive, or institutions in which the corresponding department is of peer quality). In addition, the letter should include a brief description of the process by which the nominee was selected.
2. The nominee's current *curriculum vitae*, accompanied by an explanation from a colleague, department chair, or other administrator explaining how the c.v. should be interpreted (*e.g.*, quality of publication outlets; prestige of awards).
3. A minimum of three letters from outside reviewers analyzing in detail the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field; a bio-sketch of each referee from a federal grant or Who's Who publication (or a current *curriculum vitae*); and an explanation of the personal or professional relationship of each referee to the nominee.
4. Three to five of the nominee's major publications (or samples/records of artistic work) and published reviews, if any exist, of that work.

C. For appointments based primarily on teaching:

Because teaching at The University of Iowa takes place in such diverse settings and is documented in so many different ways, it is possible that individual nominations will not include all of the materials in 5 through 7 below. A nomination will be judged complete if the materials submitted provide compelling evidence of truly exceptional contributions to the teaching mission of the institution.

These appointments are generally made at the named professorship level, and not at the chair level.

1. A letter from the dean and DEO describing the candidate's teaching accomplishments, including descriptions of instructional innovations and curriculum development as appropriate.

2. A personal statement by the candidate describing his or her teaching philosophy and practice.
3. A current *curriculum vitae*, with teaching accomplishments highlighted.
4. Three letters from professionals familiar with the candidate's teaching. Letters from professionals outside the University of Iowa are useful in establishing national and international recognition.
5. Three to five letters from former students.
6. Summaries of student evaluations of teaching.
7. Exemplary syllabi, assignments, tests or other documents demonstrating the candidate's approach to teaching.

D. For appointments based primarily on clinical practice:

Because clinical practice at The University of Iowa takes place in diverse settings and is documented in many different ways, it is possible that individual nominations may not include material described in 5 and/or 6 below. A nomination will be judged complete if the materials submitted provide compelling evidence of truly exceptional contributions to the clinical service of the institution.

These appointments are generally made at the named professorship, and not at the chair level.

1. A letter from the dean and DEO describing the candidate's clinical practice accomplishments.
2. A personal statement by the candidate describing his or her clinical practice philosophy and practice.
3. Current *curriculum vitae*, with clinical practice accomplishments highlighted.
4. Three letters from professionals familiar with the candidate's clinical practice. Because the best judges of clinical practice are peer clinicians, letters supporting appointments in this category may be from professionals either inside or outside the University of Iowa.
5. Letters from patients or clients, no more than 3 to 5, may be submitted in support.

6. Outcome data, client evaluations, or other quality data related to the specific area of clinical practice may be submitted.

V. Renewal of a term position:

The dean will submit:

- A. A letter to the provost proposing the renewal. The letter will include a description of the candidate's accomplishments that merit continued appointment, and a description of the review process used to evaluate the candidate.
- B. The nominee's current *curriculum vitae*.
- C. An updated funding agreement.

VI. Reappointment from professorship to chair or fellowship to professorship:

If funding permits, a named faculty position may be upgraded (*i.e.*, a professorship may be upgraded to a chair or a fellowship to a professorship) upon consultation with the UI Foundation and approval by the provost. The current holder of the position must qualify for the newly designated position and a new funding agreement must be executed. The Office of the Provost will notify the UI Foundation of the new faculty appointment.

The dean will submit:

- A. A letter to the provost proposing the change, and describing the accomplishments of the holder of the appointment that merit this change.
- B. The nominee's current *curriculum vitae*.
- C. An updated funding agreement.
- D. Two outside letters.

VII. Types of appointments (Approval required by the Office of the Provost):

- A. Deanship or University Librarian Chair: Endowment funds provide a flexible resource for a dean or University librarian to meet special needs and opportunities in his/her college (but not as a supplement for the dean's or librarian's salary).
1. Requires the University-wide minimum endowment per current UIF/UI agreement unless grandfathered in.
 2. Tied to position – no renewal needed as long as they hold the position of Dean or University Librarian.
 3. Example title: “XXX Dean’s Chair in the Liberal Arts and Sciences.”
- B. Faculty chair: The highest honor bestowed by the University on an outstanding member of the faculty. Endowment income is used as deemed appropriate based on donor intent and the dean of the college to support or supplement the salary of the faculty member and/or to support the academic pursuits and endeavors of the holder of the chair.
1. Requires the University-wide minimum endowment per current UIF/UI agreement unless grandfathered in.
 2. Fixed term of appointment subject to review as described in article XIII, with an option for renewal so long as the holder continues to meet the criteria for appointment to the chair, including meeting donor intent.
 3. Example title: “XXX Chair in Engineering.”
- C. Named professorship: To recognize distinguished faculty and provide an annual amount in partial support of salary or teaching, research, or scholarship expenses.
1. Requires the University-wide minimum endowment (for endowed positions) unless grandfathered in or minimum guaranteed funding stream per current UIF/UI agreement.
 2. Fixed term of appointment with or without expectation of renewal, as specified in the appointment letter, and if renewable, subject to review before renewal as described in article XIII
 3. Example title: “XXX Professor of Cardiology.”

Named Faculty Fellowships and Collegiate appointments (or other non-endowed, non-donor named faculty appointments):

1. Each college must have criteria and procedures approved by the provost.
2. Holders of collegiate appointments will be designated in such a way that distinguishes them from donor-named University chairs and professors:
 - a. XXX Fellow of Law
 - b. Collegiate Fellow or Scholar
 - c. College of XXX Distinguished Professor
3. These appointments do not require Office of the Provost approval or funding agreements.

VIII. Visiting chairs and professorships

Visiting named chairs and professorships are a special form of named faculty positions that are used to bring distinguished individuals to campus to enrich the academic environment for a specified period of time. (*Note: The Ida Cordelia Beam Distinguished Visiting Professorships are governed by a separate set of guidelines that can be found at: <http://provost.uiowa.edu/ida-cordelia-beam-distinguished-visiting-professorshipsprogram>.*)

Traditional named chair and professorship positions may be utilized for appointment of a visiting chair or professor in limited circumstances (*e.g.*, where a nominee is not otherwise available nor expected within a reasonable timeframe for the traditional chair or professorship), subject to the criteria and approvals required for visiting named chairs or professorships and to any donor intent restrictions.

- A. Appointments for visiting named chairs and professorships shall be term appointments and are approved by the provost.
 1. Nominations for visiting named chairs and professorships must be submitted by the dean of the college to the provost.
 2. Appointments are approved by the provost. The term of appointment for a chair or professorship may be a minimum of one semester and up to two years. Appointments may be renewed for up to an additional two year term with the approval of the provost.

B. Criteria for appointment to a named visiting named chair or professorship

1. Distinguished achievements in academia or other career pursuits.
2. Received local, national, and/or international recognition in his/her field.

C. Materials to be submitted

1. A letter of nomination from the dean defining the nominee's qualifications.
2. The nominee's current *curriculum vitae* if he/she is an academic or comparable career profile if he/she is not an academic.
3. A statement from the dean detailing the responsibilities of the nominee while he/she holds the visiting chair or professorship and the expected length of term of the appointment.
4. Funding Agreement (see http://provost.uiowa.edu/files/provost.uiowa.edu/files/funding_agreement.pdf) The naming college must complete a funding agreement, which must be signed by the provost to confirm that an appropriate funding level and/or stream(s) has been established for the position and that the position conforms to UIF naming guidelines unless grandfathered in (<http://president.uiowa.edu/files/president.uiowa.edu/files/NGRGuidelinesoftheUIandUIF.pdf>)

D. Renewal of a named visiting chair or professorship

Renewal requires a review to ensure that the criteria for the initial selection of the holder of the position continue to be consistent with the donor's and/or collegiate intent, and that the holder of the position continues to meet the appointment criteria.

The dean will submit:

1. A letter to the provost proposing the renewal, describing the review process, and describing the campus activities of the nominee during his/her previous term.
2. An updated funding agreement.

E. Title

Example title: “XXX Visiting Professor of Nursing.”

F. Other

See the other sections of these guidelines regarding naming protocols, stewardship requirements, and publicity information imposing the same requirements on named visiting chairs and professorships as is required for permanent named positions.

IX. Naming protocols:

- A. By law, donors are not permitted to designate a gift for a particular person as the holder of a named position.
- B. Name selection: The exact name applied to an endowment fund or named temporary fund for faculty support will be agreed upon by the donor(s), the UI Foundation, and the appropriate UI dean/director.
- C. The generic name of a named faculty position should remain standard but may be preceded by a name suggested by the donor and followed by a collegiate or department modifier. If the appointee is an associate professor, the word “associate” appears in the title (*e.g.*, the “Jane and John Doe Associate Professor of Chemistry”). Some examples might include:

1. For positions based on scholarship:

- a. John and Jane Doe Chair in Psychology
- b. Robert Smith Chair in Economics
- c. John and Jane Doe Professor of Psychology
- d. Robert Smith Professor of Economics

- D. Additional modifying terms such as “distinguished” or “endowed” should be avoided.

X. Stewardship:

- A. Deans and holders are asked to cooperate with the UI Foundation to be sure that donors receive updates on the activities of the holders of named faculty positions at least annually.

- B. Annual or periodic collegiate and/or University events recognizing donors of named faculty positions should be coordinated through the UI Foundation. To ensure appropriate donor stewardship and adequate record keeping, copies of all documentation related to any named appointments, funding agreements, and correspondence with donors will be kept on file with the UI Foundation.

XI. Publicity:

- A. The Office of the Provost provides the collegiate dean with an electronic notification of the approval of a named faculty appointment. The dean should inform the appointee, copied to the UI Foundation.
- B. After the provost has officially approved the appointment, publicity related to named faculty appointments should be coordinated with the UI Foundation by the collegiate dean, consulting with the provost as necessary. Issues related to donor wishes to remain anonymous, campaign recognition, timing, etc., will all be considered before publicity moves forward.
- C. Collegiate deans are responsible for communicating with collegiate staff about faculty appointments to named positions.

XII. Retirement:

Upon retirement, the holder of a permanent appointment may continue to use the title with “emeritus” added. Holders of term appointments will no longer carry the designation, but may continue to list the named faculty position on their *curricula vitae* with the term clearly stated.

XIII. Guidelines for Assessment of Named Faculty Positions

This section applies to assessments of holders of named faculty positions appointed by the Provost and supported by an endowed fund.

- A. Review Process (for renewals/reappointments, for appointments that are longer than the standard term, and for appointments that are not term-limited)
 - 1. Each College or Institute shall develop a procedure to conduct a substantive review of each candidate, which assesses the factors listed in subsection 3 below. The collegiate

or Institute procedure shall be subject to the review and approval of the Provost before implementation.

2. The purpose of the review is to ensure that the criteria for the initial selection of the holder of the position continue to be consistent with the donor's intent, and that the holder of the position continues to meet the appointment criteria (see Guidelines document). Potential causes for non-renewal of an appointment would include: 1) dereliction of duty, 2) unproductive or ineffective scholarship, teaching or service, and/or 3) efforts that are no longer aligned with the donor intent and/or appointment criteria. Nothing in this section is intended to restrict the ability of the Dean to rotate named faculty positions even if a holder continues to meet relevant criteria. Conditions for the rotation schedule will be established by the Dean.
3. The supervising Vice President, Dean, or their designee notifies the candidate that he/she is scheduled for a review. This notification should be done three months in advance of the target review date.
4. Candidates for review shall participate in the review process and provide such documents and materials as may be requested, including a *curriculum vitae* and a summary of accomplishments relevant to the named faculty appointment during the period under review.
- E. The University of Iowa Foundation will review the expenditures associated with the appointment to determine if the intent of the gift has been met.

G. Renewal of a Term Position:

The supervising Vice President, Dean, or their designee will submit:

- A. A letter to the provost proposing the renewal. The letter will include a description of the candidate's accomplishments that merit continued appointment.
- B. A description of the review process used to evaluate the candidate.
- C. The nominee's current *curriculum vitae*.

- D. The nominee's summary of accomplishments during the current appointment term.
- E. An updated funding agreement.