

**Office of the Provost
Guidelines for Endowed Faculty Positions at
The University of Iowa**

I. Appointments for endowed chairs and named professorships may be either term or permanent appointments and are decided by the provost.

- A. Nominations for current faculty members to endowed chairs or professorships must be submitted by the dean of the college to the provost.
- B. Permanent appointments are reviewed by the committee on endowed chairs and named professorships who submit a recommendation to the provost. (The committee includes six University of Iowa faculty members who hold endowed chairs or professorships. Committee members serve on a rotating basis for three-year periods and meet bimonthly during the academic year.)
- C. Term appointments are decided by the provost. Normally three- to five-years, these appointments may be renewable.
- D. Renewals or any change in appointment must be approved by the provost. A new funding agreement should accompany the request.

II. CRITERIA FOR APPOINTMENT to an endowed chair or professorship (as appropriate to the award):

Individual must have:

- A. Stimulated or substantially altered his/her field through scholarly or artistic work
- B. Received international recognition by peers within the field, as relevant
- C. Made exceptional teaching contributions
- D. Attained the rank of full professor except in extraordinary cases (at associate professor rank, the holder of a professorship will include “associate professor” in the title)

III. MATERIAL TO BE SUBMITTED (eight copies if permanent appointment; one copy if term):

- A. 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.
- B. The nominee’s current curriculum vitae, accompanied by an explanation from a colleague, department chair, or other administrator explaining how the vitae should be interpreted (e.g., quality of publication outlets; prestige of awards).

- C. Three to five 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 biosketch 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.
- D. Three to five of the nominee's major publications (or samples/records of artistic work) and published reviews, if any exist, of that work.
- E. Funding Agreement (see attached). Before a faculty member can be named to a chair or professorship, The University of Iowa and/or The University of Iowa Foundation must confirm that appropriate funding is in place to fund the position—see below, TYPE OF APPOINTMENTS, for University-wide minimum endowment.

IV. TYPE OF APPOINTMENTS:

- A. Deanship or University Librarian: 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 salary).
 - 1. University-wide minimum endowment \$2 million
 - 2. Tied to position
 - 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 by the dean of the college and the provost to supplement the salary of the faculty member and/or to support the academic pursuits and endeavors of the holder of the chair.
 - 1. University-wide minimum endowment \$1,500,000
 - 2. Permanent or fixed term of appointment
 - 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. University-wide minimum endowment \$500,000 or guaranteed annual funding stream for term (\$50,000 for five years)
 - 2. Permanent or fixed term of appointment
 - 3. Example title: "XXX Professor of Cardiology"
- D. Faculty Fellowship: To support faculty development in teaching or research from the junior (and above) ranks:
 - 1. University-wide minimum endowment \$100,000
 - 2. Example title: "XXX Fellow of Law"

V. 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 for faculty support will be agreed upon by the donor(s), the Foundation, and the appropriate UI dean/director with final approval reserved for the provost.
- C. The generic title for a person appointed to an endowed faculty position should remain standard but may be preceded by a name suggested by the donor and followed by a collegiate or department modifier. Note in the following examples that the proper language to be used for person's title is "Chair in" but "Professor of."
 1. John and Jane Doe **Chair in** Psychology
 2. Robert Smith **Chair**
 3. John and Jane Doe **Professor of** Psychology
 4. Robert Smith **Professor of** Economics

The corresponding **accounts** for the above examples differ slightly. Note that the account name for a professorship contains the word "Professorship" as opposed to "Professor," and the word "in" is used with all collegiate or department modifiers.

1. John and Jane Doe **Chair in** Psychology
2. Robert Smith **Chair**
3. John and Jane Doe **Professorship in** Psychology
4. Robert Smith **Professorship in** Economics

"Rules of Thumb":

A person appointed to a professorship has the title " ... Professor of ... "

A person appointed to a chair has the title " ... Chair in ... "

The account name for a professorship should include " ... Professorship in ... "

The account for a chair should include " ... Chair in ... "

- D. Additional modifying terms such as "distinguished" or "endowed" should be avoided.
- E. If funding permits, an endowed faculty position may be upgraded (i.e., a professorship may be upgraded to an endowed 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.

VI. STEWARDSHIP: Deans are asked to be sure that (in cooperation with UI Foundation) donors receive updates on the activities of the holder of the endowed chair or professorship at least annually.

- A. Annual or periodic Collegiate and/or University events recognizing donors of named faculty positions should be coordinated through The University of Iowa 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 University of Iowa Foundation.

VII. PUBLICITY

- A. The office of the provost provides the collegiate dean with written notification of the approval of a named faculty appointment, and also notifies the faculty member of the appointment to a named chair or professorship. Copies of notification documents are shared with The University of Iowa Foundation.
- B. After the provost has officially approved the appointment, publicity related to named faculty appointments should be coordinated with the UI Foundation. 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 chairs or professorships.

VIII. 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, although they may continue to list the chair or professorship on their curricula vitae with the term clearly stated.

COLLEGIATE APPOINTMENTS

(or other non-endowed, non-donor named faculty appointments):

- A. Each college must have criteria and procedures approved by the provost.
- B. Appointments are decided at the collegiate level.
- C. Collegiate appointments are renewable term appointments.
- D. Holders of collegiate appointments will be designated in such a way that distinguishes them from donor named University chairs and professors:
 - 1. Collegiate Fellow or Scholar
 - 2. College of Medicine Distinguished Professor (if funding requirements for a professorship are met, funds to be provided solely by collegiate unit)
- E. Funding Agreement: “Before a person can be named to a collegiate chair or professorship, The University of Iowa and/or The University of Iowa Foundation must confirm to the provost that an appropriate funding stream(s) has been established for the position—see page 2, TYPE OF APPOINTMENTS, for University-wide minimum endowment.