

## OFFICIAL

Policy and Procedure Statement 7.15  
Review Cycle: Jun. 1, E4Y  
Review Date: June 1, 2020  
Reviewer: Provost

Endowed Chairs, Endowed  
Professorships, and University  
Chairs: Operating Guidelines  
(23 paragraphs)  
([Attachment I](#))

## BACKGROUND

1. Texas State has received special programmatic support from major donors through several endowments that have been created to support academic programs. Texas State has defined two specific levels of support for endowments created to provide special faculty appointments: **Endowed Chairs** and **Endowed Professorships**.

An **Endowed Chair** is a special academic appointment carrying with it considerable prestige, and demonstrating the strongest commitment on the part of a donor and the University to a particular academic program. Each Chair is funded by an endowment established for this specific purpose. The income from the endowment should be sufficient to provide a substantial supplement to a base salary, support for research or other professionally related expenses, or other programmatic support. Endowed Chairs are usually named for the donor or a person or organization that the donor chooses to honor. Presently, the minimum necessary to establish an Endowed Chair is \$1,500,000 to \$2,000,000 pending Presidential approval. An **Endowed Professorship** is a special academic appointment carrying with it considerable prestige. Each Professorship is funded by an endowment established for this specific purpose. The income from the endowment should be sufficient to provide a special salary supplement, and/or for support of research or other professionally related expenses. Endowed Professorships are usually named for the donor or a person or organization that the donor chooses to honor. Presently, the minimum necessary to establish an Endowed Professorship is \$500,000 to \$600,000 pending Presidential approval.

2. This PPS summarizes the key operating guidelines to be used in the appointment of Endowed Chairs, Endowed Professors, and University Chairs and in carrying out the responsibilities of these positions.

## ENDOWED CHAIRS

3. Initiating a Search. Approval must be obtained from the Provost and President to begin a search for an endowed chair.
4. Search Process. Endowed Chairs are selected following a national search conducted in accordance with normal University guidelines (see PPS 7.02), supplemented by any additional steps necessary to attract faculty members at the highest possible levels into the applicant pool. The internal search committee's work may also be complemented by the work of an external search advisory committee. The search process culminates in interviews of the top candidates for the position. Normally, the Provost and Vice President for Academic Affairs and the President participate in this interview process.
5. Selection Process. Following the interview process, the Search Committee, the Department Chair/School Director, and the College Dean make a recommendation to the Provost. The Provost makes a recommendation and confers with the President who makes the final decision regarding the appointment. In addition to a recommendation regarding the salary and employment terms for the chair holder, the recommendation from the Department Chair/School Director and Dean should also include a recommendation, at least for the initial year, regarding the general nature of expenditures of other funds from the endowment income, unless otherwise specifically stated in the Memorandum of Agreement with the donor.
6. Calculation of LBB Performance Measures Related to Endowed Chairs

The Legislative Budget Board (LBB) includes in its Performance Measures data related to endowed chairs. Current elements of this measure and the data sources for these measures include the following:

“Total Number of Endowed Chairs” – A Roster of Endowed Chairs shall be maintained by the Director of Faculty Records and shall be updated each September ([Attachment I](#)). This list shall include both full and partially funded chairs. For purposes of LBB Performance Measures, only those chairs that are fully funded, i.e., whose endowment principal has met the full funding expectations in effect at the time the endowment was established shall be included in the “Total Number of Endowed Chairs.”

“Number of Endowed Chairs Vacant for All or Part of the Fiscal Year” – During the September update of the Roster of Endowed Chairs, the Director of Faculty Records shall calculate the Number of Endowed Chairs (as defined above) Vacant for All or Part of the (previous) Fiscal Year. Since Endowed Chairs are normally filled for an academic year and summer appointments are optional, any chair that was filled for both the Fall and Spring Semesters shall be deemed to have been filled for the fiscal year.

“Total Number of Months Unfilled Endowed Chairs Have Remained Vacant” – During the September update of the Roster of Endowed Chairs, the Director of

Faculty Records shall calculate the Total Number of Months Unfilled Endowed Chairs (as defined above) Have Remained Vacant (in the previous fiscal year). Since Endowed Chairs are normally filled for an academic year and summer appointments are optional, only vacancies from September through May shall be included in these calculations.

“Total Number of Endowed Chairs That Have Been Vacant for Any Period of Time During the Fiscal Year” – During the September update of the Roster of Endowed Chairs, the Director of Faculty Records shall calculate the Total Number of Endowed Chairs (as defined above) That Have Been Vacant for Any Period of Time During the (previous) Fiscal Year. Since Endowed Chairs are normally filled for an academic year and summer appointments are optional, only vacancies from September through May shall be included in these calculations.

Note: The Therese Kayser Lindsey (TKL) Chair of Literature constitutes an exception to this general definition. The TKL Chair was Texas State's first Endowed Chair. In the TKL Chair's early years, a special academic appointment was associated with this Chair and a single individual was named as the holder of the Chair. However, recognizing that greater benefits could accrue to Texas State students through other uses of this endowment, the donor subsequently authorized the University to use the proceeds from the TKL Chair to support an ongoing literary series of presentations by visiting authors and other programs of academic enrichment. Therefore, although the TKL Chair continues to carry this name, normally this Chair will not have a single academic appointment. In accountability calculations involving the total number of chairs and the number of unfilled chairs, the TKL Chair shall be deemed filled in any year where its proceeds are being expended for the purposes authorized by the donor.

### **ENDOWED PROFESSORSHIPS**

7. Initiating a Search. Approval must be obtained from the Provost and President to begin the search for an endowed professorship.
8. Search Process. Endowed Professors are normally selected following an internal review process, although in some cases a planned external search may also include an appointment as an Endowed Professor as a means of attracting a stronger pool of candidates. An internal review process normally includes consultation with the Departmental Personnel Committee and/or the College Review Group and may also be complemented by the work of an external advisory committee. The process culminates in an interview of the top candidate(s). External searches follow normal University policies for national searches and may also be complemented by the work of an external advisory committee.
9. Selection Process. Following the review process, the Department Chair/School Director and the College Dean make a recommendation to appoint a current or

prospective faculty member to the existing Endowed Professorship to the Provost. The Provost makes a recommendation and confers with the President who makes the final decision regarding the appointment. In addition to a recommendation regarding the salary and employment terms for the holder of the Endowed Professorship, the recommendation from the Department Chair/School Director and Dean should also include a recommendation, at least for the initial year, regarding the general nature of expenditures of other funds (if any) from the endowment income, unless otherwise specifically stated in the Memorandum of Agreement with the donor.

## **INCOME ESTIMATES AND BUDGETING FOR ENDOWED CHAIRS AND ENDOWED PROFESSORSHIPS**

10. Every three years, the Provost, following consultation with the Vice President for Finance and Support Services, the Vice President for University Advancement, and others as necessary will recommend to the President a rate of return on investment that should be used for planning purposes to determine available funding for these Chairs and Professorships for the following three-year period. This recommendation shall be a conservative one, taking into account a reasonable rate of return and recognizing the fact that the University will be setting aside a portion of the interest income to protect the future purchasing power of the endowment.
11. This income estimate level shall be used for planning purposes each year as an annual budget plan for each Endowed Chair or Endowed Professorship is prepared and reviewed. Interest income on the endowment shall be available for paying an appropriate portion of the salary or salary supplement for a Chair holder, for paying a salary supplement for a Professorship holder, or for other research and related support of the Chair or Professorship holder including but not limited to graduate student support, professional travel, operating expenses, and capital equipment.
12. The specific annual plan for expenditures from an Endowed Chair or Endowed Professorship budget is prepared by the holder and is subject to approval by the Department Chair, Dean, and Provost.

## **ASSESSMENT OF ENDOWED CHAIRS AND ENDOWED PROFESSORSHIPS**

13. Each year, during the annual faculty review cycle, the Department Chair/School Director, or appropriate supervisor, and/or Dean in each department and/or college with Endowed Chair or Endowed Professorship positions will consider the accomplishments of the Endowed Chair or Endowed Professorship holder. Individuals who hold Endowed Chair or Endowed Professorship positions shall be eligible for merit salary increases. If the Chair or Professorship holder is paid a base salary instead of a stipend, the portion of the salary paid from the

endowment account can be increased for merit if the endowment can support the increase and if the Memorandum of Agreement allows for such an increase. If the Chair of Professorship holder is paid with a monthly stipend, the stipend can be increased proportionally to the percentage of the merit increase if the endowment can support the increase and if the Memorandum of Agreement allows for such an increase.

14. Following the completion of the annual review cycle, the Department Chair/School Director, or appropriate supervisor, will complete and forward to the Dean and the Provost a summary report regarding accomplishments of holders of Endowed Chairs or Endowed Professorships within the Department.
15. Every five years, or the year stipulated in the Memorandum of Agreement with the donor, the Provost will initiate a summative review to determine if the current holder will continue to hold the chair or professorship, if allowed by the Memorandum of Agreement.
16. In annual and summative reviews, the holder's research and publication record will be evaluated as well as the holder's contribution to the unit's programs. In addition, externally funded research and commercialization activities will be reviewed as applicable.

## **UNIVERSITY CHAIRS**

17. A University Chair is a special academic appointment carrying with it considerable prestige and demonstrating the strongest commitment on the part of the University to a particular academic program.
18. Initiating a Search. Approval must be obtained from the Provost and President to begin the search for a university chair position.
19. Search Process. University Chairs are selected following a national search conducted in accordance with normal University guidelines (see PPS 7.02), supplemented by any additional steps necessary to attract faculty members at the highest possible levels into the applicant pool. The internal Search Committee's work may also be complemented by the work of an external search advisory committee. The search process culminates in interviews of the top candidates for the position. Normally, the Provost and Vice President for Academic Affairs and the President participate in this interview process.
20. Selection Process. Following the interview process, the search committee, the Department Chair, and the College Dean make a recommendation to the Provost. The Provost makes a recommendation and confers with the President who makes the final decision regarding the appointment.
21. Assessment. Each year, during the annual faculty review cycle, the Department Chair, or appropriate supervisor, in each department with University Chair positions will consider the accomplishments of the University Chair holder. The

holder's research and publication record will be evaluated as well as the holder's contribution to the unit's programs. In addition, externally funded research and commercialization activities will be reviewed as applicable. Individuals who hold University Chair positions shall be eligible for merit and performance salary increases.

22. Following the completion of the annual review cycle, the Department Chair/School Director will complete and forward to the Dean and the Provost a summary report regarding accomplishments of holders of University Chairs within the Department.
23. Every five years the Provost will initiate a summative review to determine if the current holder will continue to hold the chair.

### **CERTIFICATION STATEMENT**

24. This PPS has been approved by the reviewer listed below and represents Texas State's Division of Academic Affairs policy and procedure from the date of this document until superseded.

Review Cycle:

\_\_\_\_\_

Review Date:

\_\_\_\_\_

Reviewer:

\_\_\_\_\_

Date:

\_\_\_\_\_

Approved:

\_\_\_\_\_

Date:

\_\_\_\_\_

Gene Bourgeois  
Provost and Vice President for Academic Affairs