

## College of Design Policy Statement: Allocation and Review of Endowed Faculty Positions

Approved by College of Design: January 25, 2024  
Approved by Provost: January 29, 2024

### Purpose of Endowed Faculty Positions

The purpose of endowed faculty positions (dean, head, director, professorship, fellowship, named scholar) is to recruit and retain faculty with outstanding scholarly records who will provide scholarship and leadership that enriches and strengthens their program, school, and/or department; as well as the college and university.

Faculty who receive this honor must continue to perform as exemplary scholars, instructors, and/or serve as outstanding leaders. They are expected to fulfill all the duties of the position, serve as an excellent colleague, and achieve scholarly or leadership accomplishments that match the prestige of the position.

### Endowed Positions

Endowed positions are typically defined for a specific unit by the language of the gift agreement. Postings that have not been allocated and are sufficiently funded may be open for nominations. The dean will contact the relevant department head or school director about an available position (and any constraints particular to the position) and invite the head or director to nominate one or more eligible faculty. The nomination should include the candidate's current CV and a letter of support from the head or director. The final decision about selection will rest with the dean.

### Criteria for Selection

Endowed faculty positions will be awarded to faculty members who have met or exceeded the criteria relative to the position. Endowed faculty positions or funding will also be considered for faculty who take on department or school leadership roles due to the high demands of these positions and the importance of these roles for faculty success, alumni relations, and professional reputation. Some endowed faculty positions may be designated for visiting professorships to fulfill key teaching needs, provide professional expertise in the curriculum, or provide new perspectives in the curriculum. The dean will also be guided by any additional criteria required by the University for awarding endowed faculty positions.

Any or all the following criteria will be used in awarding or renewing an endowed faculty position:

- An outstanding record of productive and impactful research, creative activity, professional leadership, and/or scholarly achievement appropriate to the discipline and

areas of specialization, sufficiently consistent in quantity and quality to support a reasonable expectation of continued outstanding performance and contribution;

- A continuing record of exemplary academic and professional accomplishment in teaching and service;
- Outstanding leadership potential or qualities;
- Significant contributions to institutional equity and inclusion;
- Achievement of a professional status at the national and international levels that will enhance the prominence of the University;
- Restrictions and criteria articulated in the gift agreement.

### Assessment by the Dean or Designee

The dean (or dean's designee) will review the CVs, teaching records, nomination letters, and other relevant information along with any relevant recruitment or retention issues in consultation with the department head or program director. The dean or designee may also consult with faculty members, other members of the DSGN community, the provost, or the president, as appropriate, taking care to avoid conflicts of interest. The DSGN dean has the ultimate college responsibility and will make a recommendation to the provost.

### Final Approval

Step 1. The dean submits an informal request to make an appointment to the Office of the Provost with a brief explanation. If appointments are reviewed and renewed on an annual schedule within the school or college, the dean may submit a list of all requests at one time. The informal request should be addressed to the vice provost for academic affairs ([vpaa@uoregon.edu](mailto:vpaa@uoregon.edu)).

Step 2. After receiving approval for the appointment or renewal from the Office of the Provost, the dean launches the endowed position process.

Step 3. The dean's office drafts an appointment or reappointment letter, using the Provost's template as guidance, and sends it to the Office of the Provost for review.

Step 4. The Office of the Provost will ensure that the terms align with the *Guidelines* and the donor purpose language. The Office of the Provost will also work with the UO Foundation and Stewardship to review fund balances, distribution totals, and titles. Consultation with the UO Foundation and Stewardship may necessitate revisions to the draft appointment letter.

Step 5. The Office of the Provost returns an approved draft of the appointment letter to dean.

Step 6. Once the provost has approved the letter and terms of appointment, the dean appoints the faculty member to the named and endowed position, secures necessary signatures, and submits a copy of the appointment letter with signatures to the Office of the Provost.

Step 7. New appointments will be contacted by the Office of Stewardship for the onboarding process.

### Term of Appointment

Unless the gift agreement specifies otherwise or there are other special circumstances, appointments to endowed chairs or professorships will be for an initial term of six years, timed to align with regularly scheduled personnel reviews (which may mean that the initial period is shorter than six years). Appointments related to leadership roles will align with the time period of those appointments, which is typically three years. Appointments for endowment faculty fellowships, faculty scholars, and visiting professorships will be for an initial period of one to three years.

### Vacant Endowed Faculty Positions

The dean may choose not to fill an endowed faculty position in order to allow the endowment earnings to increase; to retain the position for strategic recruitments and retentions; and/or to deploy the funds, when allowable in the gift agreement and with the approval of the provost, in ways that enhance the department or program and advance its academic mission.

### Review of Endowed Positions

#### Regular Review of Endowed Faculty Positions

Endowed faculty positions undergo regular review, aligned with major personnel reviews. This is typically six years for endowed appointments, three years for endowed leadership appointments, or other time frames specified by the appointment. In these cases, the faculty member's supervisor or dean's designee should conduct the regular review following unit policies and the CBA. Additionally, the head, director, or dean's designee review recommendation to the dean must include an explicit recommendation about renewal or non-renewal of the endowed faculty position. This must address the criteria above and provide a clear rationale for the recommendation.

#### Regular Review Process

All holders of endowed faculty positions will undergo periodic review as described below unless special circumstances pertain.

1. *Timing of Reviews:* The review process will begin during the last year of an appointment. For shorter appointments (one to three years) that do not align with post-tenure or other major pre-tenure reviews, the candidate will undergo a review in the final year of the appointment that addresses the criteria above.
2. *Criteria for Reviews:* The standards for review of an endowed faculty position will follow the UO "Guidelines for Endowed Faculty Positions," the criteria above, and should exceed expectations set by the unit's Promotion and Tenure and Merit Review policies.

3. *Process for Review*: The dean or designee will review each endowed faculty position independently, and will make recommendations about renewal and non-renewal to the provost.
4. *Term of Reappointment*: Unless the gift agreement or University, college, or departmental policy specifies otherwise, reappointments will be for the same term as the initial appointment and will continue to be aligned with major personnel reviews.

Approved on January 29, 2024

Renée Irvin, Vice Provost for Academic Affairs

A handwritten signature in blue ink, appearing to read "Renée Irvin", with a long horizontal flourish extending to the right.