

## POLICY MEMORANDUM

No. II-11

### **Appointment, Review, and Continuation to Named or Endowed Positions**

By [Executive Guideline Number 2](#), the President of the University of Missouri has defined categories of named or endowed positions for the purpose of enhancing faculty excellence. The following steps define a procedure for implementing this executive guideline.

#### A. University Responsibilities:

1. Funds must be available for the purpose.
2. A committee composed of appropriate departmental chairs and faculty members must decide whether a specific department has developed to the point where it can benefit from such an appointment.
3. If a donor specifies a department and provides sufficient funds to support a named or endowed position, the department qualifies.

#### B. Departmental Responsibilities:

1. Once a department is designated to have a named or endowed position, the department chair shall appoint a departmental committee whose responsibility shall be to solicit and screen candidates. The provost must approve the composition of the departmental committee and may appoint additional members from outside the department.
2. More than one candidate must be considered.
3. Candidates must have distinguished records of scholarly contributions in teaching and research.
4. A majority of the department faculty should endorse the committee's recommendation.
5. Nominations of the committee must be accompanied by a statement of selection procedures and by comprehensive documentation of choices to the provost.

#### C. Provost Responsibilities:

The provost makes the official position offer.

#### D. Renewal

Faculty members appointed to named or endowed positions shall be appointed to the position for a maximum of five years for each appointment. The named or endowed position holder shall comply with annual review and reporting requirements expected of all faculty members.

Faculty members holding named or endowed positions are expected to be contributing members to their department. Faculty members holding named or endowed positions are expected to be the most productive members of a department's faculty and are expected to provide leadership in achieving the department's academic, research, scholarship, and service goals as well as mentoring other faculty members so that they, too, may achieve at elevated levels.

Faculty members holding named or endowed positions are not normally expected to meet the same classroom teaching workload expectations as other faculty members in the department but shall be expected to teach a minimum of two courses per year (typically six semester credit hours), which courses and their schedule of offering are to be negotiated with the department chair. Faculty members holding named or endowed positions are normally leaders in their respective research disciplines and typically attract students to learn from them. Thus, it is important that such faculty members share their knowledge with students through mentoring, graduate student direction, and classroom teaching. Faculty members may, with the department chair's approval, buy themselves off the teaching workload at the rate of one course per year if the faculty member's scholarly pursuits workload requires additional time. A reduced teaching workload is considered to be exceptional and shall occur only infrequently. Normal "buy-out" rates shall be equal to 10 percent of the faculty member's academic year salary and benefits.

The named or endowed position holder shall develop within 60 days of the appointment a plan of work and/or milestones to be achieved and/or other goals to be achieved over the period of appointment to the position. The plan shall be concurred with by the academic department chair and approved by the provost. The work plan shall include measurable accomplishments which should reflect leadership values with respect to other faculty members in the department. A summative report of accomplishments shall be prepared and submitted to the department chair within 30 days after completion of the next to last year of the appointment in which the named or endowed position holder evaluates accomplishments in comparison to the appointment period work plan. The chair will review the report and make a recommendation to the provost regarding reappointment to the position for another three, four, or five-year period. A reappointment decision shall be rendered to the named or endowed position holder no later than 60 days following submittal of the summative report. Subsequent reappointments may be made if the named or endowed position holder's performance continues to be excellent and matches or exceeds that of other full professors in the department. A proposed plan of accomplishment shall be prepared and submitted at the outset of each new appointment period.

#### E. Non-Renewal

Should the named or endowed position holder elect to not seek reappointment to the position or if the faculty member's performance or potential does not meet expectations necessary for reappointment, the faculty member shall continue as a tenured member of the faculty at an academic year salary equal to the average of that of the three highest paid full professors (or associate professors if the chair holder is an associate professor) in the department (or a comparable department if the home department has fewer than three full professors or associate professors if the chair holder is an associate professor) not holding named or endowed positions. Teaching and other workloads will be comparable to that of other full professors in the department not holding named or endowed positions.

**EFFECTIVE DATE:** Immediately.

**RESPONSIBILITY:** Department Chairs and Provost

**BASIS:** University of Missouri [Executive Guideline Number 2](#) and Chancellor

  
John F. Carney III  
Chancellor