

## 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 System 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. College Responsibilities:

1. Funds in the endowment must have accumulated to the minimum required for the endowed chair or professorship as specified in [Executive Guideline Number 2](#).
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.
4. Authority and oversight of expenditures falls under the jurisdiction of the Vice Provost and Dean.

#### 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. College Approval:

A committee of college chairs, chaired by the Vice Provost and Dean, must approve the candidate.

#### D. Committee of Deans

A committee comprised of the Vice Provost and Dean of each college should review the recommendation concerning rank and tenure of the candidate and report their findings to the Provost.

#### E. Provost Responsibilities:

The provost makes the official position offer and serves as the hiring authority for these positions.

#### F. Financial Responsibilities:

1. Spending distribution amounts will be calculated by the Treasurer's and Controller's Offices in January of the preceding fiscal year and should be available for budgeting purposes on or before February of the preceding fiscal year.
2. The endowed chair or professor is responsible for maintaining expenditures within the allowed budget.
3. Should expenditures exceed the available funds, the individual and/or department is responsible for covering the overage.
4. Use of endowed funds for salary shall be consistent with the applicable endowment agreement. Unless explicitly stated otherwise, no endowed funds shall be used to substitute for or alter a faculty member's Institutional Base Salary.

#### G. 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.

#### H. 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 member of the faculty with an assignment consistent with the department's workload policy. If not defined in the letter of appointment, the returning faculty member will receive a salary consistent with other faculty in the department at the same rank. The average salary of the same ranked faculty may be used as a guideline.

**EFFECTIVE DATE:** Immediately

**RESPONSIBILITY:** Department Chairs, Vice Provost and Dean, and Provost

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



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