

NAMED FACULTY APPOINTMENTS

OFFICE OF THE PROVOST
COMMUNICATION NO. 6

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AUGUST 2008; LAST REVISED JULY 2008

UNIVERSITY OF ILLINOIS ∞ URBANA-CHAMPAIGN
OFFICE OF THE PROVOST

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Overview

The University of Illinois Urbana-Champaign has named faculty appointments of several kinds, some with campus-wide scope and many based in individual colleges, departments, or other academic units. Normally, a named appointment is supported financially by the annual spending allowance from an endowment which is the result of one or more private gifts. The locus of any particular named appointment is defined by the terms of the gift or gifts leading to it. (Note: Although the most normal source is an endowment, it is not the only possibility. A unit may, with the approval of the dean and/or provost, designate funding equivalent to the annual spending allowance from an endowment for the term of the appointment.) Procedures for awarding these honors and their governing conditions typically vary according to their focus and according to stipulations accompanying the original donation.

Named appointments to the faculty are intended to signify a distinction beyond that implied by a normal professorship in the honoree's department. All such appointments require review at the campus level, regardless of where the appointment is held, scope or methods of selection for nomination; therefore campus-level review and prior approval by the Provost ensures the institutional interest in preserving consistent standards for such honors.

No offer or promise of a named chair or named professorship may be made without advance approval of the Provost.

Named appointments/titles are zero percent (0%) appointments that accompany an underlying faculty appointment; tenure resides in the base professorial appointment, never in the named appointment. This applies even when a portion of the salary is paid from the endowment or comparable funding.

Principles

A. Excellence

Named chairs and professorships should enhance the University's excellence. They may be used to attract an individual who will strengthen the quality of a unit and the University, or to recognize an established or emerging leader already on our faculty. Such designations should be reserved for appointees who are among the most talented and accomplished of a unit's faculty. Where an external hire is being proposed for a named appointment, the individual should be judged to be at or above the level of the top faculty in the unit.

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B. Teaching

In general, the holder of an endowed or named position is expected to participate in teaching consistent with the norm of the appointing unit and to share in the collegial responsibilities of the department and the University, unless the gift agreement establishing the endowment has explicit contrary provisions, and the acceptance of a gift with such conditions was approved at the campus level. Teaching credentials and achievements may be an important element of the consideration of an individual nominated for a named or endowed position.

C. Term

All named appointments are to fixed terms, but are normally awarded with the expectation that successive renewals will be considered throughout the appointee's remaining productive career before retirement or departure from the campus. (Upon retirement, the unit may recommend the individual, through regular reporting channels to the Provost, for the honorific title of "Name of Appointment Emeritus Chair or Professor." Emeritus titles in endowed positions do not provide discretionary funds or salary supplements to their holders.)

In every case, the University retains the right not to renew an appointment if the appropriate officers judge that the resources can be used to greater institutional benefit in support of a different member of the faculty.

Professorships may be managed with or without a similar expectation of renewal, or may be limited explicitly to a single term.

Campus-wide chairs and professorships are awarded for a term of five years. At the conclusion of the term of a campus-wide chair, a nomination for reappointment may be made. Gutsell Professorships typically are not renewable.

Departmental or collegiate named appointments are awarded for a period determined by the appointing unit. Eligibility for renewal is also a matter of unit policy.

D. Tenure

Named and endowed appointments accompany tenured status; they do not carry tenure in and of themselves. That is, a named appointee holds tenure in his or her home unit for a professorial rank, not in the named appointment. (The named portion of the appointment is untenured and at zero percent time.) Untenured holders of named appointments remain subject to the normal review process relating to promotion and tenure.

E. Donor Communication

As part of the donor stewardship process, the holder of an endowed chair or an endowed professorship is required to provide information annually about his or her activities that

can be communicated to the donor (or heirs). The annual communication is the responsibility of the home unit.

If an endowed chair or an endowed professorship remains vacant for more than one year, the home unit needs to communicate with the donor(s) (or heirs) about the plans to fill it. After the first year the donor(s) or heirs should be updated every six months.

Types of Named Appointments

A. Departmental and Collegiate Level Appointments

1. NAMED CHAIRS

A chair is the highest named title at the University of Illinois at Urbana-Champaign. This designation is reserved for appointments supported by an annual spending allowance from a minimum endowment of \$2 M. In theory, of the \$2M endowment, \$1.75-1.85M will be used for the chair and \$150,000-\$250,000 for a fellowship.

The Provost's office will provide \$2,500 as a match for fellowships that are supported from the annual spending allowance of the chair. The Provost's Office will also provide \$5,000 to the Library for each new chair that is endowed.

The annual spending allowance will be distributed to support the work of the named chair, including a salary increment. Other uses of the annual spending allowance include but are not limited to: research and graduate student assistance; library materials, secretarial services and other assistance; special equipment and supplies; and travel. In some cases, a gift agreement defines the distribution of the annual spending allowance. If so, its provisions govern. If not, the division is defined by departmental policies, subject to approval by the administrative officer to whom the unit head reports. For additional information, contact the Office of the Provost (333-6677). In general, campus policy is to encourage the application of the annual spending allowance to support the work of the chair holder, including a salary increment.

Unless the gift agreement defines a more specific title, the chair is designated with the name of the donor(s) or honoree(s) as designated by the donor, and the name of the appointing department, e.g.

Mary L. Francis Chair in Computer Science

A chair can be held only by a full professor who holds tenure.

2. NAMED PROFESSORSHIPS

A named professorship is supported by an annual spending allowance from a minimum endowment of \$500,000. The annual spending allowance will be distributed to support the work of the named professor, including a salary increment, and may also include an

annual spending allowance for expenses of the appointee's work. In some cases, a gift agreement defines the distribution of the annual spending allowance. If so, its provisions govern. If not, it is defined by departmental policies subject to approval by the administrative officer to whom the unit head reports.

Unless the gift agreement defines a more specific title, the professorship is designated with the name of the donor(s), or honoree(s) as designated by the donor, and the name of the appointing department, e.g.

Albert J. Francis Professor of Advertising

An associate professor may be designated to a regular named professorship (distinguished from a short-term developmental awards discussed below) when truly extraordinary merit can justify it. Such an appointee would carry a title modified to reflect the actual professorial rank, e.g.

Albert J. Francis Associate Professor of Advertising

Associate professors of exceptional promise may also be appointed to developmental appointments, and this typically may be the more appropriate approach. (See below.)

An assistant professor may not be appointed to a named professorship.

3. DEVELOPMENTAL AND/OR FELLOW OR SCHOLAR APPOINTMENTS

A number of developmental named appointments are specifically intended to support the work of exceptionally promising associate and assistant professors. The term of appointment is short, rarely longer than two or three years and sometimes as short as a summer. The annual spending allowance is normally provided in its entirety to the faculty member as an allowance, although other arrangements are within the latitude of departmental policy, subject to the provisions of the gift agreement and review at the next administrative level. Developmental appointments are non-renewable after promotion to indefinite tenure.

The title may vary, depending on the terms of the gift agreement and the available annual spending allowance. If the annual spending allowance is equivalent to the yield of an endowment of \$500,000 or more over the term of the actual appointment, then the appointee is designated as a named associate professor in the manner given above, e.g.

Associate (or Assistant) Professor of Geology, Panergey Endowment

Otherwise, the appointee is designated as a named scholar or a named fellow, e.g.

Panergey Scholar in Geology

Panergey Fellow in Geology

A few appointments are specifically intended to support the work of very promising scholars at the professor or associate professor level, in instances when the gift does not reach the threshold for a professorship or chair, and the individual may not yet have achieved the level of scholarly achievement warranted for a professorship or chair. The term of these appointments is generally two-to-five years, but may be for even shorter periods. The associated annual spending allowance income is normally provided in its entirety to the faculty member as an allowance, although other arrangements are within the latitude of departmental policy, subject to the provisions of the gift agreement and review at the next administrative level. Fellow or scholar appointments may be endowed, supported by unit resources, or by a combination of gift and unit funds.

Unless the gift agreement defines a more specific title, the fellow or scholar is designated with the name of the donor(s) or honoree(s) as designated by the donor, the term “fellow” or “scholar” and the name of the appointing department, e.g.

Epworth Scholar in Political Science

4. NAMED DEANSHIPS

Since a named deanship can occur only once in a college/school it is important that the endowment supporting the position be at a significant level. A minimum gift to establish an endowment for a deanship in all colleges/schools is \$5,000,000; however, the specific amount will be determined by the Provost and Chancellor. The annual spending allowance will be placed in a dean’s discretionary fund to be used on a non-recurring basis. The annual spending allowance may not be used as a salary supplement.

Unless the gift agreement defines a more specific title, the deanship is designated with the name of the donor(s) or honoree(s) as designated by the donor, and the name of the college/school, e.g.

Albert J. Francis Dean of the College of Liberal Arts and Sciences

5. NAMED DIRECTORS

Since a named directorship can occur only once in a unit it is important that the endowment supporting the position be at a significant level. A minimum gift to establish an endowment for a director in all units is \$3,500,000; however, the specific amount for a named director position in academic units will be determined by the Provost. The Chancellor will determine the specific amount for administrative units. The annual spending allowance will be placed in a director’s discretionary fund to be used on a non-recurring basis. The annual spending allowance may not be used as a salary supplement.

Unless the gift agreement defines a more specific title, the directorship is designated with the name of the donor(s) or honoree(s) as designated by the donor, and the name of the college/school, e.g.

Albert J. Francis Director of the Krannert Center for the Performing Arts

6. NAMED DEPARTMENT HEADS

Since a named department headship can occur only once in a unit it is important that the endowment supporting the position be at a significant level. A minimum gift to establish an endowment for a director in all units is \$2,500,000; however, the specific amount for a named department head in an academic unit will be determined by the Provost. The Chancellor will determine the specific amount for administrative units. The annual spending allowance will be placed in a director's discretionary fund to be used on a non-recurring basis. The annual spending allowance may not be used as a salary supplement.

Unless the gift agreement defines a more specific title, the deanship is designated with the name of the donor(s) or honoree(s) as designated by the donor, and the name of the college/school, e.g.

Albert J. Francis Head of the Department of Bioengineering

B. Campus-wide Appointments

Several chairs and professorships have been endowed at the campus level with the intent of allowing the campus to recognize faculty members without any restriction concerning discipline. At present, these consist of:

- ∞ The Stanley O. Ikenberry Chair
- ∞ The Michael Aiken Distinguished Professorship
- ∞ The Swanlund Chairs
- ∞ The Gutsell Professorships
- ∞ The Walgreen Chairs

The annual spending allowance will be distributed to support the work of the named chair, including a salary increment. Other uses of the annual spending allowance include but are not limited to: research and graduate student assistance; library materials, secretarial services and other assistance; special equipment and supplies; and travel. In some cases, a gift agreement defines the distribution of the annual spending allowance. If so, its provisions govern. If not, the division is defined by the Office of the Provost. For additional information, contact the Office of the Provost (333-6677).

The appointment is designated simply with the name of the donor(s) or honoree(s) as designated by the donor and without any indication of discipline, e.g.

Swanlund Chair

Gutgsell Professor

Appointment Procedures

A. Departmental and Collegiate Level Appointments

1. NAMED CHAIRS AND PROFESSORSHIPS

Departmental chairs and professorships are awarded through standard procedures for tenured appointments, involving endorsement by the unit, the college (normally including the college executive committee and the dean), and the Provost. The Provost seeks the advice of the Committee on Endowed Appointments as part of the normal review process. The Committee and/or the Provost may seek additional information to that submitted with the nomination.

If the appointment is intended for an external candidate, the papers must also be reviewed at the college and campus levels with respect to the granting of tenure. Section II.C of Communication No. 3 covers the documentation and review process relevant to this aspect of the case. In general, a dossier suitable for consideration of a named appointment also meets the need for review concerning tenure. In general, the documentation must justify the appointment on the basis of demonstrable distinction in the faculty member's record, commensurate with the level of the proposed named appointment, as measured against the norm for the department and the department's peers nationwide. The unit executive officer should prepare a case with this objective in mind and must submit the nomination through the normal channel. As with tenure, external letters addressing the candidate's qualifications for a named appointment must be submitted. If a unit wishes to use external letters gathered for some other purpose, or that are not current, those letters should be sent to the Office of the Provost for prior review before the dossier is formally submitted for approval.

NOTE: One copy should be submitted to expedite the review process and please attach the transmittal form.

The packet sent to the Provost should contain the following:

- (a) A letter from the unit executive officer including:
 - 1) Name of the nominee
 - 2) Proposed title
 - 3) Proposed effective date
 - 4) Proposed salary with an indication of any contribution to salary to be covered from endowed or gift funds
 - 5) Perquisites of the named appointment

- 6) A description of the process used for selection
 - 7) A case for distinction in the faculty member's record commensurate with the intended honor
- (b) Transmittal Sheet with Approval Signatures.
- (c) Updated *curriculum vitae*
- (d) Gift agreement or charter document for the named position establishing the scope of the named position and any conditions on appointment
- (e) Letters from external authorities capable of judging the nominee's standing in the field and record of accomplishment that provide information sufficient for judging qualification for a named appointment. These letters must meet all requirements of those used for promotion and tenure. See Communication No. 9, in the section titled "Outside Evaluation of Scholarship, Teaching and Creative Activity" for more information on the requirements for these letters. Soliciting external letters for a possible endowed appointment poses the special difficulty that the mere request for a letter might be taken as signaling the department has already decided that the candidate meets its expectations for such appointments. To avoid inadvertently seeming to cue reviewers that a favorable evaluation is wanted and expected, the letters of request might include language such as the following: *"We are considering candidates for appointment to an endowed position as the (name of chair or professorship), and Professor (name of candidate) has been suggested as a possible candidate. We would be very grateful if you would provide us with your analysis of the significance of Professor (name)'s work within the canon and (his/her) suitability for such an appointment."*
- (f) Qualifications of the external authorities

2. DEVELOPMENTAL AND/OR FELLOW OR SCHOLAR APPOINTMENTS

Appointments of assistant and associate professors to named positions of the kind discussed in Section A.3 of "Types of Names Appointments" are subject only to second-level review. Appointments with \$25,000 or less income, either as salary or to support the research of the appointee, do not require Provost's office approval. The executive officer of the appointing unit should send the following information to the officer to whom he or she reports:

- (a) A letter from the unit executive officer including:
- 1) Name of the nominee
 - 2) Proposed title
 - 3) Proposed effective date
 - 4) Perquisites of the named appointment
 - 5) A description of the process used for selection

- 6) A case for distinction in the faculty member's record commensurate with the intended honor
- (b) Transmittal Sheet with Approval Signatures
- (c) Updated *curriculum vitae*
- (d) Gift agreement or charter document for the named position establishing the scope of the named position and any conditions on appointment

3. NAMED DEANSHIPS, DIRECTORS, AND DEPARTMENT HEADS

Appointments of Deans, Directors and Department Heads to named positions of the kind discussed in Section A.4-6 of "Types of Names Appointments" are not subject to review following the initial hiring decision. The named appointments are associated with the position; therefore no additional review is required.

B. Campus-wide Appointments

Campus-wide chairs and professorships are awarded by the Chancellor upon recommendation of the Provost and the Committee on Endowed Appointments (the Committee), who selects from among nominations submitted in a **formal, announced process** in each year when vacant positions are available.

The process has the following steps:

***Please Note:** Prior to approval of a nomination by the Committee, there should be no contact with or suggestion to an individual that he or she might be under consideration for an endowed appointment.*

1. A unit interested in making a nomination should submit an initial proposal that includes a narrative letter describing the achievements and promise of a candidate for an endowed chair or professorship, a *curriculum vitae* (if available without making any external contacts), and a proposed budget for allocation of the endowment income.
2. Upon the Committee's approval of the initial proposal, the unit will be authorized to seek such additional information as may be required for the nomination review process.
3. After receipt of the required information, the Committee will recommend successful nominations to the Chancellor for appointment to endowed chairs or professorships. The recommendation will include a proposed allocation of income.
4. Upon the Chancellor's approval, the Provost will provide guidelines on the use of

- the annual endowment earnings that need be observed in formulating any offer.
5. If the negotiations with the candidate are successful, the unit executive officer should transmit to the Provost the terms of the appointment, through the appropriate channels. This letter should include a proposal for the distribution of the annual earnings from the endowment.
 6. Upon approval of the terms of the appointment by the Provost, the executive officers may send the letter of offer to external candidates or the confirmation of terms to internal candidates in accord with the standard practice of the unit. As part of the written offer or written confirmation, appointees should be notified of any term limitation connected with their endowed appointments.
 7. Should the negotiations fail, the allocation of the chair or professorship reverts back to the institutional pool and the unit must make another nomination if it wishes to pursue another candidate.

C. Upon Expiration of the Term of a Campus-wide Endowed Position

1. In the third semester prior to the expiration of the term of a campus-wide endowed position, the unit may submit a plan for a renewal review. If the plan is approved, the outcome of the renewal review is submitted to the Committee for its advice on renewal of the position for another stated term of years. The Chancellor's approval is required for renewal of campus-wide endowed positions. If not approved, the chair and all its associated funds revert to the institutional pool.
2. Upon the resignation or retirement of the incumbent in a campus-wide endowed position, the appointment and all of its associated funds revert to the campus.
3. In the case of a continuing employee whose endowed appointment is not renewed, the unit is responsible for the portion of the salary that was not supported by the endowment. For campus-wide chairs only, the campus will assume responsibility for that portion of the salary previously supported by endowment funds.

Assistance

For questions about the policy or procedures applying to named appointments, please call the Office of the Provost (333-6677).

Attachments

Transmittal for Named Faculty Appointments