

NAMED FACULTY APPOINTMENTS

OFFICE OF THE PROVOST COMMUNICATION NO. 6

I. OVERVIEW	1
II. TYPES OF NAMED APPOINTMENTS.....	1
A. Departmental and College-Level Appointments	1
1. Named Chairs.....	1
2. Named Professorships.....	2
3. Named Fellows and Scholars.....	3
4. Named Deanships	4
5. Named Directorships	4
6. Named Department Headships	5
B. University and Campus-wide Appointments	5
III. PRINCIPLES	6
A. Excellence.....	6
B. Teaching	6
C. Term	6
D. Tenure.....	7
E. Donor Communication.....	7
IV. APPOINTMENT PROCEDURES	7
A. Departmental and College-Level Appointments	7
1. Named Chairs and Professorships	7
2. Named Fellows and Scholars.....	9
3. Named Deanships, Directorships, and Department Headships	10
B. University and Campus-wide Appointments	10
1. Nomination Process for New Appointments	10
2. Renewal of Appointments.....	12
V. LEAVES OF ABSENCE, RETIREMENT, AND RESIGNATION.....	12
A. Leaves of Absence.....	12
B. Retirement.....	12
C. Resignation.....	13
VI. ASSISTANCE	13
VII. ATTACHMENTS	13
1. Transmittal for New Named Faculty Appointment	13
2. Transmittal for Renewal of Existing Named Faculty Appointment	13
3. Template – EO Request for New Named Faculty Appointment	13
4. Template – EO Request for Named Faculty Appointment Renewal	13

5. Sample Offer Letter to Appointee for New Named Appointment..... 13
6. Sample Offer Letter to Appointee for Named Appointment Renewal 13
7. Sample EO Request for Appointee’s Annual Report of Named Appointment
Activities 13
8. Sample EO Request for External Evaluation..... 13

NAMED FACULTY APPOINTMENTS

OFFICE OF THE PROVOST COMMUNICATION NO. 6

I. OVERVIEW

The University of Illinois at Urbana-Champaign awards named appointments to faculty for their excellence and prominence as researchers and teachers. They are typically supported financially by the annual income budget from an endowment that is the result of one or more private gifts. (Note: Although the normal source of funding for a named faculty appointment is by endowment, it is not the only possibility. A unit may, with the approval of its dean and the Provost, designate funding equivalent to the annual income budget from an endowment for the term of the appointment.)

There are several types of named faculty appointments. While some of these appointments are endowed at the university or campus level, many others are established within individual colleges, departments, or other academic units. Procedures for awarding named faculty appointments and their governing conditions vary according to their focus and any stipulations outlined in their fund agreement(s). Unless specifically defined in the fund agreement, campus guidelines govern the administration and terms of the named appointment.

Named faculty appointments do not carry tenure in and of themselves. Such appointments are zero percent (0%) and accompany an underlying faculty appointment. That is, the tenure status of a named appointee is held within his or her home unit and is associated with the faculty's professorial rank. This applies even when a portion of the base salary is paid from the endowment or comparable funding.

Named faculty appointments are intended to signify a distinction beyond that implied by professorial rank. All named appointments above the level of faculty fellow or scholar require review and approval at the campus level, regardless of where the appointment is held or the scope and methods of selection for the appointment. Campus-level review and approval by the Provost's Office prior to formal appointment 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 by the Provost's Office.

II. TYPES OF NAMED APPOINTMENTS

A. Departmental and College-Level Appointments

1. Named Chairs

A chair is the highest named faculty appointment title at the University of Illinois at Urbana-Champaign. This designation is reserved for appointments supported by a minimum endowment of \$2 million or, in special cases, unit funds equivalent to the payout of a \$2 million endowment. The annual income budget from the endowment is designated as "Total Annual Funding." (See Transmittal forms.) A portion of the total annual funding may be designated as discretionary

funds and/or as a supplement to the appointee's base annual salary (referred to as a Salary Supplement/Stipend/Increment) and/or as a portion of the appointee's base salary (not in addition to the base salary); and/or for other expenditures related to the named appointment, as approved by the governing administrative officer.

In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern. If not, the distribution is defined by departmental and college policies, subject to approval by the administrative officer to whom the unit head reports.

Unless the fund 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(s), and the name of the appointing unit. For example:

Mary L. Francis Chair in Computer Science

A chair can be held only by a tenured full professor.

(Note: When a portion of the Total Annual Funding is designated as a "Salary Supplement/Stipend/Increment," this supplemental funding to the appointee's base annual salary terminates at the expiration of the named appointment. In the case of a continuing employee whose named appointment is not renewed, the employing unit is responsible for any portion of the base salary that was supported by the endowment.)

2. Named Professorships

A named professorship is supported by a minimum endowment of \$500,000 or, in special cases, unit funds equivalent to the payout of a \$500,000 endowment. The annual income budget from the endowment is designated as "Total Annual Funding." (See Transmittal forms.) A portion of the total annual funding may be designated as discretionary funds and/or as a supplement to the appointee's base annual salary (referred to as a Salary Supplement/Stipend/Increment) and/or as a portion of the appointee's base salary (not in addition to the base salary); and/or for other expenditures related to the named appointment, as approved by the governing administrative officer.

In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern. If not, the distribution is defined by departmental and college policies, subject to approval by the administrative officer to whom the unit head reports.

Unless the fund 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(s), and the name of the appointing unit. For example:

Albert J. Francis Professor in Advertising

An associate professor may be appointed to a named professorship (distinguished from a named fellow or scholar, discussed below) when truly extraordinary merit can justify it. Such an appointee would carry a title modified to reflect the actual professorial rank. As an example:

Albert J. Francis Associate Professor in Advertising

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

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

(Note: When a portion of the Total Annual Funding is designated as a “Salary Supplement/Stipend/Increment,” this supplemental funding to the appointee’s base annual salary terminates at the expiration of the named appointment. In the case of a continuing employee whose named appointment is not renewed, the employing unit is responsible for any portion of the base salary that was supported by the endowment.)

3. Named Fellows and Scholars

Named fellow and scholar appointments are specifically intended to support the work of exceptionally promising assistant and associate professors. In rare circumstances, a named fellow or scholar appointment might be appropriate for a clinical, research, or teaching professor if it is consistent with the provisions of the fund agreement. This type of named appointment typically includes a spending allowance as determined by departmental policy, subject to the provisions of the fund agreement and review at the next administrative level.

A few named fellow and scholar appointments are specifically intended to support the work of very promising scholars at the professor or associate professor level; an individual who has not yet achieved the level of scholarly achievement warranted for a professorship or chair; or in instances when the gift does not reach the threshold for a professorship or chair.

In all cases, the fellow or scholar title may vary, depending on the terms of the fund agreement and the annual income budget available for spending. If the annual income budget available for spending is equivalent to the yield of an endowment of \$500,000 or more over the term of the actual appointment, then the appointee may be designated as a named professor similar to the manner given in the preceding section. For example:

Panergey Associate Professor in Geology

Otherwise, the appointee is designated as a named fellow or a named scholar. As examples:

Panergey Fellow in Geology
Panergey Scholar in Geology

Named fellow or scholar appointments may be endowed, supported by unit resources, or by a combination of gift and unit funds.

4. Named Deanships

A named deanship can occur only once in a college/school; therefore, it is important that the endowment supporting the position be at a significant level. The minimum gift to establish an endowment for a named deanship in any college/school is \$5,000,000. The specific amount must be approved in advance by the Provost. The income budget from the endowment will be placed in a dean's discretionary fund annually; these funds may not be used as a salary supplement.

In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern. If not, the distribution is defined by departmental and college policies, subject to approval by the administrative officer to whom the unit head reports.

Unless the fund 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 or school. As an example:

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

(Note: In the case of a continuing employee whose named appointment is terminated, the employing unit is responsible for any portion of the base salary that was supported by the endowment.)

5. Named Directorships

A named directorship can occur only once in a unit; therefore, it is important that the endowment supporting the position be at a significant level. The minimum gift to establish an endowment for a named directorship in any unit is \$3,500,000. The specific amount must be approved in advance by the Provost. The income budget from the endowment will be placed in a director's discretionary fund annually; these funds may not be used as a salary supplement.

In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern. If not, the distribution is defined by departmental and college policies, subject to approval by the administrative officer to whom the unit head reports.

Unless the fund 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, or center. As an example:

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

(Note: In the case of a continuing employee whose named appointment is terminated, the employing unit is responsible for any portion of the base salary that was supported by the endowment.)

6. Named Department Headships

A named department headship can occur only once in a unit; therefore, it is important that the endowment supporting the position be at a significant level. The minimum gift to establish an endowment for a department head in any unit is \$2,500,000. The specific amount must be approved in advance by the Provost. The income budget from the endowment will be placed in a department head's discretionary fund annually; these funds may not be used as a salary supplement.

In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern. If not, the distribution is defined by departmental and college policies, subject to approval by the administrative officer to whom the unit head reports.

Unless the fund agreement defines a more specific title, the department headship is designated with the name of the donor(s), or honoree(s) as designated by the donor, and the name of the department. For example:

Albert J. Francis Head of the Department of Bioengineering

(Note: In the case of a continuing employee whose named appointment is terminated, the employing unit is responsible for any portion of the base salary that was supported by the endowment.)

B. University and Campus-wide Appointments

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

- Michael Aiken Chairs
- Gutgsell Chairs and Professorships
- Stanley O. Ikenberry Chairs
- Swanlund Chairs
- Walgreen Chairs
- Fox Family Professorship

The annual income budget from these endowments is designated as "Total Annual Funding." (See Transmittal forms.) A portion of the total annual funding may be designated as discretionary funds and/or as a supplement to the appointee's base annual salary (referred to as a Salary Supplement/Stipend/Increment) and/or as a portion of the appointee's base salary (not in addition to the base salary); and/or for other expenditures related to the named appointment. Campus policies define the distribution of the annual income budget available for spending, including the allocation of an annual spending allowance and allowable salary stipend. In some cases, a fund agreement defines the distribution of the annual income budget available for spending. If so, its provisions govern.

The annual spending allowance will be transferred to the chair or professorship holder's account only if his/her spending account balance is less than one year's allocation. For example, if the spending allowance is \$20,000 and the holder's spending account balance at the end of the previous fiscal year is \$25,000, that year's allocation will be held by the campus and earmarked for and available to the holder at such time as the account balance falls below \$20,000.

The chair or professorship holder cannot spend more than twice one year's spending allowance (\$40,000 in the above example), or the balance of their account, whichever is less, in a single year.

University and campus-wide named appointments are designated simply with the name of the donor(s), or honoree(s) as designated by the donor, without any indication of discipline. For example:

Gutgsell Professor

III. 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.

B. Teaching

In general, the holder of a named appointment is expected to participate in teaching consistent with the norm of the appointment unit and to share in the collegial responsibilities of the department and the University, unless the fund 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 appointment.

C. Term

University and campus-wide chairs and professorships are awarded for a term of five years. Prior to the expiration of the term of such an appointment, a nomination for reappointment may be made.

Unless specifically defined in the fund agreement, the term of departmental and college-level named appointments is determined by the appointing unit. Eligibility for renewal of such appointments is also a matter of unit policy.

The term of named fellow and scholar appointments is generally between two and five years, but may be for even shorter periods. The term of these appointments is determined by the approving unit.

Renewal of all named chairs and professorships must be processed through the Provost's Office prior to the expiration of the current term. Requests for renewal must be submitted one semester prior to the expiration of the term of the appointment. (See Attachment 2, Transmittal for Renewal of Named Faculty Appointment.)

In every case, the University always retains the right to not renew an appointment at the end of its term.

D. Tenure

Named faculty appointments do not carry tenure in and of themselves, but are zero percent (0%) appointments accompanying an underlying faculty appointment. That is, the tenure status of a named appointee is held within his or her home unit and is associated with the faculty's professorial rank. This applies even when a portion of the base salary is paid from the endowment or comparable funding. Untenured holders of named appointments remain subject to the promotion and tenure process outlined in Communication No. 9: Promotion and Tenure.

E. Donor Communication

As part of the donor stewardship process, the holder of a named appointment is required to provide information annually about his or her activities that can be communicated to the donor(s) (or heir(s)). The annual communication is the responsibility of the home unit.

If an endowed chair or professorship remains vacant for more than one year, the home unit should communicate regularly with the donor(s) (or heirs) about the plan to fill it.

IV. APPOINTMENT PROCEDURES

A. Departmental and College-Level Appointments

1. Named Chairs and Professorships

a) New Appointments

Departmental chairs and professorships are awarded through procedures similar to the promotion process, involving endorsement by the unit, the college (normally including the college executive committee and the dean), and the Provost.

The documentation must justify appointment to a named chair or professorship 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 (*i.e.*, from the department via its college to the Office of the Provost).

The Provost seeks the advice of the campus Committee on Named Faculty Appointments (the "Committee") as part of the review process for new appointments. The Committee

and/or the Provost may seek additional information to supplement the materials provided in the nomination package.

The nomination package sent to the Provost's Office should contain the following:

- i. Completed Transmittal form, including all approval signatures
- ii. A letter from the unit executive officer that includes:
 - a. Name of the nominee
 - b. Proposed title
 - c. Proposed effective date
 - d. Prerequisites of the named appointment, including restrictions or guidelines imposed by the fund agreement.
 - e. A description of the process used for selection
 - f. A case for distinction in the faculty member's record commensurate with the intended honor
- iii. Current curriculum vita
- iv. A minimum of five letters from distinguished external authorities who are capable of judging the nominee's standing in the field and record of accomplishments that provide information sufficient for judging qualification for the named appointment. The letters should specifically address the candidate's qualifications for a named appointment. 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 Provost's Office for prior review before the dossier is formally submitted for approval.

Soliciting external letters for a possible named appointment poses the special difficulty that the mere request for a letter might imply that the department has already determined 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 should include language such as the following:

“We are considering candidates for appointment to a named appointment 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.”

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.)

v. Qualifications of the external authorities

If a named 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 V.E. of Communication No. 3 covers the documentation and review process relevant to this aspect of the case. A dossier may be suitable for consideration for appointment with tenure and a named appointment if it meets the review criteria for both.

When there is a change in a faculty member's named appointment title (*i.e.*, changing from one professorship to a different professorship), a new Transmittal form (Attachment 1) and a brief memo indicating the change must be submitted for Provost's approval.

A complete nomination package must be submitted to request appointment of a named professor to a named chair position. The package, including external letters, must specifically address the candidate's qualifications for appointment to a named chair.

b) Renewal of Appointments

If a unit wishes to renew a departmental or college-level named appointment, it must submit a request one semester prior to the expiration of the term, along with the required documentation:

- i. completed Transmittal form for Renewal of Existing Named Faculty Appointment (Attachment 2), including all approval signatures;
- ii. justification letter from the unit executive officer that includes a summary of the appointee's accomplishments during the current term of appointment; and
- iii. current curriculum vita.

As with new appointments, the documentation must support reappointment to the named chair or professorship on the basis of demonstrable distinction in the faculty member's record. Renewals must be submitted through the normal channel (*i.e.*, from the department via its college to the Office of the Provost).

In the case of a continuing employee whose named appointment is not renewed, the employing unit is responsible for any portion of the base salary that was supported by the endowment.

2. Named Fellows and Scholars

Named fellow and scholar appointments, as discussed in Section II.A.3, are subject only to second-level review; however, if such an appointment has a spending allowance greater than \$25,000, it should be forwarded to the Provost's Office for administrative review. The executive officer of the appointing unit should send the following information to the officer to whom he or she reports:

- a) Completed Transmittal form, including all approval signatures
- b) A letter from the unit executive officer that includes:
 - i. Name of the nominee
 - ii. Proposed title
 - iii. Proposed effective date
 - iv. Prerequisites of the named appointment, including restrictions or guidelines imposed by the fund agreement
 - v. A description of the process used for selection
 - vi. A case for distinction in the faculty member's record commensurate with the intended honor
- c) Current curriculum vita

3. Named Deanships, Directorships, and Department Headships

Appointments to named deanships, directorships, and department headships (discussed in Sections II.A.4-6) are not subject to review following the initial hiring decision. These named appointments are associated with the position; therefore, no additional review is required.

B. University and Campus-wide Appointments

University and campus-wide chairs and professorships are awarded upon recommendation of the Provost and the campus Committee on Named Faculty Appointments (the "Committee"). The Committee selects from among nominations submitted in a formal, announced process when a vacant position is available.

1. Nomination Process for New Appointments

The nomination, selection, and appointment process for new university and campus-wide named appointments is outlined below.

- a) Upon a campus-wide request by the Provost's Office, a unit submits a nomination package that includes:
 - i. A letter from the unit executive officer that includes:
 - a description of the process used for selection
 - a case for distinction in the faculty member's record commensurate with the intended honor
 - ii. Current curriculum vita

Nominations must be submitted through the normal channel (*i.e.*, from the department via its college to the Office of the Provost).

- b) Nomination materials are reviewed and evaluated by the Committee to make its recommendation to the Provost.
- c) Upon the Provost's approval, the finalist's college is asked to work with the faculty member's unit to compile a complete dossier that includes the following:

- i. Completed Transmittal form, including all approval signatures (proposed title, effective date, terms, and funding fields should be left blank)
- ii. A letter from the unit executive officer that includes a case for distinction in the faculty member's record commensurate with the intended honor (original nomination letter, described in B.1.a. above, may be used)
- iii. A supporting letter from the college dean that includes a description of the process used for selection
- iv. Current curriculum vita
- v. A minimum of five letters from distinguished external authorities who are capable of judging the nominee's standing in the field and record of accomplishments that provide information sufficient for judging qualification for the named appointment. The letters should specifically address the candidate's qualifications for a university or campus-wide named chair or professorship, as appropriate.

Soliciting external letters for a possible named appointment poses the special difficulty that the mere request for a letter might imply that a determination has already been made that the candidate meets the campus' expectations for such an appointment. To avoid inadvertently seeming to cue reviewers that a favorable evaluation is wanted and expected, the letters of request should include language such as the following:

“We are considering candidates for appointment to a named appointment 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.”

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.)

- vii. Qualifications of the external authorities

The dossier must be submitted through the normal channel (*i.e.*, from the department via its college to the Office of the Provost).

- d) The Committee will review the complete dossier and make its recommendation to the Provost. The Provost will review the materials to make his recommendation to the Chancellor, who will make the final review and decision.
- e) The Provost's Office will provide guidelines to the college on the amount and the use of the annual spending allowance that will be provided to the appointee.
- f) Upon consultation with the college and approval of the terms of the appointment, the Chancellor and Provost will prepare the letter of offer, which will include the terms of

the named appointment and a signature line for the appointee to accept the terms of the appointment.

2. Renewal of Appointments

One semester prior to the expiration of the term of a university or campus-wide named appointment, the unit must submit a request for renewal along with the required documentation:

- a) completed Transmittal form for Renewal of Existing Named Faculty Appointment (Attachment 2), including all approval signatures;
- b) justification letter from the unit executive officer that includes a summary of the appointee's accomplishments during the current term of appointment and a description of the process used by the unit to recommend renewal; and
- c) current curriculum vita.

As with new appointments, the documentation must support reappointment to the named chair or professorship on the basis of demonstrable distinction in the faculty member's record. Renewals must be submitted through the normal channel (*i.e.*, from the department via its college to the Office of the Provost). The college dean's supporting letter must include a description of the college-level process in recommending renewal of the appointment. University and campus-wide appointment renewals are reviewed by the campus Committee on Named Faculty Appointments. The Chancellor or his/her designee must approve the renewal of university and campus-wide endowed appointments.

If a university or campus-wide named appointment is terminated, the named appointment and all of its associated funds revert to the institutional pool. In the case of a continuing employee whose named appointment is not renewed, the employing unit is responsible for any portion of the base salary that was supported by the endowment.

V. LEAVES OF ABSENCE, RETIREMENT, AND RESIGNATION

A. Leaves of Absence

A chair or professorship holder who is on an approved leave of absence without pay, for a period not to exceed one year, continues to receive full privileges of his or her named appointment; however, no salary supplement will be permitted.

In the unlikely event an approved leave of absence without pay is extended beyond one year (for a total period not to exceed two years), with approval of the unit executive officer, the chair or professorship holder:

- may maintain the designation of the named appointment;
- cannot accrue a spending allowance; and
- cannot use the balance in his/her spending account as salary supplement.

B. Retirement

Upon retirement, the balance in the spending account of a named chair or professor reverts to the unit where the endowment is located; however, the unit executive officer has the discretion to

authorize continued use of the remaining funds after review of the spending plan submitted by the named appointment holder. In the case of campus-wide appointments, the funding reverts to the Provost's Office and the discretionary authority regarding continued use of the remaining funds resides with the Provost.

The appointing unit of a named chair or professor may recommend the individual, through regular reporting channels to the Provost, for the honorific title of his or her named appointment. (This process is described in more detail in Communication No. 12: Policy for Awarding Emeritus/Emerita Status.) As examples:

Mary L. Francis Chair Emeritus in Computer Science

Gutgsell Professor Emeritus

Emeritus faculty who hold such honorific titles may not receive discretionary funds or salary supplements from named appointments.

C. Resignation

Upon the resignation of a named chair or professor, the appointment and all of its associated funds revert to the appointing unit. In the case of a campus-wide appointment, the appointment and its associated funds revert to the campus.

VI. ASSISTANCE

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

VII. ATTACHMENTS

1. Transmittal for New Named Faculty Appointment
2. Transmittal for Renewal of Existing Named Faculty Appointment
3. Template – EO Request for New Named Faculty Appointment
4. Template – EO Request for Named Faculty Appointment Renewal
5. Sample Offer Letter to Appointee for New Named Appointment
6. Sample Offer Letter to Appointee for Named Appointment Renewal
7. Sample EO Request for Appointee's Annual Report of Named Appointment Activities
8. Sample EO Request for External Evaluation