

# ENDOWED OR NON-ENDOWED NAMED CHAIR OR PROFESSOR

## POLICY STATEMENT

This policy establishes processes and procedures for the appointment and renewal of Endowed or Non-Endowed Named Chairs or Professors at Chapman University pursuant to Article 3.9.3 of the Faculty Manual (2023). These guidelines apply only to Endowed or Non-Endowed Named Chairs or Professors beginning August 1, 2023. These guidelines do not apply to appointments made to Endowed or Non-Endowed Named Chairs or Professors before August 2023.

## DEFINITION

**1.1. Endowed or Non-Endowed Named Chair or Professor:** An Endowed Named Chair or Professor is a prestigious academic title established through the generous donation of funds or assets to the university (i.e., “endowment”). It is awarded to a faculty member (or administrator with faculty status) who has achieved academic excellence, consistent with the terms and conditions of the endowment agreement. The title of Endowed Named Chair or Endowed Named Professor is normally given to tenured Associate and/or Full Professors but may in certain circumstances be awarded to Visiting and/or Clinical Professors. A Non-Endowed Named Chair or Professor is an honorific title only. It is not tied to an endowment, does not contemplate financial or other forms of support, but is awarded to a faculty member (or administrator with faculty status) who has achieved academic excellence.

## APPOINTMENT PROCESS

**2.1. Criteria for Appointment:** The appointment to an Endowed or Non-Endowed Named Chair or Professor is a significant award and is based on the candidate's distinguished record of accomplishments, such as scholarly publications, research grants, teaching excellence, and significant contributions to their academic and/or professional fields.

**2.2. Nomination Process:** Nominations for Endowed or Non-Endowed Named Chairs or Professors can be made by faculty members, academic departments, or other university entities. Nominations should include a curriculum vitae highlighting the candidate's qualifications and contributions as well as a justification.

**2.3. Selection:** The Provost shall evaluate all nominations. For endowed Named Chair or Professor, this evaluation will include compliance with all terms and conditions of the endowment agreement. The final decision on the appointment rests with the Provost.

## **PRIVILEGES AND RESPONSIBILITIES**

**3.1. Privileges:** The letter of appointments of Endowed or Non-Endowed Named Chair or Professor will specify all terms and conditions, including the level of endowment support to be received by the holder of the title. When available, a portion of earning support from endowments will relieve university-provided salary for the holders of the chair/professor. Since Non-Endowed Named Chairs/Professors are honorific titles only, they do not contemplate financial or other forms of support.

**3.2. Responsibilities:** Regardless of the nature of the specific privileges associated with these titles, Endowed or Non-Endowed Named Chairs or Professors are expected to maintain a high level of excellence and represent the institution with consistent professionalism and integrity.

**3.3. Reporting:** Endowed or Non-Endowed Named Chairs or Professors shall provide annual reports to the Provost detailing their activities and overall contributions. Faculty yearly reports may be substituted for narratives of activities and contributions.

## **TERM AND RENEWAL**

**4.1. Initial Term:** The appointment to an Endowed or Non-Endowed Named Chair or Professor shall be for a 3-year renewable term starting from the initial date of the appointment, unless contractual agreements specify otherwise (e.g., named Deanships, revolving honorific Chair/Professor, gift stipulations, etc.).

**4.2. Renewal Process:** At the end of the initial 3-year term and for every subsequent 3-year term, the Endowed or Non-Endowed Named Chair or Professor may apply for renewal. The renewal application should include a comprehensive report of the incumbent's accomplishments and a statement of future goals and plans.

**4.3. Renewal Decision:** The renewal decision shall be made based on the incumbent's performance evaluation, their ongoing commitment to excellence as specified in the appointment letter and the availability of funding. The decision to renew rests with the Provost, after considering the recommendations of the Dean and the FPRC of the Locus of Appointment which serves in an advisory role (see Faculty Manual 3.10 "Endowed Chair/Professor").

## **TERMINATION**

**5.1. Non-Renewal or Termination:** The appointment to an Endowed or Non-Endowed Named Chair or Professor may not be renewed or may be terminated if: the incumbent fails to meet the established performance standards; funding becomes unavailable; the Endowed or Non-Endowed Named Chair or Professor is a termed title subject to rotation. In cases of non-renewal or termination because of performance, the university shall provide due process. Non-renewal of an Endowed or Non-Endowed Named Chair or Professor appointment shall not affect the faculty member's tenure status or faculty rank and shall not be subject to grievance by the faculty member.

## REVIEW OF POLICY

**6.1. Regular Review:** This policy shall be reviewed periodically to ensure its effectiveness and alignment with the university's mission and goals. Revisions or amendments may be made as necessary, following appropriate governance processes.

**6.2. Policy Communication:** The university shall disseminate this policy to all relevant stakeholders, including faculty members, department chairs, deans, and administrators, to ensure awareness and understanding of Endowed or Non-Endowed Named Chairs or Professors appointment, renewal, and termination process.

## OFFICE RESPONSIBILITY FOR POLICY

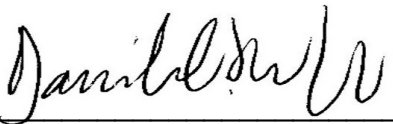
Office of the Provost  
(714) 997-6826

## WEBSITE ADDRESS FOR THIS POLICY

<https://chapman0.sharepoint.com/provost/SitePages/Resources.aspx>

## WHO APPROVED THIS POLICY

Senior staff member submitting the policy: Norma Bouchard, Provost

	11/29/23
_____ President	_____ Date

This policy supersedes any previous policies or guidelines related to Endowed or Non-Endowed Named Chairs or Professors at Chapman University.

## PUBLICATION DATES

November 14, 2023

## RELATED MATERIALS

N/A