

UNIVERSITY POLICY

Policy Name:	Establishment of and Appointment to Endowed Faculty Positions				
Section #:	10.1.14	Section Title:	Academic: Academic Matters	Formerly Book:	N/A
Approval Authority:	Board of Governors		Adopted:	06/16/2020	Reviewed:
Responsible Executive:	Senior Vice President for Academic Affairs		Revised:		
Responsible Office:	Office of the Senior Vice President for Academic Affairs		Contact:	svpaa@rutgers.edu	

1. Policy Statement

- Provides guidelines for establishing a Faculty Chair, Professorship, or Early Career Professorship and appointing first incumbents.
- Establishes a procedure for submitting documentation to the Board of Governors for the establishment of and appointment to Endowed Faculty Positions.

2. Reason for Policy

To establish and maintain standard guidelines and procedures for the establishment of a Faculty Chair, Professorship, or Early Career Professorship and appointments of all incumbents to these positions.

3. Who Should Read This Policy

All members of the Rutgers University community

4. Resources

Appendix: Creation and Appointment Process for Endowed Chairs

SVPAAs Submission Deadlines

5. Definitions

- 1. Faculty Chair:** A \$3 million opportunity to create a named and restricted endowed Faculty Chair. This honor is bestowed upon senior professors and/or used in recruitment of individuals who are recognized leaders within their academic fields. Inherent in the restriction is the understanding that this is **the highest possible academic honor** a Rutgers professor can receive from the University. Professors holding these chairs add a certain cachet to the department, which

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becomes an attractive force when the University is attempting to recruit both individuals to fill the position and outstanding junior faculty and graduate students who want to work with them. In short, Faculty Chairs have a wider and greater effect or impact than any other endowed faculty support fund. Incumbency is subject to review at the discretion of the appropriate Dean or Senior Vice President for Academic Affairs.

2. **Professorship:** A \$1.5 million opportunity to create a named and restricted faculty position. This is an honor Rutgers uses to retain a more recently tenured professor who is an up-and-coming star in his or her field, or to attract a faculty member with a similar outstanding profile from another institution. A professorship can be restricted to a school or department.
3. **Early Career Professorship:** A \$750,000 opportunity to create a named and restricted faculty position. This an honor Rutgers uses to help attract or retain early career tenure-track faculty members who have not yet earned tenure. A professorship can be restricted to a school or department. This professorship is awarded on a rotating basis for a three-year period.
4. **Endowed Faculty Positions:** A Faculty Chair, a Professorship, and/or an Early Career Professorship.

6. The Policy

- A. **Policy Administration:** For administration of this policy, the President of the Rutgers University Foundation (RUF) shall review and approve all fund agreements establishing Faculty Chairs, Professorships, and Early Career Professorships (hereafter referred to collectively as Endowed Faculty Positions) for Rutgers University. The Senior Vice President and General Counsel shall serve in an advisory capacity, as needed, in the finalization of all fund agreements. The Office of the Senior Vice President for Academic Affairs (SVPAA) shall prepare all resolutions officially creating Endowed Faculty Positions and filling these positions, for review and endorsement by the Board of Governors' Committee on Academic and Student Affairs, and consideration and action by the Board of Governors. The SVPAA shall oversee the administration of all Endowed Faculty Positions, in collaboration with the Chancellors. The Chancellors shall be responsible for disseminating this policy to staff and upholding the policy with regard to all future appointments and approvals.
- B. **Endowment Minimums:** The Endowment Minimums, reviewed in Definitions, are as of the date of this policy and are subject to periodic review by the Rutgers University Foundation, the University President, and the SVPAA to ensure price points reflect the current market, best practices, and the needs of Rutgers.
- C. **Chair Establishment:** An Endowed Faculty Position can be formally established once a fund agreement has been signed and at least 20% of the committed funding is in hand. Establishment of the Chair requires the approval by the Board of Governors, and is further explained in Paragraph H. No Chair is considered official until the Board of Governors has approved it.
- D. **Chair Appointment:** A search for an incumbent cannot begin until a fund agreement is signed, at least 20% of the commitment is in hand, and the Board of Governors has approved the Endowed Faculty Position. Once an incumbent has been identified, the Board of Governors must approve the appointment, which is reviewed in Paragraph I. If an existing Endowed Faculty Position is vacated, and for each subsequent incumbent, the appointment must be approved by the Board of Governors. No appointment is considered official until the Board of Governors has approved it.
- E. **Salary Responsibility:** The department housing the Endowed Faculty Position will be responsible for providing the funds necessary to meet the difference between the salary

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requirements of the incumbent and the income available in all instances (i.e., as the commitment is being paid off by the donor, if the donor should not complete the commitment after the hiring of a faculty member, if the income generated by the endowment does not meet the faculty salary, etc.).

- F. **Records Maintenance:** The Office of the SVPAA shall maintain an official record of all requests for establishment of and appointments to Endowed Faculty Positions, as well as copies of all Board of Governors Resolutions for the appointments. The Office of Donor Relations will also maintain a list of all officially created endowed faculty positions and the incumbents.
- G. **Extraordinary Circumstances:** Under extraordinary circumstances when the use of a donor name or the continued use of a donor name would compromise the public trust and/or reflect adversely upon the University, Rutgers reserves the right to reject a proposed name or rename an existing Endowed Faculty Position. Additionally, the University reserves the right to remove the name of the donor from the Endowed Faculty Position should the donor not complete the funding commitment.
- H. **Establishing an Endowed Faculty Position:** In recognition of the significant commitments of individuals or organizations in meeting the endowment minimums discussed above, Rutgers University will create Endowed Faculty Positions. The Rutgers University Foundation Office of Donor Relations shall send periodic reminders of the Board of Governors meeting schedules to Development Officers to assist in timely resolutions of chair establishments. The establishment of an Endowed Faculty Position must be approved by the Board of Governors prior to the public announcement of the Endowed Faculty Position and commencement of a search; the approval submission process follows.
1. A new Endowed Faculty Position may be named for or by a donor who commits to the endowment minimum by signing a fund agreement administered by the Rutgers University Foundation.
 2. Once an agreement is signed and a minimum of twenty percent (20%) of the commitment is in hand, the Office of Donor Relations shall forward a copy of the agreement to the Office of the SVPAA.
 3. That office shall draft a resolution; Donor Relations will review the draft and provide a copy to RUF Communications.
 4. The resolution shall be put before the Board of Governors' Committee on Academic and Student Affairs prior to their next scheduled meeting.
 5. If the resolution is endorsed by the members of the Board of Governors Committee on Academic and Student Affairs, the resolution shall go before the Board of Governors for consideration and action. Development Officers may invite donors to BOG meetings to witness formal approval of the resolution. The Rutgers University Foundation shall mail copies of resolutions to the donor within two (2) weeks of the Board of Governors meeting.
- I. **Appointing an Incumbent to an Endowed Faculty Position:** The formal appointment of a professor to an Endowed Faculty Position must be approved by the Board of Governors. A chairholder is not considered official until the Board of Governors has approved the appointment. The Office of Donor Relations shall send periodic reminders of the Board of Governors' meeting schedules to Development Officers to assist in timely submission of resolutions on chair appointments for Board of Governors consideration, and hopeful approval. The approval submission process follows.
1. A search for an incumbent may begin once the Board of Governors has officially created the chair through the process reviewed in Paragraph H. above.

2. Upon the completion of a search, the Development Officer shall work with the Department and the respective Chancellor's Office(s) to gather the following documentation supporting the appointment, and send it to the Office of the SVPAA:
 - a. The Curriculum Vitae (CV) of the nominee.
 - b. A detailed letter of nomination from the appropriate Dean describing the achievements of the candidate, the reasons the nominee is appropriate for the Endowed Faculty Position, as well as a description of the process used to identify the nominee (i.e., if there was a search, who was on the committee, how many candidates were considered, how many were interviewed, etc.).
 - c. A letter of endorsement from the Chancellor(s).
3. The selected incumbent may not be introduced to the public-at-large prior to approval by the Board of Governors.
4. The Senior Vice President for Academic Affairs shall draft a Board of Governors resolution; Donor Relations will review the draft and provide a copy to Rutgers University Foundation Communications.
5. The resolution shall be submitted to the Board of Governors' Committee on Academic and Student Affairs for review and endorsement to the Board of Governors.
6. The resolution shall go before the Board of Governors for official approval. The Rutgers University Foundation shall mail copies of approved resolutions to the donor within two (2) weeks of the Board of Governors meeting.
7. Thereafter, the faculty member holding the Endowed Faculty Position shall be referred to as the NAME Chair or NAME Professor, and the full title of the Endowed Faculty Position shall be used in publications, websites, CVs, etc.

7. **Exceptions**

Exceptions to the policy may be made in circumstances deemed appropriate by the President of the University and the Board of Governors.

APPENDIX

CREATION AND APPOINTMENT PROCESS FOR ENDOWED CHAIRS

The Board of Governors approves the establishment of all endowed chairs (sometimes referred to as endowed professorships) at Rutgers University, and the appointments of all professors to those chairs, during their regularly scheduled meetings.

No chair, or appointment to a chair, is considered official until the Board of Governors has approved it.

I. Board of Governors Official Establishment of a Chair

In order to officially establish a Chair/professorship at Rutgers University, a resolution of the Board of Governors is required.

- A. Once the gift agreement is signed by the donor, the Prospect Manager (PM) should provide a copy and any other supporting documentation to the Director of Stewardship, Accountability (DSA) in Donor Relations and the Director of Content Development (RUF Communications).
- B. Once the chair is fully funded, the Donor Relations Stewardship Officer (DRSO) will send a copy of the fund agreement to the Assistant Vice President for Academic Affairs (AVPAA). The AVPAA will draft a resolution and the DRSO will review it. The DRSO will provide a copy of the draft to the Director of Content Development.
- C. The resolution will be put before the Review Committee of Academic and Student Affairs (CASA) prior to the Board of Governors Meeting.
- D. Finally, the resolution will go before the Board of Governors for official approval.

NOTE: If the Board of Governors meeting is a public meeting, the PM has the option to invite the donor to the meeting, where he or she will receive a copy of the resolution at the meeting. Otherwise, a copy of the resolution will be mailed to the donor from the DSA or PM within two weeks of the Board of Governors meeting. (Copies are also supplied to the Foundation President.)

II. Board of Governors Official Appointment of a Professor to a Chair

In order to officially appoint a professor to a chair at Rutgers University, a resolution of the Board of Governors is required.

- A. Once a Chair is fully funded, the Prospect Manager should notify the Dean in his or her school and the Senior Vice President for Academic Affairs so that the search for the appropriate candidate can begin.
- B. Upon selecting someone to fill the Chair, the Prospect Manager must work with the Department to gather the following documentation to supply to the Assistant Vice President for Academic Affairs for the official appointment:
 - The CV of the nominee.
 - A detailed letter of nomination from the appropriate Dean describing the achievements of the candidate, the reasons that he or she is appropriate for this Chair, as well as a description of the process used to identify the appointee (for instance, if there was a search, who was on the committee, how many people were considered, how many were interviewed, etc.).
 - A letter of endorsement from the Chancellor.

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NOTE: These materials are all due to the Assistant Vice President for Academic Affairs SIX WEEKS prior to the CASA Meeting.

- C. The Assistant Vice President for Academic Affairs will draft a resolution and a nomination letter from the President; the DSA will review the resolution.
- D. The resolution will be put before the Review Committee of Academic and Student Affairs prior to the Board of Governors Meeting.
- E. Finally, the resolution and nomination materials will go before the Board of Governors for official approval.
- F. Once the professor is officially appointed, the Prospect Manager can begin to work with Donor Relations on an appropriate Inaugural Chair Holder Recognition Event.

NOTE: If the chair is vacated, for each subsequent professor appointed to the chair the Board of Governors must approve the appointment and steps B thru E should be followed.

III. Board of Governors Concurrent Establishment of Chair and Appointment of a Professor to a Chair

In order to officially establish a Chair at Rutgers University and appoint a professor to the chair at the same time, the chair must be fully funded, and a resolution of the Board of Governors is required.

- A. In the rare instance when a chair is being established at the same time that it is being filled, the Prospect Manager should work with the Department to provide the following documentation to the Assistant Vice President for Academic Affairs, and the DSA in Donor Relations:
 - A copy of the gift agreement, Statement of Intent (SOI), and other supporting documentation.
 - The CV of the nominee.
 - A detailed letter of nomination from the appropriate Dean describing the achievements of the candidate and the reasons that he or she is appropriate for this Chair, as well as a description of the process used to identify the appointee (for instance, if there was a search, who was on the committee, how many people were considered, how many were interviewed, etc.).
 - A letter of endorsement from the Chancellor.

NOTE: Concurrent with the creation of the Chair, in the case of a new hire with tenure, the proposed Chair holder's department must prepare and submit the standard promotion packet to the Office of the Senior Vice President for Academic Affairs for review approval by the Promotion Review Committee, the President, and the Board of Governors.

- B. The Assistant Vice President for Academic Affairs will draft a resolution and a nomination letter from the President; the DSA will review the resolution.
- C. The resolution will be put before the Review Committee of Academic and Student Affairs (CASA) prior to the Board of Governors Meeting.
- D. After the CASA review, the resolution and nominating materials will go before the Board of Governors for official approval.
- E. Once the professor is officially appointed, the Prospect Manager can begin to work with Donor Relations on an appropriate Inaugural Chair Holder Recognition Event.

NOTE: If the chair is vacated, for each subsequent professor appointed to the chair the Board of Governors must approve the appointment and steps A thru E should be followed.

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