

LAMAR UNIVERSITY  
POLICY GUIDELINES FOR ENDOWED CHAIRS, PROFESSORS AND SCHOLARS BASED  
UPON RECOMMENDATIONS OF THE *AD HOC* COMMITTEE ON ENDOWED POSITIONS

The greatest strength of any university resides in its faculty. The acquisition and support of faculty endowed positions enhances the overall well-being, scholarship, and prestige of the institution. Having such positions assists the institution in securing external funding, attracting other high quality faculty who wish to be associated with the endowed position, and providing a foundation for the recruitment of high caliber students.

Position

Generally, the earnings from the endowment will be sufficient only to provide non-salary enhancement funding. In such cases, a "full" faculty position supported via funds from outside of the endowment must be provided at a salary level that is competitive at a distinguished senior level for the named discipline. The status of the Endowed Chair position will be either tenured, visiting, or any other status as determined to be appropriate for the position and the discipline. Whatever the assigned status, this position will be subject to all university and system policies. For an Endowed Chair position to be successful and attractive to someone who is distinguished in the field, amenities such as those listed below must be present at the time of appointment:

- Student Assistant type of support.
- Resources to support travel.
- Administrative/clerical assistance if necessary.
- Research or creative facility support.
- Summer support (if this is a 9 month position).
- Other appropriate support as required by the position.

Search

Recognizing that an endowed position represents the university - not just a specific discipline after the acquisition of the endowment and the announcement of this position, the Provost will appoint a search committee. The Dean of the College in which the endowed position will reside will chair the committee. However, if the position will not clearly reside in a specific college, then a Dean who would be most appropriate to the discipline to be served will chair the committee. The committee will also include faculty from the discipline, another Endowed Chair, senior faculty from another college, a student representative and other appropriate stakeholders.

With the exception of Endowed Scholars, all other endowed positions will require that a national search be conducted to fill these openings. Local faculty members are encouraged to apply, but they must compete for the position with others of national stature. In the case of Endowed Scholars, these positions may be filled in-house or with a more limited search. The scope of the search will be determined by the Provost after discussion with the Dean of the College.

It is the policy of Lamar University not to discriminate on the basis of non-relevant criteria including, but not limited to race, color, religion, sex, national origin, age, disability, or veteran

status in its educational programs, activities, admissions, and employment practices. Therefore, the position advertisement will be written without regard to race, religion, gender, age, national origin, or disability and will seek most qualified senior faculty with the following credentials:

- Scholars and/or leaders within their discipline as demonstrated by significant publications or creative works of the highest quality, the holding of elected office, and service on committees of state, regional, national and international professional associations .
- Distinguished teachers as evidenced by awards or other recognition from their universities or other organizations.

It will be the responsibility of the committee to recommend a specific person to the Provost.

### Reporting Responsibilities

While the position may reside at the College level, the Endowed Chair will report to a specific department chair unless the position's responsibilities bridge two or more departments. When such a position does not clearly reside in one area, it may be more appropriate for the Endowed Chair to report to a Dean.

In most cases, Endowed Professors and Endowed Scholars will reside in an appropriate department and report to a department chair.

The specific reporting responsibility of the holder of any endowed position will be clearly delineated at the time of the appointment, and all endowed faculty must be part of the F2.08 annual review process.

### Scholarly Responsibilities

The holders of all endowed positions are expected to provide leadership in the areas of scholarship and/or creative activities. However, the quality and magnitude of this scholarship will be commensurate with the position. (That is, there will be a higher scholarly expectation for an Endowed Chair than an Endowed Scholar.) At the time of the appointment, scholarly expectations will be delineated clearly and in writing. A person holding an endowed position at Lamar University will be expected to:

- exhibit national visibility within the designated discipline through continuing scholarly and/or creative activities;
- develop external funding commensurate with the holding of a distinguished position within the discipline;
- be a role model for colleagues and students, and provide effective mentorship for junior faculty;
- maintain a high level of productivity within the discipline; and
- contribute to the teaching and service missions of the university, as appropriate to the position and the discipline.

## Appointment

The initial appointment for all endowed positions will be for a period not to exceed five (5) years. At the time of the initial appointment, all specific terms will be clearly delineated, preferably in writing. After the initial appointment period, the holders of all endowed positions will be reviewed as described below. Subsequent to the review in the fifth year, the holder of an endowed position will be reviewed every three (3) years thereafter. The continued reappointment to the endowed position is subject to the successful completion of these reviews. However, there is no guarantee that the appointment will continue. (Note: Current holders of endowed positions who have served for less than five years will be reviewed in the fifth year, and every third year thereafter. Current holders of endowed positions who have served for five years or more will undergo their first three-year review in the fall of 2008.)

## Review Process

Faculty holding endowed positions are expected to perform at a high level in research! scholarship/creative activity, teaching, and service commensurate with the status and importance of these positions.

The formal review of holders of endowed positions will be based upon a process similar to the comprehensive review of department chairs. The committee for this review will consist of the Chair of the unit in which the endowed position resides, the Dean of the College, a Chair from another department, and the Senior Associate Provost. By October 1 of the Fall Semester of the review year (i.e., the fifth year for initial reviews, and each third year thereafter), the holder of the endowed position will submit a renewal portfolio to the Dean of the College. Failure to submit this portfolio will result in relinquishing the appointment. The portfolio will include:

- copies of all publications, grant proposals submitted and funded, and any additional evidence of research and/or creative activity accomplished during the review period;
- syllabi, websites, and other classroom materials used and/or developed which demonstrate a distinguished level of instruction;
- evidence of service to the university, the community, and/or the discipline as deemed appropriate by the holder of the endowed position; and
- any other relevant material.

It will be the committee's responsibility to review this material by the end of the fall semester and preferably no later than November 1 - and make a recommendation that is either positive or negative.

- Positive Recommendation - A positive recommendation will be for renewal of the appointment, in most cases for a three year period. This recommendation will be sent to the Provost & Vice President for Academic Affairs, who will have until November 15 (later if the recommendation is made after November 1) to decide whether to concur. If the Provost & Vice President for Academic Affairs concurs, he/she will forward the recommendation to the President. If the President and then, based upon the President's recommendation, the Board of Regents of the Texas State University System concurs, the holder of the endowed position will be notified promptly of the renewal for a maximum of another three (3) year term.

- Negative Recommendation - A negative recommendation will be for non-renewal of the appointment. This recommendation will be sent to the Provost & Vice President for Academic Affairs, who will have until November 15 (later if the recommendation is made after November 1) to decide whether to concur. If the Provost & Vice President for Academic Affairs concurs, he/she will forward the recommendation to the President. If the President and, based upon the President's recommendation, the Board of Regents concur, the Provost & Vice President for Academic Affairs will notify the holder of the endowed position promptly. If not renewed, the holder of the position will be assigned duties within the department on the same basis as any other senior faculty member and the salary will be converted to a 9-month salary base without any supplement associated with the endowment.

**Approved by President and Provost, 1/10/08**