



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-7301	Policy Title:	Appointment of Endowed Chairs
Effective:	06/10/2022	Responsible Office:	Academic Affairs
Date Approved:	06/10/2022	Approval:	Board of Trustees
Replaces Policy Dated:	04/24/2020	Responsible University Official:	Executive Vice President and Provost

PURPOSE:

This policy is designed to ensure that the University honors the intentions of donors and that income from endowed chair funds and other gifts designated for support of faculty and administrative positions are used effectively in supporting the University's academic mission.

SCOPE:

This policy applies to all donor restricted funds that have been established at the University of Richmond to support an endowed chair.

INDEX:

- ACD-7301.1.....Definitions
- ACD-7301.2.....Appointment of Endowed Faculty Chairs
- ACD-7301.3.....Appointment of Endowed Administrative Chairs
- ACD-7301.4.....Selection of Endowed Chairs
- ACD-7301.5.....Names of Endowed Chairs
- ACD-7301.6.....Applicable Regulations and Accreditation Standards

POLICY STATEMENT:

ACD-7301.1 – Definitions

Endowed Faculty Chairs

An endowed faculty chair is a teaching and research position awarded to a faculty member for which all or part of the faculty member's compensation is paid for by the endowment. Typically, an appointment to an

ACD-7301 – Appointment of Endowed Chairs

endowed faculty chair is made in recognition of the individual's attainment of the highest levels of teaching, scholarship, research and service in his or her discipline or field. For purposes of this policy, endowed faculty chairs also include appointments to endowed professorships.

Endowed Administrative Chairs

An endowed administrative chair is an administrative leadership position for which all or part of the administrator's compensation and/or programmatic activities are paid for by the endowment. Endowed administrative chairs are created to support the recruitment and retention of administrators in key leadership capacities for the University. An appointment to an endowed administrative chair is made upon assumption of a leadership position associated with the chair.

ACD-7301.2 – Appointment of Endowed Faculty Chairs

Appointments to endowed faculty chairs should reflect the highest ideals of academic excellence and scholarly or creative achievement. Appointments to endowed chairs must comply with the terms of the gift documentation, applicable University and regulatory policies, and relevant sections of the Faculty Handbook. Except in the rare case of visitors appointed to endowed chairs, appointments to faculty endowed chairs are made by the Board of Trustees upon recommendation of the Provost and President.

Terms of Appointment

1. In keeping with the purpose of endowed chairs as the highest academic honors an institution can bestow, endowed faculty chairs should be held only by full professors, unless otherwise specified in the gift documentation. In the unusual circumstance in which the appointment of an associate professor is in the best interest of the institution, candidates who hold the rank of associate professor may be appointed to an endowed chair where the teaching and scholarly achievements warrant.
2. In certain circumstances and only with the written approval of the Provost, distinguished visiting faculty may hold an endowed faculty chair when it is in the University's interest to do so and it is not inconsistent with the intentions expressed by the donor in the supporting gift documentation. An appointment to an endowed chair for a visitor is normally for a period of one academic year, but may be for a shorter period. School and University procedures for appointment of visitors will be followed in making visitor endowed chair appointments. Visiting endowed chair appointments do not require the approval of the Board of Trustees.
3. Candidates for appointment to an endowed faculty chair will have an outstanding record of teaching, research, publication, creative activity, scholarly achievement, and service, appropriate to the discipline and fields of specialization.
4. In cases in which schools wish to launch a search, after reviewing the conditions of the gift agreement and supporting documentation, the Dean will submit a request to the Provost to fill the open faculty chair, identifying a preferred process and requesting to conduct either an external or internal search. The Provost will approve a selection process which specifies the scope of the search. The presumption is that the selection process will involve a formal search committee, though the Dean, with the approval of the faculty of the department or school that holds the endowed chair, may recommend that this requirement be waived in a particular case. The selection process employed will comply with applicable University and school-specific policies.
5. For new appointments or reappointments to endowed chairs made on or after February 1, 2014, the term as chair may be for the duration of the appointee's service on the faculty, or may be for a fixed term or renewable terms as proposed by the Dean and agreed to by the Provost. The presumption is

that endowed chairs will not rotate among department or school members unless an endowed chair has been established for this purpose by the donor, or the proposed rotation is consistent with the donor's intent and it is in the interest of the University to do so. In the latter case, the Dean will make a recommendation to and obtain written approval from the Provost.

6. Conditions of the endowed chair will be set forth in the appointment letter, as will a statement of circumstances under which expectations may be modified. The appointment letter will also specify the official title associated with the chair as specified by the donor, the use of which must be considered a condition of service.

Responsibilities of an Endowed Faculty Chair

The holder of an endowed faculty chair is responsible for:

1. Fulfilling the conditions of the gift and any specific duties identified at the time of appointment;
2. Continuing to demonstrate evidence of excellence in teaching and scholarship, (research, or artistic production as appropriate), as documented in annual reports submitted by the chair holder;
3. Complying with the terms of the use of professional development funds, as specified in University Policy on the Use of Income from Endowed Chairs;
4. Actively participating in the chair holder's home department and/or school; and
5. Complying with the review policy of the chair holder's school.

Transition to this Policy

Individuals holding an endowed faculty chair as of February 1, 2014 will be permitted to fulfill the remainder of their terms, consistent with the intent of the donor as expressed in the gift agreement and related documentation. When an endowed chair becomes vacant, the appointment of a new chair holder will be made in accordance with this policy and the gift documentation.

ACD-7301.3 – Appointment of Endowed Administrative Chairs

Appointments to endowed administrative chairs are made upon assumption of a significant leadership position within the School or University for which an endowed chair has been designated. Appointments to endowed chairs must comply with the terms of the gift documentation and applicable University and regulatory policies. Once appointed to the administrative position through an appropriate University process, administrators whose office has an endowed chair are by definition deemed holders of the administrative endowed chair. Separate Board approval is not required.

Terms of Appointment

1. Endowed administrative chairs may be held by individuals with faculty status when appropriate, but the primary criterion for appointment is fitness for the administrative duties of the chair. The status of previous incumbents does not dictate whether a chair holder should have faculty status; faculty status is determined by the Faculty as outlined in the Faculty Handbook.

ACD-7301 – Appointment of Endowed Chairs

2. Interim or visiting administrators shall not hold endowed administrative chairs, unless the chair was specifically established for this purpose.
3. The appointment to an endowed administrative chair is intended for the position, not the person. An individual appointed to an endowed administrative chair will ordinarily hold such chair until the conclusion of his or her term of service in that leadership position. If the chair holder leaves that position to assume another role in the University, including as a member of the faculty, he or she will relinquish the administrative chair.

Responsibilities of an Endowed Administrative Chair

The holder of an endowed administrative chair is responsible for:

1. Fulfilling the conditions of the gift and any specific duties identified at the time of appointment;
2. Continuing to demonstrate evidence of excellence in administrative leadership, as documented in annual reports submitted by the chair holder; and
3. Complying with the review policy of the chair holder's division or with the review policy for members of the president's direct reports, as appropriate.

ACD-7301.4 – Selection of Endowed Chairs

While the gift agreement between the donor and the University may establish selection criteria for an endowed faculty or administrative chair, the agreement should not contain a provision giving the donor or his or her designee the right to participate in the selection of the endowed chair holder. Instead, consistent with the criteria set forth in the gift agreement, the University should have the discretion to recommend individuals for appointment to endowed chairs in a manner that best serves the strategic objectives of the University and, for faculty appointments, adheres to the principles of faculty governance. Appointments to faculty endowed chairs are made by the Board of Trustees.

Unless otherwise stipulated in the gift documentation, an appointment to an endowed faculty or administrative chair may be made to a current employee of the University or an outside candidate. In the case of endowed faculty chairs, the determination of internal versus external appointments will be approved by the Provost upon recommendation by the appropriate Dean, in accordance with the process in section ACD-7301.2 (Appointment of Endowed Faculty Chairs, *Terms of Appointment*, item 4) of this document.

ACD-7301.5 – Names of Endowed Chairs

Names of endowed chairs are determined at the time of the Chair's establishment by the Board of Trustees and cannot be modified except by action of the Board of Trustees.

ACD-7301.6 – Applicable Regulations and Accreditation Standards

Virginia Uniform Prudent Management of Institutional Funds Act (Va. Code §64.2-1100 *et seq.*).

ACD-7301 – Appointment of Endowed Chairs

RELATED POLICIES:

University Policy on the Use of Income from Endowed Chairs

POLICY BACKGROUND:

Revisions to align with University Naming Principles were reviewed by President’s Cabinet prior to approval by the Board of Trustees on 06/10/2022.

Policy revision was reviewed by Academic Deans, President’s Cabinet, and Faculty Senate before approval by the Board of Trustees on 04/24/2020.

Original policy became effective 02/01/2014.

POLICY CONTACTS:

Executive Vice President and Provost

Vice President & Secretary to the Board of Trustees