



UNIVERSITY  
OF WYOMING

Office of  
Academic Affairs

## **GUIDELINES FOR APPOINTING AND REAPPOINTING NAMED PROFESSORSHIPS, ENDOWED CHAIRS AND FACULTY FELLOWSHIPS**

This document outlines University of Wyoming procedures and criteria for appointing, reviewing, and reappointing named professorships, endowed chairs, and faculty fellowships. The oversight of these positions – how they are filled, when they are reviewed, what performance criteria may be expected – are articulated herein and represent agreement between the Office of Academic Affairs and the UW Foundation.

Named professorships, endowed chairs and faculty fellowships positions normally are term appointments, often with the possibility of re-appointment. The procedures and criteria outlined below apply also to faculty fellowships or chairs supported by state funds.

The creation and administration of named professorships, endowed chairs, and faculty fellowships, when the result of a private donation, must reflect the intention of the gift agreement. Nothing in these guidelines should be construed to take precedence over the endowment or gift agreement.

### **1.0 Initial Appointment**

#### 1.1 Procedure for Selecting Candidates

The appointment of a named professorship, an endowed chair or faculty fellowship is a strategic opportunity to strengthen departments, institutes/centers, and focal initiatives within a college and across the university. Thus, such appointments should be considered within the broader strategic direction of the unit, college and university.

Upon receipt of sufficient funds gifted to the university or other identified funds (such as repurposed existing endowments, one-time donor funds, unrestricted state funds, etc.), the appointment of a named professorship, an endowed chair or a faculty fellowship shall be initiated by the provost, dean, unit head, or director of the relevant university unit responsible for administering the faculty position. They will work together to identify the appropriate candidate(s) for the position based upon the purpose and description of the endowment and strategic goals of the unit and university. They also will determine whether the search will be internal or external, and work with faculty in the appointment process. The relevant university

unit(s) shall develop a nomination dossier for each viable candidate.

### *1.1.1 Internal Appointments*

The dean, unit head or director responsible for administering the faculty position will form a committee of subject matter experts based on the focus of the chair. Whenever possible, the committee should consist of a breadth of faculty and administrators (e.g., unit head, dean, director, holder of named positions, senior faculty) who are subject matter experts on the focus areas of the named professor, endowed chair, or faculty fellowship. The committee will:

- Determine the judging criteria, considering the gift agreement and strategic initiatives of the department, college and/or university;
- Release a call for nominations and ask nominees to submit a nomination dossier (described below);
- Review nominations; and
- Develop an unranked list of acceptable candidates with pros and cons to be submitted to the unit head, appropriate dean(s), and the provost.

The provost may either convene a committee as described above or make direct appointments following consultation with the unit head, dean, director or UW Foundation for positions under the direct authority of the provost (e.g., Wyoming Excellence Chairs).

### *1.1.2. External Appointments*

In addition to the components described in 1.1.1, appointments entailing an external search shall be conducted in accordance with procedures established by university HR, the Office of Academic Affairs and the Office of Diversity, Equity, and Inclusion. The named professorship, named chair or faculty fellowship, and associated expectations, should be highlighted in the recruitment materials submitted to the Provost's Office.

### *1.1.3 Nomination Dossier*

A nomination dossier will be submitted to the provost for the recommended faculty member prior to an informal or formal offer is made to the candidate. A copy of the nomination dossier shall be provided to the University of Wyoming Foundation. In addition to describing the appointment conditions for the named professorship, endowed chair or faculty fellowship, and indicating the pertinent funding source(s), the nomination dossier submitted to the provost must include the following items of information:

1. A letter of nomination from a unit head, director or dean responsible for administering the faculty position. The letter shall specifically address the candidate's qualifications and suitability for the named professorship, endowed chair or faculty fellowship. A summary of committee input shall be provided. Additionally, the letter shall summarize the credentials of the external referees providing reference letters in

support of the nomination. Further, it will describe the funding source(s), award criteria, the justification for using these funds, and a funding plan to cover the initial appointment.

2. The nominee's current CV;
3. A statement from the nominee as to how he or she envisions using the position to advance his or her scholarship, teaching, and outreach, and to contribute to the strategic direction of the unit, college and university;
4. Provide demonstrated impact of the nominee regarding scholarship, teaching or outreach relevant to the named professorship, endowed chair, or faculty fellowship. Impact can be demonstrated in various ways including but not limited to letters from external referees, industry standards of impact such as citation counts, prestigious awards.

#### *1.1.4 Recommendation to Provost*

The dean, unit head, or director will forward the top candidate's nomination dossier to the provost. The provost will consult with and communicate final decisions to the president. University regulations, policies, and procedures will be followed when recommendation for initial appointment is tied to tenure.

At the provost's discretion, and if there are any questions or concerns about the top candidate's qualifications for the position, the provost may convene a review committee. If convened, this committee shall meet to review the CV's and any supporting documentation of all candidates and to make recommendations to the provost. All deliberations of the committee shall remain strictly confidential both during the deliberations and after the recipient of the award shall be announced.

### 1.2 Criteria for Selection

The criteria for selection must be based upon the gift agreement when an endowment exists or strategic priorities of the unit, college and university. Endowed chairs preferably hold the rank of professor. Professorships and fellowships may be extended to faculty holding the rank of associate or assistant professor.

### 1.3 Appointment Terms

Named professorships, endowed chairs and faculty fellowships are typically appointed for a specific term, subject to an evaluation at intervals of three years, but not more than five years. Renewal and reappointment are detailed in Section 2.0. of this document. Appointment to such positions is separate from appointment to the faculty. It should be clearly understood that the decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.

## 1.4 Expectations for Professorship, Endowed Chair and Faculty Fellowship

The endowed chair, professorship and faculty fellowship holder is expected to excel in areas focused upon in the gift agreement and the strategic initiatives associated with the unit, college and university. Examples of excellence include, but are not limited to, developing and executing a high impact research or scholarly creative endeavor agenda, developing multi-investigator programs and multi-disciplinary laboratories, developing innovative educational programs and curricula, teaching excellence, fostering collaborations across the college, university, academic field, private sector and government agencies, the recruitment and supervision of high-quality graduate and undergraduate students, the recruitment and mentoring of new faculty members, and outreach to the broader community. Through these tasks, the holder will build and enhance the reputation of the unit, the college, and the university as well as demonstrate meeting the objectives specific to the position. These expectations will be clearly stated in an offer letter at the time of appointment.

At least once a year, the holder will devise an annual plan related to the named professorship, endowed chair, or faculty fellowship to advance the university, college or academic unit's mission and vision, and the endowed fund gift agreement (where appropriate). This plan will be submitted as part of the university's standard annual review process.

### *1.4.1 Stewardship Role*

The holders of all named positions resulting from private donations are expected to provide stewardship for the donors and to meet all expectations noted in the gift agreement. The stewardship activity may include, but should not be limited to, regular communication with the donors about significant accomplishments and/or current activities, meeting with them as needed or providing a brief written summary to serve as an annual report. Gift agreements and donor information will be provided by the University of Wyoming Foundation. Expectations regarding stewardship will be clearly stated at the time of appointment.

## **2.0 Review, Renewal, Reappointment**

Faculty members who hold endowed chairs, professorships or faculty fellowships are expected to sustain their exemplary accomplishments consistent with the stated expectations of the position and, when appropriate, the gift agreement.

Each year, as part of the annual review process, the holder of a named professorship, endowed chair or faculty fellowship shall submit a brief summary of the prior year's activities and activities planned for the coming year. The report will use UW's format and processes related to annual evaluation in the relevant unit(s). In addition, the plan of activities in the coming year and report of activities in the past year, and progress related to the position as

related to expectations of the position and donor gift agreement including stewardship activities, may also be requested in a separate form and report for Foundation use. This report will be shared with the University of Wyoming Foundation (UWF) and funding source(s) donors, at the Foundation's discretion. Other reporting needs can arise that the faculty holder may need provide as required (e.g., UWF reporting requirements, state requirements, etc.); such expectations will be communicated in advance by the administrator responsible for administering the faculty position.

Each position shall have a term (see Section 1.3) that may be renewable, depending on the terms set for the position, and by the supporting funds. Renewal entails a reappointment process, as described below.

## 2.1 Procedures for Reappointment

The reappointment of a named professorship, endowed chair or faculty fellowship shall be initiated by the dean or appropriate unit head or director responsible for administering the faculty position. The holder of a faculty fellowship, named professorship, or endowed chair, eligible for renewal shall submit to the dean a renewal dossier, as described below. After consulting with faculty in the college or academic unit, the pertinent combination of dean, director, and unit head shall decide whether to forward the renewal dossier to the provost. The timing of this process shall be consistent with reappointment, tenure and promotion schedule.

## 2.2 Criteria for Reappointment

To be eligible for renewal, holders of an existing professorship or chair must demonstrate they have continued to make significant contributions consistent with expectations of the position, strategic directions of the unit, college or university, and the gift agreement (as appropriate). Impact will be assessed during the re-appointment review process conducted by the provost, dean, director or unit head.

## 2.3 Renewal Dossier

A renewal dossier will be submitted to the provost for the faculty member prior to when an informal or formal renewal offer is made. A copy of the dossier shall be provided to the University of Wyoming Foundation. In addition to describing the appointment conditions for the named professorship, endowed chair or faculty fellowship, and indicating the pertinent funding source(s), the nomination dossier submitted to the provost must include the items detailed in section 1.1.3, with a focus on accomplishments made during the prior term in position.

Using WyoFolio, the unit(s) responsible for administering the chair, professorship or fellowship initiates the review. The post-tenure review process developed by academic units

is an acceptable process for the review.

#### 2.4 Reappointment Recommendations

The dean / director / unit head, in making recommendations, will consider:

1. Performance expectations for reappointment to the chair, professorship or fellowship;
2. The strategic goals of the unit, college and university;
3. The reappointment term and conditions; and,
4. If reappointment were not recommended, arrangements associated with the holder relinquishing the chair or professorship.