Each academic unit has written policies regarding endowed positions. These policies are established by the academic unit and submitted to Office of Academic Affairs (OAA).

Endowed faculty policies must include, at a minimum, a description of the impact of endowed positions for the academic unit, a general description of criteria and process for appointment and reappointment and a general expectation of participating in stewardship of donors.

Policies could also address appointment letters, use of funds, scholarly expectations and specific stewardship expectations.

Below is sample language to consider for endowed faculty policies. This document may be updated from time to time as additional examples or best practices emerge.

**Description of the impact of endowed faculty for the academic unit**

* Appointment to an endowed faculty position, including endowed chairs and endowed professorships, is one of the highest honors an academic institution can bestow upon a faculty member.
* At The Ohio State University, endowed faculty are essential to achieving and increasing excellence in our missions of teaching, research and patient care.
* Endowed positions illustrate the powerful partnership between faculty and philanthropists in defining areas of discovery and bringing them to life. A specific endowment agreement between the donor and the university sets the purposes of the endowed chair or professorship. Endowments are subject to review by the dean and approval by the Board of Trustees.
* Faculty who hold endowed positions are program-builders who elevate Ohio State’s profile in the profession.
* In the College/Department of [ ], endowed positions are used to hire for excellence or clear evidence of potential for excellence. The resources from the endowed position may enable someone to rise from excellence to eminence or may enable someone with high potential to rise quickly.
* In the College/Department of [ ], endowed appointments are made to attract prominent hires or recognize excellence of existing faculty.
* These positions are powerful recruitment and retention tools typically used for the most highly accomplished faculty candidates or current faculty members who are advancing our mission, and have a high level of ethics, integrity and collegiality.
* Appointments to endowed chairs are ordinarily made at senior tenure rank and appointments to endowed professorships, when appropriate, can be made for early or mid-career faculty.
* Appointments allow for protected time to support research or other academic pursuits, typically to the point of garnering extramural funding and/or promotion.

**Criteria for appointment and reappointment**

* Appointments to endowed positions are based on an appropriate combination of: recognized distinction as a scholar, teacher, researcher, or administrator; potential and willingness to provide leadership to the college and department in terms of the university’s educational, scholarly, and service missions; high levels of collegiality and professionalism; demonstrated leadership and mentorship; and compatibility with the specifications established by the donor of the position.
* Faculty who receive this honor must perform as exemplary scholars, excellent colleagues, and be faculty in whose accomplishments the university and donor can rightfully take pride.
* All endowed chair and endowed professorship appointments should follow criteria established in the endowment agreement for a term not exceeding five years.
* Appointment criteria may vary depending on the intended endowment focus or parameters in the endowment agreement.
* Endowed positions may be allocated by various means. Here are two examples:
	+ Strategic Appointments for Recruitment and Retention: Available endowed faculty positions that are sufficiently funded may be offered strategically for recruitment and retention at the dean’s discretion and will not generally be used for open competition among current faculty.
	+ Appointment by Faculty Applications/Nominations: Available endowed faculty positions that are sufficiently funded may be open for application or nomination.
* Successive renewals will be considered throughout the appointee’s remaining productive career. Renewal of endowed chairs and professorships is subject to satisfactory performance and continued faculty eminence.
* Holders of chairs and professorships are expected to remain productive in research and service to the institution.
* Faculty holding endowed positions are expected to demonstrate outstanding ethical behavior and departmental citizenship, perform at a high level in research/scholarship/teaching/outreach/engagement and service commensurate with the status and importance of these positions. Importantly, these positions also provide opportunities for leadership through mentorship of students, postdoctoral scholars and junior faculty.
* Appointments may be limited to X terms.
* There should be no expectation or promise of renewal. In all cases, the university retains the right not to renew for any reason.

**Process for appointment and reappointment**

* All processes for appointment and reappointment to endowed chairs or professorships follow the procedures outlined in the [Faculty Appointment Policy](https://oaa.osu.edu/sites/default/files/links_files/facultyappointments_1.pdf) (page 9).
* Appointments to endowed positions are at the discretion of the dean. The department chair and/or center or institute director makes a recommendation to the dean for appointment or renewals of endowed chairs and professorships. If approved, the dean will forward the recommendation to the Office of Academic Affairs for formal approval by the Board of Trustees. All endowed chairs and professorships serve as the discretion of the dean.
* The search and review process will be undertaken by a joint committee of college administrators and senior faculty (including at least one from the discipline or interdisciplinary area represented by the chair or professor), appointed by the dean. The committee’s composition normally should include a majority of faculty members, along with others chosen by the dean. The committee will make its recommendation to the dean, who makes their recommendation to the provost for formal approval by the Board of Trustees.
* Endowed professorships or chairs are appointed for an initial term of up to five years. Renewal of endowed professorships and chairs is subject to satisfactory performance and continued faculty eminence. The appointment, term and specific expectations are outlined in the initial letter of offer (for new recruits) and in a separate appointment letter (for existing faculty).
* Per the [Faculty Appointment Policy](https://oaa.osu.edu/sites/default/files/links_files/facultyappointments_1.pdf), the dean must conduct a formal review prior to submitting an individual for reappointment to an endowed position.
* Responsibility for conducting the review rests with the dean and the associate dean for faculty affairs. The dean shall consult with the department chair and/or unit head to appoint an ad hoc review committee comprised of members representing the department, college and/or the university.
* Endowed chair and professorship holders within [college] will be evaluated for possible reappointment no later than the final year of the term of appointment. The chairholder will be permitted approximately one semester to prepare the materials for review.
* The review process will begin the last year of an appointment. The faculty should exceed criteria and expectations set by the college Promotion and Tenure and Merit review policies.

**General expectation for participating in stewardship**

* The university has a tradition of celebrating the inaugural endowed chair through an installation ceremony, planned by the Office of Advancement in collaboration with the college. These events honor and celebrate the donors whose generous gifts make these positions possible and the inaugural appointees. These events include the formal presentation of the chair to the provost or chief executive officer of the Wexner Medical Center and presentation of medallions to both the chairholder and donors. For chairs in health sciences, a white coat is presented to the chairholder. Subsequent chairholders are presented a medallion; recommended in coordination with donor stewardship.
* Faculty should work in partnership with their college’s advancement team to support annual donor stewardship to include, but not limited to, providing a summary of significant activities and accomplishments.
* Endowed chairs and professors are expected to generate a report of their activity annually, which will be incorporated into stewardship communications that the dean will share with the donor. This report may coincide with the Annual Review process.

**Appointment letters**

Appointment letters should convey the term of appointment, allowable use of funds, expectations for participation in stewardship, and criteria and process related to reappointment.

* The title of [Chair or Professor] is a high academic honor reflecting outstanding accomplishment. Acceptance of this honor includes aspiration for continued excellence.
* I am delighted to offer you the [\_\_\_\_\_Chair/Professorship], effective [DATE], subject to approval by The Ohio State University Board of Trustees. Your appointment to the [\_\_\_\_\_Chair/Professorship is for a period of \_\_ years (ending on [DATE]).
* As holder of this chair/professorship, you will be asked to participate in stewardship activities, and remain productive in research and service to the institution.
* At the expiration of this appointment, reappointment may or may not be offered based on your activities as a scholar and academic leader as assessed by ­­­­[department chair/dean].
* As the holder of the \_\_\_\_ Chair/Professorship, you will be provided a maximum of up to $X per fiscal year. Funds provided can be used flexibly to support your scholarly activities and will/will not (upon request) roll over year-to-year. The college reviews the use of these funds and balances annually.
* Donors who establish endowed positions make an indelible contribution to Ohio State through their generosity. Holders of endowed positions are unique qualified to give donors an appreciation of the impact of their philanthropy. Participating in stewardship, in partnership with the Office of Advancement, is thus an important part of holding an endowed position. This stewardship may include, but is not limited to, providing a summary of your significant activities and accomplishments.

**Use of funds**

* Funds may be used to offset or supplement salary, to support a combination of salary and scholarship, or to exclusively support the holder’s scholarship/research.
* Funds provided can be used flexibly to support scholarship activities. Funds may be used to advance novel or early areas of discovery or educational innovation and scholarship, with the approval of the department chair and/or center and institute director, provided the use of the funds is consistent with donor intent.
* In the College of [ ], x% of proceeds from the endowment replace all or some of the salary of the chairholder.
* Supplemental funds, up to a fixed amount, could support summer support and stipends, graduate or research assistance, reduced teaching loads, and discretionary research budget.
* Funds [will or will not] roll over from year-to-year.
* Any questions about potential uses of the funds may be directed to Advancement.
* Any unspent funds at the expiration of an appointment will be returned to the fund for the endowed chair or professorship.

**Process for annual review of fund balances**

* The college must ensure the endowment distributions are expended in accordance with the terms of the endowment.
* Colleges are encouraged to partner with the Office of Advancement if the fund is too restrictive to utilize on a consistent basis.
* Fund balances will be reviewed annually with the Office of Advancement to ensure responsible fund stewardship.
* In discussion with the provost, the dean may choose to delay filling an endowed faculty position in order to retain the position for strategic recruitment or retentions, or to allow the endowment distributions to increase; however donor stewardship will be a consideration.

**Scholarly or other expectations**

* Appointment and subsequent reappointment to this position is contingent on continued faculty eminence to enhance Ohio State’s and the college’s competitive position.
* At the end of each year, each holder provides a report to the dean of their research, teaching and service activities during that year, along with how allocated funds were spent.

**Specific stewardship expectations**

* In coordination with the Office of Faculty Affairs within OAA and Office of Advancement, the college may highlight appointments to endowed chairs and professorships and the accomplishments of these position holders through existing and planned channels (e.g. faculty awards website, newsletters, and award ceremonies).
* At the end of each year, each holder provides a report of their activities during that year, sending the report electronically to the dean and college advancement office. The report includes research, teaching and service activities, along with how allocated funds were spent.
* The faculty member is expected to help share annual impact in a manner suited to the position holder and the donor(s), as determined in collaboration with Advancement (e.g. an in-person or virtual meeting, a recorded video message, print or digital impact summary report). Additional progress on significant activities, research and accomplishments outside the annual impact summary can be shared with donor(s) throughout the year.
* Established donor(s) and/or living stewardship contacts will receive communication from the dean regarding impending or current vacancies. If appropriate, additional information relating to recruitment efforts and timeline could be shared.