<Insert priorities and/or goals of the college related to faculty>

These guidelines align with the University Policy on Faculty Appointments and serve to define the expectations for the appointment and review of endowed chairs and professorships.

1. **Description of the impact of endowed positions 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 mission.

Endowed positions illustrate the powerful partnership between faculty and philanthropists in defining areas of discovery and bringing them to life. A specific endowment agreement sets the purposes and terms of appointment of the endowed faculty position. Endowments are subject to review by the dean and approval by the Board of Trustees.

<Insert how endowed positions are used (e.g., recruitment, retention, both, etc.) and the significance/ impact for the academic unit>

1. **Criteria for appointment**

Appointments to endowed positions are based on an appropriate combination of: <insert college criteria> and compatibility with the specifications established by the donor of the position.

1. **Criteria for reappointment**

Reappointments to endowed positions are based on <insert eligibility criteria for reappointment>

1. **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).

The search and review process will be <insert information about process and its leadership>

The reappointment process <insert information about time and process for reappointment>

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 recommending an

individual for reappointment to an endowed position.

1. **General expectation for participating in stewardship**

Faculty will work in partnership with the Office of Advancement and their college’s advancement team to support annual donor stewardship that includes, but is not limited to, <insert college expectations for stewardship such as providing a summary of activity/achievements/impact of the funds>

**CONTENT FOR CONSIDERATION**

1. **Appointment letters**

Appointment letters convey the term of appointment, allowable use of funds, expectations for participation in stewardship and criteria, process related to reappointment and <insert any additional content>

1. **Use of funds**

<Insert any standards for the allowable use of funds>

Any unspent funds at the expiration of an appointment will be <insert academic unit policy on unspent funds>

1. **Process for annual review of fund balances**

The college must ensure the endowment distributions and withdrawals are expended in accordance with the terms of the endowment. Fund balances will be reviewed annually with the Office of Advancement to ensure responsible fund stewardship.

<Insert academic unit policy on annual review of fund balances, maintaining a balance and unspent balances>

1. **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. <Insert academic unit expectations including potential annual report to the dean>

1. **Specific stewardship expectations**

In coordination with the Office of Faculty Affairs within OAA and the 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. websites, newsletters and award ceremonies).

<Insert stewardship expectations established in partnership with the college’s advancement office>

Inaugural endowed chair installations have become a university-wide tradition, starting in 2016. Planned by the Office of Advancement, these celebrations enable us to honor and celebrate the donors whose generous gifts make these positions possible and the faculty members holding inaugural endowed chair positions. These events include the formal presentation of the chair position to the provost or chief executive officer of the Wexner Medical Center, and a 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 with a medallion; recommended in coordination with donor stewardship.