

## Policy & Procedures for Appointing a Faculty Member to An Endowed Position at UGA

Per University System of Georgia (USG) policy, the Board of Regents (BOR) must approve the *establishment* of new endowed chairs, professorships, fellowships, and administrative positions before they are advertised or announced publicly. The *appointment* of an individual to an endowed position requires separate BOR approval and cannot occur if the BOR has not already approved establishment of the position. This document describes the steps that must be taken to appoint an individual to an endowed position at UGA. If establishment of the endowed position has not already been approved by the BOR, please refer to the [Policy & Procedures for Establishing an Endowed Position at UGA](#).

1. Compare the candidate's credentials to the fund agreement supporting the endowment to ensure that the candidate's credentials meet or exceed the requirements stated in the fund agreement. Candidates for endowed positions must meet or exceed all requirements for the position (e.g., correct tenure status, faculty rank, research expertise, etc.). If the candidate does not meet these requirements, he/she will not be approved by the Provost for the appointment. If need be, you may obtain a copy of the fund agreement for an endowment held by the UGA Foundation from Jennifer Hancock ([jgary@uga.edu](mailto:jgary@uga.edu)), or for an endowment held by UGA from Judy Scott ([jrscott@uga.edu](mailto:jrscott@uga.edu)) at the UGA Bursar's office .
2. Submit the following documents to the Office of Faculty Affairs (225 New College, Campus Mail) 4-5 weeks before a Board of Regents meeting will be held. These meetings occur monthly during the academic year (except for December) and their schedule is posted annually at the USG website (<http://www.usg.edu/regents/meetings>). Any position requests that miss the agenda deadline for a given Board meeting will be submitted for consideration at the next Board meeting (note that approval of a retroactive appointment is not guaranteed).
  - a. **A complete faculty appointment package, if appointee is a new faculty member at UGA;**
  - b. Cover letter from Dean/VP to Provost (see template below);
  - c. Current UGA Foundation fund account statement, or UGA fund account statement;
  - d. Candidate's CV; and
  - e. Electronic personnel report (placing faculty member in the endowed position).

The cover letter to the Provost should contain the following information:

Paragraph 1: Request that the BOR approve the appointment of the selected candidate to the endowed position (using full name of the position - must match fund agreement). Specify effective appointment date.

Paragraph 2: Summarize the candidate's credentials and your reason(s) for recruiting him/her for this endowed position. Include details on search procedures, faculty vote, and approvals as applicable (e.g., tenure on appointment requires positive faculty vote, as well as separate Provost's approval).

Paragraph 3: Request that the Provost submit the request to the Board of Regents for approval.

If the Provost approves the request, the Office of Faculty Affairs will send the request to the BOR for review at the next Board meeting.

Questions about the endowed position appointment process should be directed to the Office of Faculty Affairs at 706-542-0547.