

Appointment to Endowed Professorships
FACS Administrative Policies and Procedures

November 2019

No endowed chair, professorship or fellowship will be established or announced without prior approval of the Board of Regents, and no initial appointment will be made to a chair, professorship or fellowship without prior approval by the Board of Regents. Process and procedures for establishing an endowed chair or professorship can be found at the following:

https://provost.uga.edu/resources/documents/Establishing_Endowed_position_10_18.pdf

Process and procedures for appointing a member of the faculty to an endowed professorship:

https://provost.uga.edu/resources/documents/Endowed_Appointments_10_18.pdf

Both processes described above will flow through the FACS College Dean's Office.

Reappointments are carried out as specified in the endowment fund agreement, or if the procedure is not specified, by the Dean after consultation with the appropriate Department Head.

Typical review timeline for reappointment is five (5) years. The procedures will include:

A review of qualitative and quantitative evidence of the faculty member's performance over at least the previous five-year period. The evidence should include a cover letter and summary by the promotion/tenure unit head, a current curriculum vitae, material providing documentation of the faculty member's accomplishments, an outstanding record in externally funded research and/or scholarly publications, recognition for contributions in the assigned areas of teaching, research and public service, and contributions judged to be relevant to the review.

The faculty member should provide the Department Head and Dean with a concise summary of accomplishments and future plans not to exceed two pages in length and should address the criteria described in the paragraph above and include the faculty member's contributions to the profession, the Department, the College, and the University.

These reviews may be combined with other reviews, including (but not limited to) post-tenure review or promotion in rank, nominations for major teaching awards, graduate program faculty reappointment, and national professional honors or awards.

If during the five-year period the faculty member in the endowed professorship receives an Overall annual performance review of "Does Not Meet Expectations," this will be included in the review and considered by the Dean as grounds for non-reappointment.

The Dean makes the final determination for reappointment and conveys in writing his or her recommendation to the Provost by the end of the academic year (in May). The Department Head and faculty member will also be informed of the Dean's recommendation.

In the case of donor or donor representative or sponsoring Board, the Dean and FACS Director of Development will communicate the outcome of reappointment to those individuals or groups.