

Process for Review of Endowed Professors and Chairs **School of Public Health and Tropical Medicine**

(Rev. 1/29/2013)

- A. In 2011, the University Provost disseminated guidelines for the recruitment, appointment and review of endowed professorships and chairs. These documents can be located on the Provost's website at:

<http://tulane.edu/provost/upload/Endowed-Chairs-Policy.pdf>

<http://tulane.edu/provost/upload/Endowed-Professorship-Policy.pdf>

Below are excerpts from both guidelines relevant to review procedures:

GUIDELINES FOR THE REVIEW OF APPOINTMENTS TO ENDOWED PROFESSORSHIPS (v 3.15):

Criteria for appointments to endowed chairs must reflect the highest ideals of academic excellence and scholarly or creative achievement.

I. General Criteria for Appointments

The following general criteria will be used in the review and recommendation of candidates for endowed professorships:

- 1. An outstanding record of productive research, publication, creative activity, and/or scholarly achievement appropriate to the discipline and fields of specialization*
- 2. Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession*
- 3. Evidence of professional achievement at the national or international level which will enhance the stature of the University's faculty*

Each successful candidate will present a record sufficiently consistent in quantity and quality to warrant the expectation of continued performance and contributions at an outstanding level.

IV. Periodic Review Procedures

Faculty members holding endowed professorships are subject to the normal faculty review procedures established by the University. In general, this includes reviews related to tenure, promotion, and merit salary increases. In addition, occupants of these positions are subject to cumulative reviews that focus on multi-year accomplishments as they relate to the responsibilities and expectations associated with the endowed professorships themselves. Possible renewals in appointments to these positions depend upon the completion of such multi-year assessments.

- 1. Professorship holders will be reviewed every five (5) years or during the final year of a term appointment.*
- 2. Responsibility for conducting all reviews rests with the appropriate Dean, in collaboration with the Senior Vice President for Academic Affairs and Provost. Professorship holders will be notified of upcoming reviews and given sufficient time to compile a dossier of relevant materials.*

3. *The Dean and Senior Vice President for Academic Affairs and Provost may employ various means to review professorship holders. These may include, but are not limited to, the following:*
 - a. *Evaluation of the candidate's dossier*
 - b. *Evaluation by an internal ad hoc committee*
 - c. *Evaluation by external referees*
4. *Upon receipt of notification of the review, the professorship holder will assemble a dossier which includes, at a minimum:*
 - a. *Current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions)*
 - b. *A personal statement of past, present, and future research, scholarly or artistic work, and teaching.*
 - c. *Copies of major publications and/or a portfolio of finished work or art. Although accomplishments during the professorship holder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the period under review.*

At the conclusion of the review, the Senior Vice President for Academic Affairs and Provost will reappoint to another term or terminate the appointment.

GUIDELINES FOR THE REVIEW OF APPOINTMENTS TO ENDOWED CHAIRS (v. 3.17):

Criteria for appointments to endowed chairs must reflect the highest ideals of academic excellence and scholarly or creative achievement.

I. General Criteria for Appointments

The following general criteria will be used in the review and recommendation of candidates for appointment to endowed chairs:

1. *An outstanding record of productive research, publication, creative activity, and/or scholarly achievement appropriate to the discipline and fields of specialization*
2. *Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession*
3. *Evidence of professional achievement at the national or international level which will enhance the stature of the University's faculty*

Each successful candidate will present a record sufficiently consistent in quantity and quality to warrant the expectation of continued performance and contributions at an outstanding level. Position announcements will include specific qualifications which will be employed by a search committee in the review and recommendation of candidates.

IV. Periodic Review Procedures

Faculty members holding endowed chair positions are subject to the normal faculty review procedures established by the University. In general, this includes reviews related to tenure, promotion, and merit salary increases. In addition, occupants of these positions are subject to cumulative reviews that focus on multi-year accomplishments as they relate to the responsibilities and expectations associated with the

endowed chairs themselves. Possible renewals in appointments to these positions depend upon the completion of such multi-year assessments.

1. *Chair holders will be reviewed every seven (7) years or during the final year of a term appointment.*
2. *Responsibility for conducting all reviews rests with the appropriate Dean, in collaboration with the Senior Vice President for Academic Affairs and Provost. Chair holders will be notified of upcoming reviews and given sufficient time to compile a dossier of relevant materials.*
3. *The Dean and Senior Vice President for Academic Affairs and Provost may employ various means to review chair holders. These may include, but are not limited to, the following:*
 - a. *Evaluation of the candidate's dossier*
 - b. *Evaluation by an internal ad hoc committee*
 - c. *Evaluation by external referees*
4. *Upon receipt of notification of the review, the chair holder will assemble a dossier which includes, at a minimum:*
 - a. *Current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions)*
 - b. *A personal statement of past, present, and future research, scholarly or artistic work, and teaching*
 - c. *Copies of major publications and/or a portfolio of finished work or art**Although accomplishments during the chair holder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the period under review.*
5. *At the conclusion of the review, the Senior Vice President for Academic Affairs and Provost will make one of the following recommendations:*
 - a. *Reappointment to another term, or*
 - b. *Termination of the appointment.*

B. SPHTM REVIEW PROCESS FOR ENDOWED CHAIRS AND PROFESSORS

When appointing a **new** faculty member to an endowed professorship or chair (a candidate coming from outside the SPHTM), the review will not be conducted by the Dean's Research Council; a thorough review will already have been conducted by the Committee on Appointment, Promotion and Tenure as part of the standard review of new academic appointments. Requests to appoint an **existing** SPHTM faculty member to an endowed professorship or chair will be reviewed by the Dean's Research Council. Reviews conducted by the Dean's Research Council will involve tenured faculty members of the committee.

Initial Appointment to New Endowed Professor/Chair (Faculty member selected from within the SPHTM)

- a. The following items shall be submitted to the Dean to include the following:
 - A letter to the Dean from the Department Chair with a recommendation regarding the appointment to the endowed position. If the candidate is the chair of a department, this letter would be provided by the Dean. The letter shall include:
 - A nomination of the faculty member for renewal of the endowed professorship/chair.

- The Department Chair's reasons/justification for the nomination.
 - A recommendation for the length of the appointment (per the Provost's guidelines, 5 years is the maximum allowed for Professorships and 7 years for Chairs).
 - The faculty member's current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions).
 - A personal statement from the faculty member including a description of past, present, and future research, scholarly work, and teaching.
 - Copies of up to three major publications.
- b. The Dean's Research Council will conduct the review and make a recommendation to the Dean.
- c. The Dean will formulate a recommendation and will send it, along with relevant documentation (e.g., dossier, Research Council recommendation), to the Provost who will make the final decision.

Review of Currently Occupied Endowed Professorship/Chair

A review will be conducted near the end of the faculty member's term in the endowed position.

- a. A dossier shall be submitted to the Dean to include the following (at a minimum):
- A letter to the Dean from the Department Chair with a recommendation regarding the possible renewal of the appointment to the endowed position. If the candidate is the chair of a department, this letter would be provided by the Dean. The letter shall include:
 - A nomination of the faculty member for renewal of the endowed professorship/chair.
 - The Department Chair's reasons/justification for the nomination.
 - A recommendation for the length of the renewal (per the Provost's guidelines, 5 years is the maximum allowed for Professorships and 7 years for Chairs).
 - The faculty member's current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions).
 - A personal statement from the faculty member including:
 - A description of past, present, and future research, scholarly work, and teaching.
 - A summary of how the funds from the endowed position were used over the term of the appointment, e.g., salary support; research expenses including equipment, program/project expenses, travel for research; support for visiting scholar/collaborations; support for graduate assistants; etc.
 - A statement of how the funds from the endowed position impacted the faculty member's work, e.g., enhanced existing research/programs; created new research/programs; provided opportunities for students & faculty; etc.

- Copies of up to three major publications.
- b. The Dean's Research Council will conduct the review and make a recommendation to the Dean.
- c. The Dean will formulate a recommendation and will send it, along with relevant documentation (e.g., dossier, Research Council recommendation), to the Provost who will make the final decision.

Timeline for Review of Occupied Endowed Professors/Chairs

- a. One year prior to the end date of the appointment to the endowed position, notice is sent to the Department Chair and the faculty member.
- b. Three months prior to deadline for the dossier, a reminder is sent to the Department Chair and the faculty member.
- c. Four months prior to the appointment end date, the dossier is due in the Dean's Office.
- d. The dossier is reviewed by Dean's Office for completeness, copies of documents sent to the donor may be added, and the dossier is then forwarded to the Chair of the Dean's Research Council.
- e. Two months prior to the expiration of endowed chair/professorship appointment, the Chair of the Dean's Research Council submits a recommendation to the Dean.
- f. One month prior to the end date of the appointment to the endowed position, the Dean will formulate a recommendation and will send it, along with relevant documentation (e.g., dossier, Research Council recommendation), to the Provost who will make the final decision
- g. At the conclusion of his/her review, the Provost will issue a decision and the Dean will notify the holder of the position of the decision.