TO: The Academic Senate  
FROM: Faculty Affairs Committee  
SUBJECT: Endowed Faculty Honors  
PURPOSE: For Action by the Academic Senate

ACTION REQUESTED: That the Academic Senate Adopt the Proposed Policy on Appointments of Endowed Faculty Honors, effective upon the signature of the President.

BACKGROUND INFORMATION: FAC has been charged by the Academic Senate to develop a policy on appointments of endowed faculty honors.

During winter quarter 2005, President Rees established a committee to draft a University endowment policy to govern the creation of endowments and minimum gifts required. A committee chaired by Bob Burt, University Advancement, and composed of four administrators and three faculty members developed such a policy. In the spring quarter of 2005, this policy was approved by the Academic Senate and President Rees.

As part of their charge from the President, this Ad Hoc Endowment Policy Committee also drafted a policy on appointments of endowed faculty honors. In the fall of 2005, this document was forwarded by the Executive Committee of the Academic Senate to FAC for its approval.

On October 19th, FAC met with Vice President Burt who explained the work of the committee he had chaired, provided an overview of endowments, and addressed FAC concerns about endowed faculty honors. FAC reviewed existing policies, shared its draft in process with Dave Larson and Gary McBride, two faculty members who had served on the Endowment Policy Committee, and discussed revisions of the draft at two subsequent FAC meetings. On January 4, we met again with Dr. Burt and made final changes to the document, which FAC unanimously (6-0) approved.

FAC recommends that the Academic Senate adopt this document as the University Policy on Appointments of Endowed Faculty Honors.
Policy on Appointments of Endowed Faculty Honors

1.0 Introduction

1.1 This Policy supplements the California State University, East Bay Policy on University Endowments which is incorporated herein by reference. The Policy on University Endowments governs the establishment of Endowed Faculty Positions. This policy provides guidance to the Colleges for the creation of policies and procedures governing the selection of individuals for endowed faculty honors.

2.0 Selection of Individuals to an Endowed Faculty Honors

2.1 Endowed faculty honors are intended for scholars and teachers distinguished by wide recognition of their professional accomplishments. Only outstanding intellectual and artistic individuals should be nominated for endowed faculty honors. In general, they should be capable of holding corresponding professorships or chairs at comparable institutions. Letters of recommendation should address teaching effectiveness and how the faculty member would interact with students.

Endowed faculty honors may be used to honor distinguished current faculty members or to attract new faculty members to the University. Endowed faculty honors provide funds to the honorees in support of their teaching, research, and service, and are supported by payout from endowment accounts.

Endowed faculty honors shall be reviewed each year and may be reassigned or terminated at the convenience of the University on recommendation of the college dean and of the department to the Provost and to the President. Faculty so terminated would normally continue to hold their current academic positions under normal pay and workload status.

2.2 An endowed faculty honor will generally be filled by one individual for an initial five-year period, which may be extended for consecutive five year terms, unless a shorter or longer term or non-renewability is otherwise specified in the terms of the gift.

An endowed faculty honor may be designated for a specified period of time less than five years, which can be renewed in accordance with this policy. Selections may be made on a quarter, academic-year, or twelve-month basis.

An endowed faculty honor may be filled for a specific period rotating periodically among faculty members or departments. This may include faculty selected at the discretion of the President after consultation with the appropriate college dean and department faculty.

2.3 Each department or appropriate unit will establish policies and procedures for awarding endowed faculty honors. These policies and procedures must be consistent with University policies and procedures, and approved by the Academic Senate, the appropriate dean, the Provost, and the President.

2.4 Inasmuch as the University's primary mission is to provide instruction to qualified students, the holder of an endowed faculty honor will engage in instructional activities as part of her or his assignment.

2.5 Selection of faculty for endowed honors will follow University and academic personnel policies and Academic Senate procedures for faculty appointments. Normally such selection includes a faculty vote. Departments or programs should establish procedures on how the vote
should be conducted and who is eligible to vote. For chairs which are not departmental specific or which are College-wide or campus-wide, written guidelines should be established for the selection process.

2.6 For endowed Distinguished Chairs, Chairs, Distinguished Professors, and Professors the selection shall be made by the President after receiving a recommendation from the Provost acting on the recommendation of a dean who will consult with the faculty member's department. If the recruitment process does not produce a fully qualified, viable candidate, it shall not be necessary to make a selection.

2.7 Selection of a faculty member for an endowed honor will not be approved until there is confirmation that the endowed honor has been formally established. The Office of University Advancement shall be advised by the Office of Academic Affairs of selections so as to inform donors.

2.8 Awards of endowed faculty honors may be made for honors that are conditionally established pending fulfillment of a pledge or irrevocable deferred gift, or completion of a campaign to fund the honor. Such awards provide no income for use by the honoree.

3.0 Use of Title

3.1 The holder of an endowed faculty honor shall be designated as the "[Benefactor's name or honoree] [Name of faculty honor; see below] in/of [Field/Department] and will be so designated in official correspondence and University publications.

Examples of titles

Full-time faculty
“The John Smith Distinguished Chair in History”
“The John Smith Chair in History”
“The John Smith Distinguished Professor of History”
“The John Smith Professor of History”
“The John Smith Faculty Fellow”
“The John Smith Research Fellow”

Part-time faculty
“The John Smith Distinguished Visiting Professor”

3.2 On relinquishment of the endowed faculty honor, a holder would be entitled to refer to herself/himself by the Honor name, appending dates of incumbency. Upon retirement, the chair is automatically relinquished. The designation "Emeritus" shall be added to the appointee's title upon retirement from tenured status.

4.0 Endowed Administrative Honors

In the case of administrative endowed honors (e.g., dean of a college), the administrative officer is automatically designated as the holder of the honor. An administrative endowment provides funds in support of the teaching, research, and service activities of the department, research unit, school, or college.