

**Appointment and Review of Endowed Chairs and Eminent Scholars
UVA School of Education and Human Development
Guidelines**

Owner: Dean			
Effective:	1/1/2021	Date of Next Review:	
Related Policies:	https://provost.virginia.edu/academic-policies/appointment-endowed-and-eminant-scholars-chairs		
Related Procedures:			
Purpose:	<p>The School of Education and Human Development recognizes accomplishment of senior scholars through the awarding of endowed chairs and eminent scholars chairs. As per the Provost's Policy Statement on Endowed Chairs (see below), these prestigious honors are awarded to University faculty members who have achieved the highest level of professional performance and recognition. This policy outlines the process for appointment, review, and reappointment for all chaired professorships, both on-going and term-limited.</p> <p>https://provost.virginia.edu/academic-policies/appointment-endowed-and-eminant-scholars-chairs</p>		
Scope (Applies to):	Teaching and Research Faculty who have attained the rank of at least associate professor and are eligible per the donor language and University policy for appointment to a chaired professorship.		
Definitions:	<p><i>Endowed Chairs:</i> A named professorship established for scholars who are full or associate professors at the University of Virginia provided to supplement state-funded salary and to recognize excellence in a school or field of study.</p> <p><i>Eminent Scholars Chairs:</i> Named endowed professorships supported from the Virginia State Council of Higher Education's Eminent Scholars Program.</p>		
Policy Statement:	<p>The School of Education and Human Development's chaired professorships are held by scholars who are the most accomplished and consistently have the highest level of performance. Faculty appointed to chaired professorships undergo a rigorous review and appointment procedure consistent with University policy. All non-rotating chaired appointments are for five-year renewable terms. The length of rotating chairs is determined by the enabling language. Every five years the holder of each endowed chair is reviewed. The chair holder prepares a dossier, as described below, and submits this to the dean for review.</p>		

Procedures:	<p>Chaired Professorship Review Committee:</p> <p>All chair holders in the School serve on the Endowed Chair Review Committee (ECRC) and identify a member to serve as the Chairperson of this committee. The committee is responsible for reviewing all chair appointments and reappointments to ensure on-going excellence in the accomplishments of chair holders. The Associate Dean for Research and Faculty Development serves as an ex officio member of this committee.</p> <p>Nomination Process for Chaired Appointments:</p> <p>In most cases, the current Dean is the nominator; if the current Dean is the nominee, then another senior faculty holding an endowed chair makes the nomination. Both tenured and General Faculty at the rank of associate or full professor are eligible for nomination.</p> <p>Upon nomination, the Dean seeks the initial support from the candidate's department chair, and if endorsed, asks the candidate to provide a dossier including:</p> <ol style="list-style-type: none"> a) Curriculum vitae, b) Three to five scholarly products, c) A list of approximately 7 potential external distinguished colleagues who will be asked by the Dean's Office to evaluate the nominee based on his/her CV. The list should include name, title, employer name, phone number, and e-mail address. d) A 2-page narrative describing the candidate's primary research contributions to date, the significance of those contributions for the field, and planned research activities. Also include, as relevant, contributions to teaching and service to the School, UVA, and/or the field. <p>The ECRC reviews nominees for all chairs, including new and rotating chairs. The nominee's dossier includes the documents submitted by the nominee, the nomination letter, and at least three peer review letters from external distinguished colleagues, requested and provided by the Dean to the committee.</p> <p>The ECRC conducts its review and evaluates the nominee in light of the overall goal of the specific chair (if relevant) with a particular emphasis on the nominee's scholarship and contributions to the field; the scholarship should be of exceptional quality and impact, using a variety of relevant indicators. Other secondary factors which may be considered include teaching and service to UVA and the School.</p>
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Expectations are commensurate with the faculty member's rank and appointment (i.e., tenured or General Faculty). For example, mid-career candidates are evaluated based on their status as an emerging leader in their field, whereas more senior candidates are expected to have made significant scholarly contributions and demonstrated leadership in their respective fields. All candidates are expected to demonstrate a strong commitment to and potential for a sustained level of significant research contributions, and an ongoing commitment to diversity, equity, and inclusion.

The committee's deliberations are confidential. Each committee member in attendance at the meeting votes on nominees by secret ballot. Members not able to attend the meeting in person have the option of voting electronically.

The committee sends a written report to the Department Chairperson and Dean outlining the qualifications of the nominee(s) along with its recommendations. The Department Chairperson provides a written endorsement or non-endorsement of the nominee to the Dean. If the nominee is a Department Chairperson, then the Associate Dean for Research & Faculty Development provides the endorsement or non-endorsement of the nominee to the Dean. Based on these recommendations, the Dean makes the final School-level recommendation to the Provost for final recommendation to the Board of Visitors.

Review and/or Renewal of Chaired Professorships:

All faculty are reviewed annually, including those holding endowed chairs. In addition, every five years the holder of a chair is reviewed through a process coordinated by the Endowed Chair Review Committee. Prior to the end of the appointment period (for rotating chairs) or the five-year review period (for non-term chairs) chair holders up for review will receive notification of review from the dean and should submit a dossier that includes:

- a) Two-page letter from chair holder summarizing progress to date (with a particular emphasis on scholarship and contributions to the field, and how his/her/they work addresses and promotes diversity, equity, and inclusion),
- b) Three to five scholarly products,
- e) Curriculum vitae, and
- f) Annual reports for the last two years.

The committee conducts its review and evaluates the chair holder with a particular emphasis on the chair holder's scholarship and contributions to the field; the scholarship should be of exceptional quality and exceptional impact. All chair holders are expected to demonstrate a sustained level of research contributions. Other secondary factors that may be considered include teaching and service to UVA and the School. The Dean may also elect to solicit reviews from external distinguished colleagues who would be asked by the Dean's Office to evaluate the nominee's sustained research contributions based on his/her CV.

The committee sends a written report to the Dean outlining the qualifications of the nominee(s) along with their recommendations, reflecting the consensus of the committee. The Department Chairperson also provides a written endorsement or non-endorsement of the chair holder to the Dean. If the chair holder is a Department Chairperson, then the Associate Dean for Research & Faculty Development provides the endorsement or non-endorsement of the nominee to the Dean. Based on these recommendations, and any additional information the Dean deems important, the Dean makes the final recommendation to the Provost regarding the reappointment (in the case of rotating) or continuation (in the case of non-rotating) of the chair.

When a person on the committee is under review, the candidate is recused from the committee as it relates to his or her own review.

Appointment and Reappointment Documentation and Communication:

Upon approval by the Board of Visitors of the original appointment, the Dean provides written notification of the appointment and the associated terms. Professorships will be awarded with five-year terms. The exact dates of the term for a professorship will be specified in writing at the time of appointment along with notice that renewal is contingent upon successful completion of a formal report and review. Terms must be consistent with donor language if specified.

Faculty reappointed to chairs or those who have undergone and completed a successful review will receive written notification from the Dean of that outcome, including reappointment and any associated terms.

Removal for Cause and Notification:

The Dean has the discretion to request review of a chair holder's work at any time to determine if performance is consistent with the School's standards and/or the enabling language. The review will follow the standard reappointment review process as outlined above.

A faculty member may be removed from a chaired professorship for failure to meet the standards for the highest levels of performance as outlined in the School's Policy on Load Planning and criteria established by the School's Benchmarking Guide.

If the Dean decides to rescind appointment or not recommend reappointment, the Provost Office will be advised of the decision and the facts supporting the removal recommendation. The Provost will review the recommendation, conferring with the Dean as necessary. Once a decision is made, the chair holder and his or her department chair will be notified in writing of such decision.

Voluntary Relinquishment:

A chair holder may voluntarily relinquish his/her chair at any time and for any reason by submitting his/her intention in writing to the Dean.

School of Education and Human Development Chair Support Funds Guidelines:

In the use of funds from endowments to support chaired faculty positions, UVA School of Education and Human Development follows a set of general principles that are applied across these allocation decisions. These include the following:

- 1). The holding of an endowed chair is primarily an honorific, recognizing the scholarly contributions of the chairholder. The chairholder uses the chair name and title to signify this honor and is recognized as among the eminent scholars at the University.
- 2). The endowment and related yield related to a specific chair are managed by the School as part of the overall budgeting. To the extent possible the School aims to promote consistency in allocating the funds produced from all such endowments. However, the specific chair endowments vary widely in terms of the principal amount and the funds yielded for use (investment returns). This is in part a function of historical patterns of giving and of shifts in University requirements to endow a chaired professorship (which have increased more than ten-fold in the past 20 years). For example, the chairs established decades ago often have much

smaller amounts of principal invested and hence smaller returns. Even funds established more recently vary considerably in the invested principal and resulting yield.

3). Most financial return from endowments is intended/applied to offset salary of the chairholder. This principle follows from decades of practice at the University.

4). Funds returned by endowments may also be used to support research activities conducted by chairholder (e.g., seed funding to support pilot projects, professional development, conference travel).

Distribution of Available Funds

As noted above, the funding yielded from the endowment is used largely to offset the department's or unit's share of committed salary coverage for the scholar, in turn covering a portion of the salary which would typically come from state sources. The funding from the endowment does not function as a buy-out, but rather goes toward the base salary coverage typically covered by the Department/School.

For senior endowed chairs who hold the rank of full professor and have demonstrated the highest level of achievement in their field are eligible for a \$5,000 annual supplement to their salary for the length of the endowed chair appointment, effective at the end of FY '21. In the event the scholar steps down from the endowed chair, the supplement paid from the endowment will revert to the fund. Rotating professorships (e.g., Talbot Chair rotated to UVA Schools) are not eligible for this supplement from the endowed professorships. Junior endowed chairs who hold the rank of associate professor and have demonstrated a high level of achievement in their field are eligible for a \$3,000 annual supplement to their salaries for the length of the endowed chair appointment, effective at the end of FY '21. Upon promotion to full professor, a former junior chair's supplement would increase to the standard \$5,000.

Effective the 2020/21 academic year and going forward, all endowed chairs in the School are eligible to receive a \$5,000 annual research fund to support their scholarship. Funds must be used solely in support of research or to support the scholarly work of the chair holder. The awards provided to chair holders may not be used to support purely social functions. Equipment purchased from the research support funds remains the property of the University of Virginia.

Unexpended budget balances in this research fund at the end of the fiscal year will carry forward to the new year, provided the professor remains in the chaired professorship. Outstanding encumbrances against this fund remaining at the end of the fiscal year will be paid from the budget allocation for the subsequent year.

It is the chairholder's responsibility to expend the research support funds prior to vacating the chair. If a balance remains upon the vacancy, these funds will revert to the endowment or the Dean's office as appropriate. The exception is in the event of retirement from UVA (which is defined as a professor retiring from employment at the University while appointed to a chaired professorship, and who is appointed emeritus at the time of retirement), unexpended chair support funds in the research account will remain available to the retired professor for 12 months after retirement to support ongoing research projects. If the chair holder vacates the chair with outstanding expenses, the department must cover the deficit.

Expenditure Limitations and Exceptions:

A chairholder must maintain full-time employment status at least one semester of the academic year to be eligible to receive either the salary supplement and/or the research support. If granted educational leave or sabbatical for an academic year or one semester of educational leave the chairholder will remain eligible.

Funds allocated to the research account under this program may be accumulated up to a maximum of \$30,000 per chairholder. These funds could be used for wages other than the chairholder (e.g., students, staff, post-docs). With the Dean's approval, these funds could also be used to support the salary of the chairholder while still appointed in the endowed position, such as in the form of summer salary or a course buy-out.

If a professor holds more than one Chair (within the School or University), s/he is only entitled to one research support fund and one supplemental pay.