

# **UIC** FACULTY AFFAIRS POLICIES AND PROCEDURES

**SECTION: FPP 100 - Appointment Types and Appointment Processing  
NUMBER: 105**

**SUBJECT: Guidelines for Appointing and Investing Named Chairs and  
Professorships**

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**OBJECTIVE:** To establish guidelines and procedures for appointing and investing named chairs and professorships. To inform and assist all departments/colleges involved in the establishment and administration of such appointments; to ensure consistency in handling and publicizing of such appointments; and to ensure that the campus follows the donor's intent and wishes. This policy assumes that the endowed chair or professorship has already been established per the requirements from the University of Illinois Foundation with assistance from the Office of Business and Financial Services.

**POLICY:**

Review and Approval: Named appointments to the faculty require review at the campus level, regardless of where the appointment is held. Prior approval by the Provost and Chancellor ensures the institutional interest in preserving consistent standards for such honors. The University of Illinois at Chicago (UIC) is committed to the tradition and importance of endowed chairs and endowed professorships in recognizing and fostering academic excellence among its faculty. Named appointments to the faculty are intended to signify a distinction beyond that implied by a normal professorship. No offer or promise of a named chair or named professorship may be made without advance review and approval at the campus level.

Appointment and Tenure: Named appointments/titles are zero percent (0%) appointments that accompany an underlying faculty appointment. Tenure resides in the faculty disciplined appointment, never in the named appointment. This applies even when a portion of the salary is paid from the endowment. The named appointment title should carry the exact same title that is approved via the Statement of Understanding for donor intent.

Term: All named appointments are to fixed terms (generally a 5-year term), but appointments may be renewed with the approval of the Provost. If an appointment is designated as renewable, a review will be conducted prior to renewal. This review will insure that the work of the holder of the position continues to be consistent with the donor's intent, and that the holder of the position continues to meet the appointment

criteria. Upon retirement, the unit may recommend the holder of an endowment be approved for the honorific title of “Name of Appointment Emeritus/Emerita Chair or Professor.” The request would require the appropriate documentation and approval process set up under the policy Approval of Emeritus Status.

Criteria: Regardless of the primary basis of the endowed appointment (scholarship, teaching, or clinical practice), all appointees to named positions are expected to have a satisfactory record of accomplishment in all three missions relevant to their specific rank and track, *i.e.*, teaching, service, scholarship, or clinical practice.

Recognition and Ceremony: The college, school, or unit that has appointed the named chair or professorship should hold an investiture ceremony to recognize the position’s recipient and to honor the endowment donor. Ideally the ceremony should occur in the beginning of the academic semester that the position holder begins his/her appointment. An installation ceremony acknowledges to the UIC and the academic communities the endowment recipient’s appointment. These ceremonies are planned and implemented by the appropriate college. An Investiture Ceremony Handbook is available through the Office of the Vice Chancellor for Development. It offers suggested guidelines for honoring endowed chair and professorship recipients and the donors who made those positions possible. It is expected that the elaborateness of the ceremony will be commensurate with the level of funding which endowed the position.

Donor Communication: An annual communication from the holder of the endowment is expected so activities can be communicated to the donor (or heirs). The annual communication is the responsibility of the holder’s home department.

**APPLICABILITY:** Nominations to named chairs and professorships can be made to either current faculty or faculty (tenured associate or full professors only) who are being recruited to UIC. These appointments may be in recognition of an established or emerging leader already on our faculty, or used to attract an individual who will strengthen the quality of a unit and the University. Named designations should be reserved for faculty who are among the most talented and accomplished in that unit. In the case of an external hire, the candidate should be judged to be at or above the level of the top senior faculty in the unit.

**PROCEDURE:**

Current Internal Faculty: A named chair or professorship awarded to a current faculty member will require the following steps:

1. Dean/Director prepares memorandum to justify the proposed appointment.
2. The Dean/Director consults with the Vice Chancellor for Development to confirm the appointment is consistent with donor intent, as appropriate. The Vice Chancellor of Development provides the Dean/Director with the donor intent confirmation.

**The following steps should be coordinated through Faculty Affairs Human Resources (FAHR). Packets should not be sent directly to the Office of the Provost.**

3. Dean/Director forwards memorandum and donor intent confirmation via the Transmittal for Named Appointment form addressed to the Provost along with the nominee’s current *curriculum vitae* for review and approval.

4. Provost reviews memorandum and donor intent confirmation. If approved, forwards to the Chancellor with a letter of support.

5. Chancellor reviews recommendation from the Provost. If approved, the appointment will be forwarded to the Board of Trustees via the standard faculty appointment process.

External Faculty Hire: In addition to the current approval process established for indefinite tenure hires, the following steps will be required when awarding a named chair or professorship to an external candidate:

1. Dean/Director prepares memorandum to justify the proposed appointment.  
2. The Dean/Director consults with the Vice Chancellor for Development to confirm the appointment is consistent with donor intent, as appropriate. The Vice Chancellor of Development provides the Dean/Director with the donor intent confirmation.

*The following steps should be coordinated through Faculty Affairs Human Resources (FAHR). Packets **should not** be sent directly to the Office of the Provost.*

3. Dean/Director forwards memorandum and donor intent confirmation via the Transmittal for Named Appointment form addressed to the Provost along with the nominee's current *curriculum vitae* for review and approval.

4. Provost reviews memorandum and donor intent confirmation. If approved, forwards to the Chancellor with a letter of support.

5. Chancellor reviews recommendation from the Provost. If approved, the appointment will be forwarded to the Board of Trustees via the standard faculty appointment process.

#### **REFERENCES:**

Transmittal for Named Appointment form #1000-B  
Investiture Ceremony Guidelines for Endowed Chairs and Professorships  
(available from the Office of the Vice Chancellor for Development)  
[Business and Financial Policies and Procedures: Section 11.9 – Endowment Administration](#)  
[Policy on Approval of Emeritus Status](#)  
[Reference Guide for Appointments Requiring BOT/Chancellor/Provost Approval](#)