

Guidelines for the Selection and Review of Endowed Chairs and Named Professors

Endowed chairs and named professorships are reserved for members of the faculty deemed distinguished by virtue of their scholarly productivity and instructional excellence. Named professorships are generally awarded to members of the current faculty, whereas endowed chairpersonships are typically used to recruit distinguished senior faculty to SLU.

Selection Considerations

In selecting the recipient for one of these honors, the College/School must ensure that:

1. The honor and prestige associated with the award are reflected in the choice of the recipient; and
2. The selection process is consonant with specifications made by a donor whose generous gift has made the award possible.

Qualifications

The two basic qualifications of an endowed chair or named professor are:

1. Except in the rare case of a junior-faculty appointment made to a person of very exceptional achievement, the candidate must not only meet the qualifications for tenure, as stated in the *Faculty Manual of Saint Louis University*, including a proven record of scholarly productivity and instructional excellence, but must also present evidence of distinction in her/his discipline during the three years immediately preceding the appointment.
2. The candidate must have an actual record of, or potential for, academic leadership that will contribute to invigorating departmental instruction, curricular innovation, and/or increased departmental research productivity.

Procedure for Selection

The procedure for selecting and appointing an endowed chair or named professor follows:

1. After review of the conditions of a donor's gift, the Dean submits to the Provost a request for filling an open chair or professorship, including a preferred process and a request to search nationally or to limit the search to internal candidates.
2. The Provost will approve a selection process which specifies the scope of the search and which may or may not involve a formal search committee.
3. If a national search is to be conducted, the Provost will appoint a search committee that typically will include the Dean of the College/School receiving the chair or professorship, the Dean of the Graduate School (if the Department offers graduate programs), the Chair of the Department (if applicable), and two tenured

- faculty members of the Department or College/School receiving the chair or professorship. The cost of a national search, which ordinarily will not exceed \$5,000, is borne by the endowment which supports the chair or professorship.
4. If the chair or professor is appointed from within the faculty of the Department or program receiving the professorship, the Provost, following consultation with the President, will make the appointment on the recommendation of the Dean of the College/School, the Dean of the Graduate School (if applicable), and Department or program faculty empowered to participate in the selection process.
 5. The initial appointment will be for a term not to exceed five years, with the understanding that the appointment is ordinarily renewable upon the recommendation of the Dean, following a review of the recipient's performance.

Responsibilities of an Endowed Chair or Named Professor

The holder of an endowed chair or named professorship is responsible for:

1. Fulfilling the conditions of a donor and those specific duties identified at the time of his/her appointment;
2. Continuing to show evidence of excellence in scholarship and instruction in her/his discipline;
3. Submitting an annual report of activities to his/her Dean; and
4. Participating actively in the individual's home Department or program (if applicable) and College/School.

Privileges Associated with an Endowed Chair or Named Professorship

The holder of an endowed chair or named professorship is entitled to:

1. Identification with the name of the chair or professorship in all University releases or publications in which the faculty member's name appears;
2. An adjustment to the individual's workload, in consultation with his/her Chairperson and Dean; and
3. Other negotiated privileges supported by the endowment or Department/School/College.

Furthermore, the competitiveness of endowed chairs' salaries is not to be jeopardized by the pools available to other faculty in each year.

Responsibilities of the Dean

The Dean of the College/School will:

1. Recommend to the Provost, at the time of the initial appointment, the specific salary, duties, and conditions to which the holder of the endowed chair or named professorship must adhere.

2. Receive from the endowed chair's or named professor's Department Chairperson or comparable administrator a written annual report, including overviews of the individual's:
 - a. Teaching—As applicable, describe the courses taught, student and/or peer evaluations, and innovations in course development or revision.
 - b. Scholarship—Provide a description of the scholarly activities in which the faculty member is involved and products that have resulted in the past year from the individual's scholarship.
 - c. Service activities—Provide a summary of the activities through which the person provides services to the Department, College/School, University, community, and profession.
3. Recommend to the Provost whether or not the endowed chair's or named professor's appointment should be renewed, whenever possible by April 1 of the penultimate year of the individual's appointment, with a copy to the Vice President for Development and University Relations when the position is endowed. Contributors to the review process should include: the Department Chairperson (if not an endowed chair), the Dean, and the Graduate Dean (if applicable).

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