Process to Appoint New and Renew Current Endowed Chairs, Professorships & Fellows

This process chart is meant to guide members of the Offices of the Dean, Provost and President on the review/approval process to appoint new and renew current endowed positions or temporary fellows.*

**If the fellow is a new faculty or if the fellow is temporarily in the chair/professorship endowed position, external letters are not necessary.

*Of note:
- The holder of endowed position must have the requisite level of distinction in her/his career to be awarded the position.
- The field must match donor intent.
- In the event that we would like to award this as a “Fellow to the Chair” we need to seek permission from the donor if the flexibility is not already indicated in the agreement.
- The appointment needs to be for a reasonable period of time that allows for the award to have impact on the person’s career and as a mark of distinction (minimum one year).
- Unless explicitly addressed in the endowment agreement, only one endowed chair, professorship or fellow is allowed at any given time.

**New**

Dean and Chair identify a faculty candidate to be hired into the endowed position

Dean sends recommendation package, including the endowment agreement, CV, College/School/Dept recommendation letter (if applicable), Dean’s support letter, external letters**, draft offer letter if new (which includes information on expected use of funds and responsibilities), to Vice Provost for Faculty Affairs

College/School completes review/approval process, per College/School-specific guidelines

Vice Provost for Faculty Affairs reviews package and sends to the Provost

After review, the Provost shares the package and input with the President (also send package to the Chief of Staff to the President)

The President, in conjunction with the Provost, determines final decision

Is this a new appointment or a renewal?

New

Renewal

Dean and faculty keep a copy of the dossier and letters for their records; for renewals, the College/School Admin uploads notification letters to Digital Measures on the UTA Appointments page

Provost’s Office submits request to hire an endowed position to UT System

Provost’s Office notifies the Dean’s Office of final decision

Dean sends appointment letter notifying faculty of approval or a letter notifying faculty of denial and copies the Provost, Chief of Staff to the President, Asst Vice President for Academic Resource Planning, Executive Assistant to the Provost, Vice Provost for Faculty Affairs, and Director of Endowed Services (a formal offer should not be made until approvals at all levels have been received)

**Renewal**

Vice Provost for Faculty Affairs confirms with Deans and Institutional Advancement those endowed positions up for review and notifies faculty six months before review date

Faculty submits dossier; Dean convenes review committee as per the College/School guidelines

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