

Reviewed: April 6, 2021

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## PROCEDURE SUMMARY

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Texas A&M AgriLife Research (AgriLife Research) is provided with qualified employees who conduct basic and applied research for the benefit of the citizens of Texas. This procedure provides for recognition of employees as endowed scientists in AgriLife Research.

These procedures provide guidelines for the appointment, evaluation, and reappointment of employees adloc'd to AgriLife Research to endowed positions.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

- 1.1 In all instances, selection criteria for appointments to endowed positions—as well as budgetary approvals—will reflect the stated priorities and restrictions established when the endowed position was created.
- 1.2 Procedures and guidelines for appointments as endowed scientists established by AgriLife Research are intended to provide guidance and do not establish a guarantee of employment or supersede the at-will status of agency employees.

### 2.0 APPOINTMENT, EVALUATION, AND REAPPOINTMENT PROCEDURES

#### 2.1 Selection

The selection process will be initiated by the Director. In every instance, this selection process shall include advice and counsel from an appropriate advisory committee appointed or recognized by the Director which will guide the process and provide a recommendation to the Director.

#### 2.2 Appointments

The advisory committee will initiate a request for appointment via written request which includes sufficient information and justification for review and evaluation by the administration, including recommendations of the committee and the unit head. Appointments to endowed scientist positions require the approval of the Director with the concurrence of the Vice Chancellor for Agriculture and Life Sciences (Vice Chancellor).

Initial appointments will be consistent with all applicable Texas A&M University System (System) policies and regulations, as well as AgriLife Research rules and procedures. Appointment letters should include specific reference to the System policies and regulations and AgriLife Research rules and procedures on periodic review and reappointment, and on the management of endowment related funds. While special conditions may be established by mutual consent and with the approval of the Director, unusual and extraordinary conditions are discouraged, and shall in no case be in conflict with System policies and regulations and AgriLife Research rules and procedures.

#### 2.3 Evaluations and Reappointments

Every five years (or more often if a review cycle of fewer years is established at the time of initial appointment or reappointment) the Director will initiate a review of the endowment arrangement to consider objective internal data and external input about the results and performance of the endowed individual. In cases where the holder is maintaining high standards in his or her work and continues to make positive contributions to the mission of AgriLife Research, no review would necessarily take place.

In the case the Director decides a review is not required, a reappointment will be made. In the case the Director decides a review is required, a small ad hoc committee will be appointed by the Director with the concurrence of the Vice Chancellor to review the appointment. The holder of the endowed position will be informed of the review and specific focus of the review. Further, the holder of the endowed position will be consulted for suggestions of individuals knowledgeable of the work that is the focus of the endowed position. After consideration of the ad hoc committee report and any response to the report by the endowed position holder, the Director will—with the concurrence of the Vice Chancellor—decide on the reappointment.

### 3.0 BUDGETORY GUIDELINES

The following procedures are meant to govern not only future endowed positions, but also to provide guidance when making salary allocation decisions for those currently established. Decisions about the portion of salary that an endowment will support will be made in accordance with the following procedures:

- 3.1 First, consult the gift agreement for any limitations or requirements.
- 3.2 If the gift agreement does not provide guidance, refer to any commitments made in the letter of appointment for the endowed position.
- 3.3 If the gift agreement and the appointment letter provide no limitations or requirements, then the total amount of an employee's salary that is supported by an endowment should typically be limited to no more than 25% of the total salary. These procedures should be applied when negotiating future offers to holders of endowed positions.

### 4.0 EXCEPTIONS

Any exceptions to these procedures require the approval of the Director.

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## DEFINITIONS

**Endowed Scientist**—The holder of an endowed scientist position should be considered as receiving one of the highest honors that can be bestowed on an employee. The highest level of performance—and national and international recognition of that performance—are inherent guidelines for appointment. The agency expectation of unquestionable excellence must be met in addition to any specific criteria associated with a particular endowed position. The appointment may recognize a current employee or it may be associated with recruitment of a new employee. But, in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.

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## CONTACT OFFICE

Questions regarding this procedure should be referred to the AgriLife Research Office of the Director at 979-845-8486.

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## REVISION HISTORY

Approved: April 10, 2013  
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