

Revised: August 12, 2024

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PROCEDURE SUMMARY

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 or endowed directors in AgriLife Research.

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

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 In all instances, selection criteria for appointments to endowed positions—as well as budgetary approvals—will reflect the donor's intent and the stated priorities and restrictions established when the endowed position was created.
- 1.2 Procedures and guidelines for appointments as endowed scientists or endowed directors 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 or endowed director positions require the approval of the Director with the concurrence of the Vice Chancellor for Agriculture and Life Sciences (Vice Chancellor). Unless otherwise approved by the Vice Chancellor or Vice Chancellor's designee, endowed positions should not be appointed until the endowment is fully funded.

To hold an endowed scientist or endowed director position, the faculty member or administrator needs to be and must remain in good standing with the agency.

For positions not reserved for specific units, the Director's office will solicit nominations for endowed positions on an annual or as-needed basis. In the case of self-nominations or nominations from outside the nominee's home (adloc) unit, the Director will request a letter of endorsement and a nomination

package from the head of the candidate's unit.

The nomination package must include a nomination letter, an endorsement from the unit leader, a complete CV, and a statement of the nominee's anticipated activities if appointed. The Director will provide all nomination packages to the chair of the advisory committee. The advisory committee will review and evaluate the nomination packages based on the donor's intent and the stated priorities and restrictions established when the endowed position was created and make recommendations to the Director. The Director may choose to either appoint a current employee to an endowed position or use the position for recruitment purposes.

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.

Appointment to an endowed position that is reserved for a specific position will be for the duration of the holder's service in that position.

The use of endowed position titles and associated funds by the endowed position holders must cease at the conclusion of the endowed position terms. No holder of an endowed position may hold a concurrent appointment to another endowed chair or professorship.

3.0 BUDGETARY GUIDELINES

All expenditures of income generated by the endowment must be in accordance with the donor's intent and the stated priorities and restrictions established when the endowed position was created. Expenditures of income shall be at the discretion of the endowment holder. AgriLife Research shall place no restriction on the allocation or expenditure of funds beyond those specified by the donor's intent and the stated priorities and restrictions established when the endowed position was created. The Texas A&M Foundation will coordinate financial reporting of endowment performance directly with the AgriLife Research Chief Financial Officer. The Foundation will make decisions about endowment investments. The annual allocations of proceeds may fluctuate due to market conditions and the performance of endowment investments. When an endowment is vacant, earnings from the endowment cannot be spent without the prior approval of the Director or their designee, and any spending must be in accordance with the gift agreement.

4.0 EXCEPTIONS

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

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’s 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.

Endowed Director: The holder of an endowed director position should be considered as receiving a high honor, as well as recognition of consistently outstanding performance and ability. The expectation of a distinguished record of performance must be met in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed director position may recognize a current employee or it may be associated with the recruitment of a new employee. Endowed directorships, e.g., Endowed Institute Director or Endowed Center Director, are attached to the individual holding that particular administrative appointment.

CONTACT OFFICE

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

REVISION HISTORY

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