

## APPOINTMENT OF FACULTY TO ENDOWED POSITIONS

Approved: June 7, 2021

Revised: August 19, 2021

Next Scheduled Review: June 7, 2026

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### GUIDELINE SUMMARY

These guidelines apply to all endowed chairs and professorships in the College of Agriculture and Life Sciences (College) and its academic departments, institutes and centers. All endowed chairs and professorships are awarded in accordance with Texas A&M University (Texas A&M) Standard Administrative Procedure 12.01.99.M2.01 *Appointment, Evaluation, and Reappointment to Faculty and Administrators who are Faculty to Endowed Positions*. In cases where an endowed chair or professorship has been bequeathed for a specific purpose, the College will adhere to the donor's intents whenever possible.

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### PROCEDURES AND RESPONSIBILITIES

#### 1.0 GENERAL

The College strives to maintain responsible stewardship of its endowed resources, while continuing to ensure that the most outstanding and deserving faculty are recognized and rewarded through endowed appointments.

Endowed chairs and professorships in the College are awarded to recruit, retain, and reward faculty members who possess an exemplary record of outstanding performance in research, teaching, and/or service at a level commensurate with national and international standards.

The College will follow the definitions and criteria as stated in University SAP 12.01.99.M2.01 for endowed chairs and endowed professorships. Selection criteria will reflect the stated priorities and restrictions established when the endowed position was created.

#### 2.0 APPOINTMENT

Subject to the approval of the Provost and Executive Vice President, the Dean of the College awards all endowed chair and professorships. The Dean is advised by the College of Agriculture and Life Sciences Advisory Committee on Endowed Chairs and Professorships, with appropriate departmental input.

Appointments to endowed chairs and professorships will be made annually or on an as-needed basis in accordance with a timeline set by the Dean.

- 2.1 **College-level appointment process.** For positions not reserved for specific departments, the Dean's Office will solicit nominations for open chair or professorship positions on an annual or as-needed basis. In the case of self-nominations or nominations from outside the nominee's home (adloc) department, the Dean will request a letter of endorsement and a nomination package from the head of the candidate's home department.

The College-level nomination package must include a nomination letter, an endorsement from the department head, a complete CV, and a statement of the nominee's anticipated activities if appointed. The Dean will provide all nomination packages to the Chair of the College of Agriculture and Life Sciences Advisory Committee on Endowed Chairs and Professorships. The

College Advisory Committee will review and evaluate the nomination packages based on the gift agreement criteria and make recommendations to the Dean. Rather than appoint a current faculty member to an endowed position, the Dean may choose to use the position for recruitment purposes.

- 2.2 **Departmental-level appointment process.** For endowed positions that are specific to a department, the Department Head will solicit nominations for open chairs and professorships, after consultation with the Dean. Self-nominations are permitted.

The Department-level nomination package must include a nomination letter, a complete CV, and a statement of the nominee's anticipated activities if appointed. The Department Head will provide all nomination packages to the Chair of the Department Advisory Committee on Endowed Chairs and Professorships. The Department Advisory Committee will review and evaluate the nomination packages based on the gift agreement criteria, and recommendations will be reviewed by the Department Head and forwarded to the Dean. The Department Head may recommend that the Dean use the endowed position for recruitment purposes.

The Dean will provide all nomination packages to the Chair of the College of Agriculture and Life Sciences Advisory Committee on Endowed Chairs and Professorships. The College Advisory Committee will review and evaluate the nomination packages and make recommendations to the Dean. Rather than appoint a current faculty member to an endowed position, the Dean may choose to use the position for recruitment purposes.

- 2.3 **Committee appointments.** The Dean will appoint the members of the College of Agriculture and Life Sciences Advisory Committee on Endowed Chairs and Professorships. The expectation is that the college committee members hold an endowed position. Each member will serve a two-year term. The Department Head will appoint members of the Department Advisory Committee.

### 3.0 TERMS OF APPOINTMENT

Effective September 1, 2021, appointment to an endowed chair or professorship in the College of Agriculture and Life Sciences will be for a 5-year term. Close to the end of the 5-year term, the holder of an endowed position will be able to re compete for the current chair and is also eligible for nomination and appointment to any other open chair or professorship by submitting a nomination package as described in Section 2. The department head may petition the Dean to reappoint an endowed chair without a competition in cases of extraordinary accomplishment by the incumbent and lack of competition for the endowed chair.

Appointment to an endowed position that is reserved for a specific position (e.g. judging coach, department head) will be for the duration of the holder's service in that position.

The holder of an Endowed Chair retains the title until the end of his/her career.

The holder of an Endowed Professorship retains the title until he/she receives an endowed chair or until the end of his/her career.

No holder of an endowed position may hold a concurrent appointment to another endowed chair or professorship.

### 4.0 ALLOCATION OF DISCRETIONARY FUNDS

- 4.1 **Endowed Chairs.** Annual proceeds of the chair endowment will be allocated to the holder of the chair up to a maximum limit of \$100,000 per year, of which a sum of \$20,000 may be received by the chair holder as a summer salary supplement annually. Additional summer salary supplement must be equally matched with funds from extramural research grants. The actual amount allocated to the chair holder may be less than the maximum amount and may change in future years based on market conditions. Allocated funds may be used for course buyouts down to a minimum of three credit of classroom teaching per year, as described in the College's Guidelines on Teaching Load and Course Buyouts. Any proceeds higher than \$100,000 will be used to support the base salary of the chair holder (if allowed by the gift agreement) and associated salary savings will be returned to the college. No more than \$200,000 in unspent funds may be rolled forward to the new fiscal year. Any unspent funds higher than the maximum amount that can be rolled forward will be returned to the College on the last day of the fiscal year (August 31) and used in

accordance with donor stipulations. After a chair holder's term ends, the former holder may access unspent balances for 6 months, after which time residuals will be returned to the college.

- 4.2 **Endowed Professorships.** Annual proceeds of the professorship endowment will be allocated to the holder of the professorship up to a maximum limit of \$50,000 per year, of which a sum of \$10,000 may be received by the professorship holder as a summer salary supplement annually. Additional summer salary supplement must be equally matched with funds from extramural research grants. The actual amount allocated to the professorship holder may be less than the maximum amount and may change in future years based on market conditions. Any proceeds higher than \$50,000 will be used to support the base salary of the professorship holder (if allowed by the gift agreement) and associated salary savings will be returned to the college. Allocated funds may be used for course buyouts down to a minimum of three credit of classroom teaching per year, as described in the College's Guidelines on Teaching Load and Course Buyouts. No more than \$100,000 in unspent funds may be rolled forward to the new fiscal year. Any unspent funds higher than the maximum amount that can be rolled forward will be returned to the College on the last day of the fiscal year (August 31) and used in accordance with donor stipulations. After a professorship holder's term ends, the former holder may access unspent balances for 6 months, after which time residuals will be returned to the college.

## 5.0 EXCEPTIONS

Any exceptions to the stipulated expenditure and stewardship guidelines require the prior approval of the Dean. Exceptions to the stipulated appointment terms and conditions may also require approval of the Provost and Executive Vice President.

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## RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[System Regulation 12.01, Academic Freedom, Responsibility and Tenure](#)

[Texas A&M Rule 12.01.99.M1, University Statement on Academic Freedom, Responsibility, Tenure, and Promotion](#)

[Texas A&M Standard Administrative Procedure 12.01.99.M2.01, Appointment, Evaluation, and Reappointment of Faculty and Administrators who are Faculty to Endowed Positions](#)

[College of Agriculture and Life Sciences, Guidelines for Faculty Evaluation](#)

[College of Agriculture and Life Sciences, Guidelines on Teaching Load and Course Buyouts](#)

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## CONTACT OFFICE

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Questions regarding this guideline should be referred to the Executive Associate Dean at 979-845-3712.

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## REVISION HISTORY

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