

Revised: June 12, 2024

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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 Standard Administrative Procedure 12.01.99.M1.01, *Appointment, Evaluation, and Reappointment of Endowed Position Holders*. In cases where an endowed chair or professorship has been bequeathed for a specific purpose, the College will adhere to the donor's intent whenever possible.

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.M1.01 for endowed chairs and endowed professorships. Selection criteria will reflect the donor intent and 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. Unless otherwise approved by the president or president's designee, endowed positions should not be appointed until the endowment is fully funded.

Appointments to endowed chairs, endowed professorships, endowed assistant and associate professorships, and career development professorships require the approval of the president or president's designee through Faculty Affairs, and appointments to endowed faculty fellowships require the approval of the college/school dean.

To hold an endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship, or fellowship, the faculty member needs to be and must remain in good standing with the university.

- 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. This review should be conducted in tandem with the post-tenure review for tenured faculty members. 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. This review should be conducted in tandem with the post-tenure review for tenured faculty members. 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

Chair and professorship holders shall be reviewed every five (5) years. Close to the end of the 5-year term, the holder of an endowed chair or professorship will be able to re compete for the current position. 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. All reappointments or competitions to an endowed position will be handled as described in section 2.0. Continued appointment to endowed chairs/professorships/fellowships is contingent upon satisfactory performance. Under no circumstance should reappointments be made, without review by the appropriate faculty committee or committees, college/school dean, and/or department head. All reappointment requests must include a faculty peer committee recommendation, the department head's recommendation, and the dean's recommendation. When the college/school dean elects to use an endowed position for recruitment or retention purposes, the faculty committee review process is still required.

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.

Endowed assistant and associate professorships, career development professorships, and fellowships should be reviewed every (3) years. For endowed appointments restricted to assistant or associate professors, appointees will cease to hold their current endowed positions upon promotion to the next rank.

The use of endowed position titles and associated funds by the endowed position holders must cease at the conclusion of the endowed position term.

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

4.0 ALLOCATION OF DISCRETIONARY FUNDS

All expenditures of income generated by the endowed chair, endowed professorship, endowed assistant and associate professorship, career development professorship, and faculty fellowship endowments must be in accordance with the original gift agreement and applicable University Rules. Expenditures of income shall be at the discretion of the chair/professorship/fellowship holder. Colleges/schools/departments shall place no restriction on the allocation or expenditure of funds beyond those specified by the original gift agreement and applicable University Rules. The Texas A&M Foundation will coordinate financial reporting of endowment performance directly with the University 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 endowed chair, professorship, or fellowship is vacant, earnings from the endowment cannot be spent by the college/school or department without the prior approval of the president or their designee, and any spending must be in accordance with the gift agreement.

Vacant Endowments

The University Chief Financial Officer is expected to monitor the size of each vacant endowment. If the endowment has the capacity to support additional positions, then the CFO and in collaboration with the Texas A&M Foundation, the dean of the respective college/school, and/or the department head can potentially create additional endowed positions with the donor's consent to recognize, retain, and recruit high-quality faculty.

5.0 EXCEPTIONS

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

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[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.M1.01, Appointment, Evaluation, and Reappointment of Endowed Position Holders](#)

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

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

CONTACT OFFICE

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

REVISION HISTORY

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