

University of Kentucky College of Nursing Selection and Review Criteria for Endowed Chairs and/or Professorships

Overall Purpose

An Endowed Academic Chair or Professorship is the highest level of recognition established to support the work of a faculty member and may include, but is not limited to, salary or salary augmentation, and research /scholarly activity support. The Dean of the College of Nursing (CON) is responsible to ensure the endowment terms and funds are managed in accordance to University policy. The endowed chair or professorship gift must be in adherence with the University of Kentucky's Office of Development policy and procedure and typically carries the name of the donor, of a person or institution designated by the donor, or of a person in whose name the University seeks funds to endow the position.

Internal Process:

Unless indicated otherwise in the endowment terms of agreement, the following principles will be applied:

1. The Director of Development will notify the Dean when an Endowed Chair and/or Professorship is established or there is funding availability.
2. The Dean is responsible to initiate the Appointment Process for new or replacement: Typically at the time of appointment of the Endowed Chair and/or Professorship there is an established record of sustained achievements, either an internal or external candidate, pertinent to the endowed position. AR 2:1-1, III C.3 details the qualifications for named endowed positions.
3. The Dean is responsible to initiate the Review Process for new or replacement: Appoint a review committee consisting of two internal senior CON faculty members and two external to the College UK senior faculty members to make a recommendation for continuation (all new appointments will be reviewed in three years and every five years thereafter) or renewal of the named endowed faculty member.
4. Exception to the Appointment or Review Process will be considered during extenuating circumstances such as negotiations with faculty candidate or faculty member when there may be insufficient time to allow for an orderly process. The Dean, consistent with Donor intent and in consultation with Senior Leadership Team, may offer an initial appointment to an Endowed Chair or Professorship and/or may renew an Endowed Chair or Professorship.
5. If at any time the endowed faculty member is not in accordance with University policies, procedures and/or donor intent, the Dean has the authority to suspend/remove the endowed appointment.

Selection and Evaluation Criteria

Unless indicated otherwise in the endowment terms of agreement, the following principles will be applied:

1. Over the review/designated period, has the Chair/Professorship holder demonstrated a record of sustained achievements pertinent to the position and consistent with the intent of the endowed chair/professorship?

2. Over the review/designated period, has the Endowed Chair/Professor continued to build his/her national/internationally recognition for work in their area and does this recognition enhance the stature of the College?
3. Does the Chair/Professorship holder provide plans for future activities that are suggestive of continuing accomplishments befitting of this position?
4. In the opinion of the selected review committee, is there evidence to support good stewardship of the endowed chair and/or professorship with annual reports to the College of Nursing Office of Development and Alumni Affairs.
5. In the opinion of the selected review committee, are the achievements during the period of review (i.e., the previous three years) worthy of reappointment to this position for another five years (next review cycle)?

Materials to be Submitted for the Review Process

Apart from the CV and annual reports, no more than one page should be submitted in support of each of the items below; i.e., CV + Annual Reports + four pages

1. A current curriculum vitae.
2. Evidence of sustained achievements over the past three years in scholarship, teaching and service in line with the intent of the Endowed Chair/Professorship.
3. Evidence of enhancement over the review/designated period of the individual's national and international recognition for their teaching and scholarship related to the intent of endowed position.
4. Evidence of how the contributions of the Endowed Chair/Professorship have enhanced the stature of the College and/or the University.
5. Evidence of a plan for continuing teaching and scholarship related to the intent of the endowed position over the next review/designated period.

Stewardship Process

Unless indicated otherwise in the endowment terms of agreement, the following principles will be applied:

1. The Director of Development is responsible to initiate every spring an Impact Report to be prepared by the Endowed Chair and/or Professorship for the Donor.
2. The Impact Report is to include metrics associated with the specific endowment such as funded research programs, publications, presentations, and honors.
3. The Director of Development will provide financial information (Appendix A) from the College's Associate Dean of Administration and Finance and from the University's Office of Endowment Services.
4. The Impact Report as well as any supporting documents of relevance will be sent to the donor/designee, the CON Office of Development and Alumni Affairs, the Associate Dean for the Endowed Chair and/or Professorship and the UK Development Office for Annual Reports generated by the CON and University.

APPENDIX A: Financial Stewardship Report

Unless indicated otherwise in the endowment terms of agreement, the following principles will be applied:

The Financial Stewardship Report will be maintained by the Associate Dean of Administration and Finance and will contain the following information:

- Department Associated with Restricted Account
- Account Name
- Fund Number
- Cost Center
- Account Type (Endowment or Gift)
- Nature (True, Quasi, Term, Inactive, Discretionary)
- RCTF (Y/N)
- Intent (Scholarship, Student Travel, Capital, Professorship, Chair, Faculty Award, Discretionary)
- Restricted (Y/N)
- Contributed Value
- Current Market Value
- Previous FY Fund Balance
- Current FY Spending Distribution (or gifts)
- Current FY Available Funds
- Current FY Expenses to Date
- Fund Balance after Expenses
- Projected FY Spending Distribution
- Projected FY Available Funds
- Restriction/Donor Intent

Dean's Council 11.18.15; Approved Faculty Council and PATA 01.15.16