

Division of Agriculture
PMGS-05-1
Issued January 4, 2005

POLICY AND GUIDELINES FOR NOMINATION OF FACULTY FOR CHAIRS AND PROFESSORSHIPS

The establishment of endowed chairs and professorships provides a means to recognize and retain exceptionally talented faculty in the Division of Agriculture and Dale Bumpers College of Agricultural, Food and Life Sciences or to recruit gifted faculty from other institutions of higher education or the private sector.

Gift agreements established with a donor may include guidelines for the nomination of faculty for chairs and professorships. For those cases where a process is not established in the gift agreement, the following process should be utilized.

For endowed positions that reside within a particular unit, a process with written guidelines will be established for nominating an individual to serve in the chair or professorship. This process must include an endorsement from the unit faculty or committee formed to review and recommend a candidate. The candidate must be approved by the unit head (or heads for jointly appointed faculty). The recommendation from the faculty and the unit head(s) should be forwarded to the Dean or respective Associate Vice President (AVP) along with a resume for the candidate. For Division of Agriculture chairs and professorships, the respective Associate Vice President will make a recommendation to the Vice President.

For chairs and professorships that may reside in one of several units, the dean or Associate Vice President will establish a faculty committee to review candidates forwarded from the units and to make a recommendation to the Dean or respective Associate Vice President.

Any salary adjustment that might accompany the awarding of a chair or professorship should be made by the respective unit head to the dean or associate vice president. At the discretion of the Dean or AVP, all or a portion of any adjustment may be made from the spending account for the endowed position. Notification of any salary adjustment will include the source of funds for the adjustment and the statement that the monetary adjustment is in recognition of appointment to the chair or professorship and remains in effect only for the period of time that the individual remains in the endowed position. If the individual no longer resides in the endowed position for any reason the dean or associate vice president may remove all or a portion of the salary adjustment at their discretion.

Unless prohibited or otherwise designated by the gift agreement, all holders of chairs and professorships will be reviewed at five year intervals at the discretion of the Dean or Associate Vice President. The Dean or AVP or designee will notify the faculty member that their contributions in the chair or professorship is to be reviewed and ask them to prepare a document detailing their contributions to the teaching, research and/or extension program along with an updated resume. The Dean or AVP will establish a faculty committee to review the faculty members contributions while residing in the chair or professorship and make a recommendation to the Dean or AVP as to whether the individual should continue to serve in the chair or professorship. The evaluation process may include the requirement for an external evaluation at the discretion of the Dean or AVP. In addition, the respective unit head will be asked to conduct

a similar independent evaluation and make a recommendation to the Dean or AVP. The Dean or AVP will make an independent evaluation and notify the candidate in writing whether the individual is to continue to hold the endowed position for an additional five year period or that the chair or professorship is to be withdrawn.

APPROVAL

Milo J. Shult
Vice President for Agriculture

Date

Gregory J. Weidemann
Dean and Associate Vice President for Agriculture-Research

Date

Ivory W. Lyles
Associate Vice President for Agriculture-Extension

Date