1) Background and Purpose
   a) Endowed faculty positions are created to advance the mission of the university, to attract and retain faculty of distinction, to honor donors, and to enrich programs. These positions provide enhanced support for distinguished faculty, enabling greater contributions to the university, the community, and human knowledge through teaching, scholarship, and service.
   b) This policy offers guidelines for the establishment, appointment, and review of endowed positions at Pacific Lutheran University. It does not replace any other policies and procedures governing employment at PLU. In particular, all existing policies concerning hiring, tenure, promotion, and faculty review must be followed and take precedence if there is any perceived conflict.

2) Funding requirements
   a) An endowed position is a faculty appointment supported by income from an endowment created for such a purpose. These are dedicated faculty positions focused on a particular area of scholarship and/or teaching. Such appointments may be made at two levels:
      i) **Endowed Chair** – Endowment income must be sufficient to completely cover the base salary and benefits of a full-time, continuing associate professor or professor as well as an appropriate level of additional support, consistent with the terms of this policy.
      ii) **Endowed Professor** – Endowment income must be sufficient to cover half the base salary and benefits of a full-time, continuing associate professor or professor as well as an appropriate level of additional support, consistent with the terms of this policy.
   b) Prior to establishing any endowed position, at least 50% of the required funds will generally be “in hand,” along with legally binding commitments for the remainder.
   c) In the event there are insufficient gifts to fund the position fully at the time of its establishment, the Endowed Position Agreement (see Section 3, below) should contain:
      i) provisions for alternative uses for the funds raised; or
      ii) a commitment by the president to fund any deficiency from the general fund.
   d) No final commitment establishing an endowed position shall be made to a prospective donor prior to approval by the president, the provost, and the relevant academic leader(s).
   e) The primary criterion governing the establishment of an endowed position is that it advances the mission and strategic agenda of the university.

3) Endowed Position Agreement
Each endowed position shall be governed by an Endowed Position Agreement developed and agreed upon by the president, provost, academic leader(s), and donor(s). The Endowed Position Agreement shall specify:

a) The name of the endowed position;

b) The purposes and objectives of the endowed position and the ways it will advance the mission and strategic agenda of the university;

c) The field(s), discipline(s), or specialization(s) in which the appointment may be made;

d) The academic unit (department, program, school, or division) within which the endowed position will be housed;

e) The academic leader(s) who will oversee the position. Generally, this will be the dean in the case of a professional school and the chair and dean in the case of a department or program within the College of Arts and Sciences. In the event of a position endowed in multiple academic units, the Endowed Position Agreement should specify how oversight responsibilities will be shared by multiple chairs and deans as applicable.

f) The budgetary guidelines and relevant signatory authority for funds included in the endowment;

g) Minimum qualifications for faculty appointed to the position;

h) The expectations for appointed faculty, including conditions for reappointment if appropriate;

i) Guidelines for review of faculty holding the position, including standards to which they will be held and guidelines for the provost and the department, program, division, and/or school that will conduct reviews;

j) Provisions to fund contingent faculty or new hires to fill courses if the endowed position removes teaching responsibilities from existing faculty lines;

k) Other terms unique to the appointment, to be developed jointly by the donor(s), president, provost, and academic leader(s);

l) Provision for alternative distribution of the income from the endowment should the subject area of the endowed chair cease to be consistent with the university’s mission or its academic plan. This alternative distribution shall be as closely related to the donor’s original intent as is feasible.

4) Definitions & Appointment Processes

a) Endowed positions can exist in three distinct categories, which are defined based on their appointment process and term as follows:

i) *Endowed Distinguished Positions* – Chairs or professorships that are appointed after a national search —to which PLU faculty are entitled to apply— run by the academic unit named in the Academic Position Agreement. Endowed Distinguished Chairs and Professors are appointed to indefinitely renewable terms in their endowed position, subject to review at least every five years.

ii) *Endowed Honorary Positions* – Chairs or professorships that are appointed from within PLU’s faculty after an internal search run by the academic unit named in the Endowed Position Agreement. Endowed Honorary Chairs and Professors are appointed to one or two terms of up to five years each.
iii) *Endowed Visiting Positions* – Chairs or professorships that bring a continuing stream of scholars, creative artists, and practicing professionals to the university for a short period of time, usually no longer than two years. Endowed Visiting Chairs and Professors are appointed from outside of PLU’s faculty in consultation with the academic unit named in the Endowed Position Agreement.

b) The term of appointment to an endowed distinguished or endowed honorary position is entirely distinct from a faculty member’s rank and tenure. Appointment to these non-visiting endowed positions is only possible if the appointee has been or will be hired as a faculty member, and appointed persons must go through the same tenure process as all other faculty. Termination or dismissal from a regular faculty position automatically removes an appointed faculty member from the endowed position. Removal and/or conclusion of an endowed position do not change a faculty member’s rank or tenure status.

c) The category in which an endowed position will be placed is determined by the academic unit in which the position is housed, in consultation with the provost.

d) The category of an endowed position may be changed at the conclusion of a position-holder’s term if the provost accepts the recommendation for such a change from the relevant academic leader(s).

e) All searches for endowed chairs and professorships should follow the regular and published faculty search procedures of the university and the relevant division or school, except as detailed below:
   
i) The selection criteria shall be consistent with the stated purposes, objectives, and restrictions established in the Endowed Position Agreement;
   
ii) Commensurate with the honor accorded such positions, the minimum rank shall be at the Associate Professor rank or its equivalent for visiting professors unless otherwise specified in the Endowed Position Agreement.

f) Donors do not participate in the hiring process.

5) Terms of Appointment

a) Occupants of endowed chairs shall be given an appointment letter specifying the conditions of their appointment consistent with the Endowed Position Agreement. The appointment letter shall include:
   
i) The term and renewalability of the appointment;
   
ii) Base salary and benefits, which will normally be commensurate with existing faculty compensation levels;
   
iii) Supplemental salary, which should be awarded in accordance with the honor and the expectations of the endowed position;
   
iv) Expectations for service to the university, the community, and/or for scholarship. Such expectations, which are normally above and beyond those placed on other faculty, should be matched by support from the endowment income for travel, student or staff administrative support, library acquisitions, or other expenses necessary to support the position.
   
v) Teaching load, which is normally one half to two thirds of the regular faculty load in recognition of enhanced expectations for service and/or scholarship.
   
vi) Any other conditions as specified in the Endowed Position Agreement.
b) The occupant of the endowed position shall be entitled to the normal support funds and services generally available to all other members of the faculty, including adequate space for teaching and research. Such support funds will not generally be charged to the endowment income associated with the position.

c) Appointment to an endowed position is separate from appointment to the faculty. A decision to award tenure to either a current or prospective appointee follows the regular policies for such decisions. Tenure applies only to the regular faculty appointment; it does not imply continuation in the endowed position.

d) Appointment to an endowed position ends at the conclusion of a non-renewed term, upon the entrance of the appointee into retirement or phased retirement, or upon the termination or death of the appointee.

e) An appointee to an endowed chair or endowed professor position may elect to discontinue appointment prior to the end of the current term, returning to regular faculty status, provided notice is given to academic leader(s) and the provost no less than one year prior.

6) Review Process

a) Endowed chairs and professors will be reviewed as regular faculty for their teaching, scholarship, and service. In addition, they will be regularly reviewed by their academic leader(s) and the provost regarding their fulfillment of the terms of their appointment letter. Academic leader(s) may request that these reviews be combined or separated as long as both occur regularly.

b) At the end of each academic year, the appointee shall prepare an addendum to her or his Faculty Activity Report and Self Assessment detailing accomplishments and challenges specific to the endowed position.

   i) Should the academic leader(s), consulting as appropriate with other members of the appointee’s academic unit, determine that the activities of the appointee significantly fail to fulfill the expectations set out in appointment letter, the leader(s) may recommend to the provost removal of the appointee from the endowed position. In such a situation, the Rank and Tenure Committee will review the process to ensure the appointee’s rights and due process have been respected. Final authority for removal of the appointee rests with the provost.

   ii) In the event of removal from an endowed position before the end of term stated in the appointment letter, the appointee may appeal the decision in accordance with the university’s normal grievance procedures.

c) Unless otherwise stated in the Endowed Position Agreement or agreed upon by the appointee and her or his dean, every occupant of an endowed chair or professorship will undergo review by her or his academic unit and by the provost every five years. Procedures for such reviews will normally be as follows:

   i) By November 15th of the last year of an appointee’s term, the appointee will submit to their academic leader(s) a review covering the years since the previous appointment. This review will include a comprehensive self-assessment with respect to the expectations of the Endowed Position Agreement and appointment letter;

   ii) By December 1st, the academic leader(s) will write a performance review based on the report, consulting as appropriate with other members of the
appointee’s academic unit. This review will include a recommendation for or against renewal, and will be shared and discussed with the faculty member prior to its release to the provost’s office. The faculty member will have the right to include an addendum if she or he desires;

iii) The faculty report, the performance review, and the faculty addendum to that review (if desired) will be submitted to the Provost by December 15th;

iv) By February 1st, the provost will notify the faculty member by letter whether her or his appointment has been renewed. Final authority for removal of the appointee rests with the provost. Copies of the letter shall be sent to the chair and/or dean.

d) All appointments should be subject to renewal at least every five years.

e) Donors do not participate in the review process.