Purpose

Texas Woman’s University seeks to attract and retain outstanding scholars and teachers through the establishment of endowed chairs, professorships and scholar/artists-in-residence positions. The purpose of the endowed position must be consistent with the curriculum and mission of the University. The specific purpose of an endowed position shall be made explicit at the time of its establishment.

Categories and Minimum Funding Levels

There are three categories of endowed faculty positions at TWU, each with separate minimum funding levels. The three categories are: Endowed Chair ($1 million now; $1.5 million after 2010), Endowed Professorship ($500,000), and Endowed Scholar/Artist-in-Residence ($250,000–$500,000 for a one-semester or less residency position). All endowments noted below are permanent funds in which the principal is held in perpetuity and only the interest generated by the principal amount is expended annually.

**Endowed Chair:** As one of the highest honors that Texas Woman’s University may bestow upon an individual, the endowed chair shall be used to retain, reward or attract individuals recognized as national or international leaders in their disciplines, with extraordinary accomplishments in their fields, having achieved distinction at Texas Woman’s University or another university prior to their appointments. This is a full-time faculty position.

**Endowed Professorship:** A named professorship is a distinction of high honor bestowed upon an individual in recognition of outstanding performance and ability at Texas Woman’s University or at another university, or from distinctive performance in the public or private sectors. This is a full-time faculty position.

**Endowed Scholar/Artist-in-Residence:** A professional may be selected as a named scholar or artist-in-residence as an honor, in recognition of her/his regional or national reputation as a professional in her/his area of scholarship, practice and the arts. These scholars/artists would be in residence at Texas Woman’s University for a short-term program (usually less than one semester).
Proposal of an Endowed or Named Position

Endowed or named positions may be proposed to Institutional Development and will be handled by Institutional Development following established guidelines.

External entities that see the value of such a position at TWU and wish to fund such a position at the university may approach Institutional Development with such a proposal. Institutional Development shall bring together the external donor(s) and the appropriate component head (dean, department chair, program coordinator, institute director, etc.) in the development of the proposal to ensure that the proposed position is consistent with the institutional and college/departmental academic strategic goals.

Alternatively, an academic component head may identify the academic and institutional value of such a position in her/his component at TWU. After securing the approval of her/his dean to proceed, the component head should approach Institutional Development to develop a proposal for fundraising for that position.

The Institutional Development Officer shall work with the donor(s) and component head, and/or appropriate dean/vice president in the development of the proposed endowed position and alternative purpose for the funding, should the original need for the endowed position no longer exist at some point in the future.

This endowment agreement shall specify the mission and anticipated outcomes associated with such a position and the qualifications of individuals for such positions.

The proposal shall also stipulate who can act for the donor, should the donor no longer be available to consult on this matter. Should neither the donor nor her/his designee be accessible to consult on any changes in the endowment, the Board of Regents shall act as the final designee, authorized to amend the endowment, as necessary.

This endowment agreement shall be submitted to the appropriate dean and to the Provost and Vice President for Academic Affairs for approval. Once approved, formal fundraising may begin.

Endowment Support

These endowments shall follow the guidelines established by Institutional Development in the determination of the portion of annual interest that may be expended versus the portion that must be returned to build the principal.

Faculty base salary will be established following standard procedures for discipline and rank.

Funding associated with the endowed component of the chair, professorship or visiting artist position may be negotiated separately for each candidate as a supplement to the base salary.

As appropriate and as available, further funds may be negotiated from the endowment income as part of the budget for the endowed position for laboratory, studio, travel, conference fees, external speaker honoraria, etc.

As available and as appropriate in accordance with the gift terms as well as University and campus policies and procedures, funds may be negotiated from the endowment income for
an endowed administrative chair position to support the teaching, research, and service activities of the department, research unit, school, or college.

**Minimum Funding Level Prior to Announcement of Endowment**

Negotiations and fund-raising for an endowment is permissible prior to formal approval and establishment by the Chancellor/Board of Regents or her/his designee(s). However, an endowment will not be announced as established until the endowment level has been achieved and prior to its approval by the Chancellor/Board or her/his designee(s).

**Procedures for Search**

The search committee will follow established search procedures, considering both internal and external candidates, as appropriate.

**Minimum Responsibilities of Holders of Endowed Positions**

The holder of an appointment to an endowed chair or professorship will be expected to carry appropriate teaching responsibility and normally shall teach both graduate and undergraduate courses, as appropriate. Specific course loads shall be negotiated with each candidate.

The appointee shall contribute to the scholarly activity of the department in which she/he resides, produce scholarly and creative work commensurate with the level of her/his appointment and, through seminars and other intellectual contact with students, add to the enrichment of the academic life of the campus as a whole.

Each endowed chair, professor and scholar/ artist-in-residence shall conduct annually a faculty seminar or special presentation on a topic selected by the incumbent.

Additional responsibilities, such as organizing an annual conference or establishing an institute, etc., may be negotiated as a part of each endowed position.

All full-time faculty in endowed positions shall participate in the normal faculty evaluation processes, including annual and post-tenure review. In addition to the annual review, each endowed chair holder shall provide an annual report to her/his direct supervisor and/or dean on her/his professional activities, innovative projects and academic leadership related to the endowed position and an explanation of her/his endowed expenditures during the academic year.

**Term of Endowed Positions**

Endowed Chairs and Endowed Professorships are appointed for three-year periods but only so long as they are in the employ of the University. Positions are renewable at the option of the University as long as the chair holder is fulfilling the mission and expectations of the appointment. Endowed scholars/artists-in-residence are appointed for one-year or shorter periods, including fractions of academic semesters. These appointments are also renewable, at the option of the University.

**Professional Performance of Endowed Faculty**

Annual performance and post-tenure review of faculty holding endowed positions will continue under the guidelines already established.
Establishment of Endowed Positions

Upon recommendation by the Provost/Vice President for Academic Affairs, the Chancellor is authorized to disestablish an endowed chair if: the subject area ceases to be consistent with the University's mission or campus academic planning statement or the chair remains vacant for more than 5 years and the dean determines there is no likelihood of filling the chair; and Institutional Development has contacted the donor and has discussed with the donor the status of the endowment and reviewed the alternative plans for the endowment originally proposed to determine if they still meet the donor’s wishes.

If an endowed position is disestablished within a period of an existing appointment, the current appointment will be honored.

Upon disestablishment of an endowed chair the endowment income shall be redirected to the alternative purposes stated in the gift agreement or subsequent agreements between the donor and the University. Institutional Development shall make every effort to consult with the trustees and family members of the donors to ensure that the original wishes of the donor are carried out. In the event that the donor is deceased, Institutional Development shall contact the executor /individual designated to act on behalf of the original donor. In the event that there is no one authorized to act on behalf of the original donor, Institutional Development may bring this request to the Board of Regents for action.

Resignation of Endowed or Named Positions

Endowed or named faculty members who are tenured faculty at Texas Woman’s University may elect to resign their endowed position at the University and return to a non-endowed faculty position at the close of any academic long semester. In doing so, the faculty member resigns that portion of her/his salary and additional support that was covered by the endowed position.

Endowed or named faculty members who are not tenured faculty at the University and who elect to resign their endowed positions at the University at the close of a semester voluntarily resign their positions at the University and follow standard University resignation policies.