

 VILLANOVA UNIVERSITY	Title: Endowed Chair Policy and Procedures	
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I. PURPOSE

Endowed chairs and professorships are of several types and serve several purposes; not all function or can be administered in the same fashion. Although most are awarded to a particular faculty member in this/her teaching and scholarly role, some endowed chairs are held by faculty members who for a period of time happen to hold administrative responsibilities (associate deans, department chairs); and some chairs may be established for and attached to an administrative position (e.g., dean, center director). Normally, endowed faculty chairs and professorships, at least in their initial appointments, are for five-year terms, renewable by the college Dean and Provost if the incumbent has successfully fulfilled the terms of the appointment.

Endowed faculty positions are created for a variety of goals:

- To support the instructional and research mission of the University and its colleges;
- To attract distinguished faculty members to Villanova when funding is adequate;
- To recognize outstanding faculty members by bestowing on them the honor of a chair;
- To bring the compensation of key faculty members into closer alignment with "market values;" and/or
- To provide additional salary and operating funds for the deans to use in directing the academic activities of their colleges and supporting members of their faculties. Such funds might be used to encourage faculty scholarship, hire additional temporary faculty members, support special academic programs, and so on.

II. SCOPE

Faculty recruited and appointed to endowed chair and professorship positions.

III. DEFINITIONS

Not Applicable

IV. POLICY STATEMENT

a. General criteria for appointment.

Appointments to endowed positions are based on an appropriate combination of: recognized distinction as a teacher-scholar (or, in certain cases, as an academic administrator); potential and willingness to provide leadership to their colleges and departments in terms of the University's educational, scholarly, and service missions; high levels of collegiality and professionalism; compatibility with the particular academic specifications established by the donor of the chair or professorship; and compatibility with and ability to contribute to the University's Catholic and Augustinian values and mission. Renewals of endowed appointments are based on the incumbent's having fulfilled these criteria at a level of distinction.

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b. Appointments.

Appointment letters will detail the nature of the chair, the expectations for the chair holder, and the benefits that accrue to the holder of the chair.

c. Funding policies governing chairs:

- i. Endowment Payout Proceeds. The entire proceeds from the payout of an endowment are used in the first instance to replace all or some of the nine-month salary of the chair holder by reducing the instructional budget of the college in which the chair is located, transferring those displaced funds to the University's central budget. (These have been referred to as "replacement" funds). At the same time, from the University budget there is made an allocation of funds to the college for the use of the dean to support the holder of the chair and for other academic enhancement purposes. (These have been referred to as "supplemental" funds.)
 1. For chairs in existence before 2006, the amount of supplemental funds is equal to 75 per cent of the endowment's normal payout, following University's endowment spending policies (currently 5 per cent of the rolling 12 quarter average).
 2. For chairs established in 2006 or later, and for the Salisbury Professorship, the amount of supplemental funds is equal to 100 per cent of the endowment's normal payout following University's current policies
- ii. Support (benefits/perquisites) for the holders of endowed faculty positions:
 1. For endowed chairs in existence prior to the 2008-09 academic year, the current package of support (supplemental) funds (now distributed on the basis of a "cafeteria" plan allowing the holder to choose, up to a fixed dollar figure, among summer support, graduate assistance, reduced teaching loads, discretionary research budget) will continue in effect as long as the current occupant holds the chair. Any supplemental funds not expensed for these purposes will revert to the discretionary use of the college dean, to be used for one or more of the following purposes, as approved by the Provost: enhancement of a chair holder's base salary, support of the college instructional budget, hiring of additional temporary full-time or adjunct faculty, or support of academic programs and operations (equipment, minor remodeling, travel, lectures, symposia, etc.) When an existing chair becomes vacant, the support funding will follow the new policy, below.
 2. For new chairs (August 2008 and subsequent), the benefits supported by the "supplemental" funds normally will be limited to a discretionary

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academic support budget (usually for research¹) for the chair holder, as determined by the Dean and Provost. The teaching loads of holders of chairs and endowed professorships will no longer be automatically reduced, nor will summer funding be automatically provided; such faculty members will be subject to the teaching load and summer support policies in effect in their colleges from time to time. Any supplemental funds not expended for these purposes will revert to the discretionary use of the college dean, as in the preceding paragraph.

d. Policies governing all endowed chairs and professorships:

- i. At the end of each year, each holder of an endowed chair or professorship provides a report of his/her activities during that year, sending the report electronically to the Provost with copies to his/her chair and dean and to the Director of Stewardship in the Development Office. The report includes research, teaching, and service activities, along with an accounting of how the allocated funds were spent.
- ii. At the end of a chair holder's fifth year, a comprehensive five-year report is provided by the holder of a chair or professorship, with copies to the chair and dean. The dean, in consultation with the chair and others (see above section on "Search and Renewal Process") deemed appropriate, provides to the Provost a recommendation on whether the holder of the chair should be renewed for another five-year term, in accord with the provisions of the original appointment letter.
- iii. The Office of the Provost web site will include a list of the names of all the fully funded endowed chairs and professorships, will describe the general criteria for appointment to and renewal of an endowed chair position, and will contain a link to each of the college's websites where there will also be a section on endowed chairs.
- iv. Each Villanova school and college will include on its website an item entitled "Endowed Chairs and Professorships" that will include: The names (and perhaps very brief description²) of the endowed chairs and professorships in that school/college, along with the names of the current holders of those chairs/professorships, with a link to their personal home pages.

¹ For endowments relating to administrative positions (department chair, center director, etc.) the discretionary budget may be used to support department or center academic activities.

² A given chair may be subject to restrictions imposed at the time of donation. For example, the Birmingham Chair automatically is held by the Director of the Villanova Center for Liberal Education and Director of the Augustine and Culture Seminar

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- v. Following accepted academic nomenclature, when referring to holders of endowed chairs, the standard title will be “The John Doe Chair in XYZ” rather than the “John Doe Endowed Chair in XYZ.” (Approved at Council of Deans August 18, 2010).

V. PROCEDURE

a. Search and renewal process.

Whenever an endowed chair or professorship is being sought or renewed, the search and review process will be undertaken by a joint committee of college administrators and senior faculty (including at least one from the discipline or interdisciplinary area represented by the chair or professorship), appointed by the dean. The committee’s composition normally should include a majority of faculty members, along with others chosen by the Dean. The committee will make its recommendation to the Dean, who in turn makes his/her recommendation to the Provost, who (for initial appointments) makes his/her recommendation to the President. Renewals need not receive the same degree of review as do new appointments, and they usually are made by the Provost.

1. The advertisement and/or description of any endowed chairs or professorships for which a search is being undertaken. If the search is purely internal, that should be indicated.
2. The identity of the joint faculty-administration committee that is conducting the search and screening the candidates, along with the proposed timeline for a decision.
3. The results of this process: identity of the recipient, effective date of the chair, installation (if known), and the recipient's credentials
4. Periodic (every five years, at renewal time) listing of the chair holder’s accomplishments and contributions

VI. RELATED INFORMATION/FORMS

Not Applicable

VII. HISTORY

Effective Date: April 2007 and superceded all previous policies

VIII. RESPONSIBLE UNIVERSITY DIVISION/ DEPARTMENT

Provost
Office of the Provost

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800 Lancaster Avenue, Villanova, PA 19085
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IX. RESPONSIBLE ADMINISTRATIVE OVERSIGHT

Provost
Office of the Provost
800 Lancaster Avenue, Villanova, PA 19085
610-519-4520

Vice Provost for Academics
Office of the Provost
800 Lancaster Avenue, Villanova, PA 19085
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