

POLICY ON ENDOWED CHAIRS

The purpose of this policy is to facilitate and provide guidelines for the establishment and administration of endowed chairs. An endowed chair is a faculty position, with or without perquisites and staff or administrative assistance, supported by income from an endowed fund established by a gift or gifts from private sources. The University may create endowed chairs to recognize the interests and contributions of benefactors and/or to honor particularly distinguished members of the faculty. Only the President may authorize the establishment of an endowed chair.

I. Establishment of Endowed Chairs

- A. The purpose of the endowed chair must be consistent with the curriculum and mission of the University. The purpose of the endowed chair shall be specified in writing, as part of the endowment agreement, at the time the chair is established.
- B. An endowed chair normally will be established within a *department, but may be multi-disciplinary in scope .An endowed chair will be established only after consultation with the appropriate school dean, *department chair, and the tenured faculty of the department. If the endowed chair is not associated with a department, an appropriate consultative body will be established by the Vice President for Academic Affairs.
- C. An endowed chair will be established only upon acceptance by the President of (1) cash or a binding pledge that within a prescribed period of time a fund will be created to provide sufficient income to meet the purpose(s) of the endowed chair, or (2) a binding commitment to provide income from an equivalent fund held inviolate by a trustee. The endowment agreement shall permit appropriate alternative distribution of the endowment fund if the subject area of the endowed chair ceases to be consistent with the curriculum or mission of the University, or if the endowment fund ceases to meet the designated purposes of the endowed chair.
- D. The endowment fund normally will be held and administered by the CSUF Foundation. The endowment may provide for the basic salary and/or salary augmentation, office space, secretarial assistance, supplies, equipment, travel, computer use, library support, or other suitable purposes as described in the endowment agreement. Any commitments on the part of the University also will be described in the endowment agreement.

*For purposes of this policy, "department" means "program" and "department chair" means "program coordinator."

II. Appointment to an Endowed Chair

- A. Endowed chairs are intended for scholars and teachers distinguished by wide recognition of their professional accomplishments. A chair may be used to honor a distinguished faculty member or to attract a new faculty member to the University.
- B. The holder of an endowed chair shall be designated as the (benefactor) Professor of (field) and will be so designated in official correspondence and University publications.
- C. An endowed chair may be designated for (1) a tenure-track appointment (2) a temporary appointment for a specified period of time: or (3) a series of temporary appointments. Appointments may be made on a semester, academic-year or twelve-month basis.
- D. University policies and procedures applicable to full-time faculty, temporary or tenure-track as appropriate, will be followed in the search, selection, appointments and review processes. The appointment shall be made by the President. If the recruitment process does not produce a fully qualified, viable candidate, it shall not be necessary to make an appointment.
- E. Appointment to an endowed chair does not imply that tenure or subsequent temporary appointments will be awarded. Tenure is awarded only pursuant to the normal University policy and process, following a tenure-track appointment and a probationary period. Upon receipt of tenure, the holder of an endowed chair will occupy the chair for the period of time specified in the endowment agreement, or until retirement, or reassignment by the President.
- F. Inasmuch as the University's primary mission is to provide instruction to qualified students, it is expected that normally the holder of an endowed chair will teach an average of at least three weighted teaching units per semester.

III. Periods When an Endowed Chair is Not Occupied

During periods of time in which an endowed chair is not occupied (e.g., during a search, the income from the endowment may be used for any purpose consistent with the endowment agreement if such use is approved by the appropriate consultative body, department chair, school dean, and the Vice President for Academic Affairs.

IV. Annual Reporting

The holder of an endowed chair shall submit each year, through normal channels to the President, a brief narrative report of accomplishments for the past year and of goals for the next year. The report shall include an accounting of expenditures of endowment funds. The report normally shall be submitted by June 15th of each year.

Approved by the Academic Senate

April 1983

Approved by the President

May 1983