

SUBJECT	WSU School of Medicine Endowed Chairs and Professorships Review Process
DESCRIPTION	Policy and procedures relating to the 5-year evaluation of Endowed Chairs and Professors.
EFFECTIVE	August 21, 2014
REVISED	12/4/2015; 6/9/2016; 1/3/2017

I. **Statement of Purpose**

Endowed Chairs and Professorships held by WSU School of Medicine (SOM) faculty or Chairs will be reviewed every 5 years or whenever the assignment of the recipient is substantially altered. The Office of Faculty Affairs will maintain the calendar of required reviews. To ensure timely notice of the decision to reappoint or not to reappoint, reviews will begin no later than nine months prior to the expiration date. Re-appointment of an endowed Chair/Professorship is contingent on a satisfactory 5-year review. In addition, consistent with practices of good stewardship, the Dean or his/her designee will periodically (typically annually) provide development with a brief report written by the endowed Chair/Professorship holder for the donor or his/her representative, summarizing major activities and accomplishments since the prior report.

II. **Endowed Chair/Professorship Process**

1. **Process:**

Endowed Chairs/Professors will be reviewed in accordance with the terms of the endowment agreements, including the criteria and conditions of the recipient's appointment. These reviews will evaluate how well endowed Chairs/Professors have met these terms during the review period.

Prior to the review, the Dean's Office will notify the endowed Chair/Professor of the upcoming review and will give the holder sufficient time to prepare a review packet of relevant materials (described below in II).

Review will consist of the Department Chair (if not the holder of the endowed Chair/Professorship) and peer reviewers. If the Department Chair is the holder of the endowed Chair/Professorship, then the Dean will appoint a Chair from another SOM Department or the University (for example for joint appointments) to review.

The faculty and chair will review the submitted packet and submit a letter to the Dean evaluating the degree to which the endowed Chair/Professor has fulfilled the criteria of the endowed position, and recommending for or against renewal of the

appointment.

After considering the dossier and the evaluation, the Dean will submit his/her recommendation for renewal to the Provost (See #4).

2. Review Packet

The review packet should include:

- The current endowed Chair/Professorship Memorandum of Agreement (MOA)
- A current curriculum vitae of the current endowed chair/professorship
- A personal statement by the endowed Chair/Professor of no more than five pages that includes:
 - 1) A description of the accomplishments achieved during tenure as endowed chair/professor and how the goals of the professorship have been met during the review period
 - 2) A description of how resources that support the endowment have been used, during the review period, to meet the criteria of the endowed position
 - 3) Plans for the next term of appointment, including planned funding use for the next review period.
 - 4) Any other relevant issues that should be considered during the review process.

3. Review Criteria

Criteria for satisfactory review include the following, as applicable:

- Fulfillment of activities specific to the endowed Chair/Professorship, that have been designated by the donor and approved by the University
- Fulfillment of goals set by the endowed Chair/Professor
- A continuing record of scholarly activity and outstanding achievement, appropriate to the discipline, as a teacher, scholar or practitioner, and exemplary professional citizenship
- Leadership in the Department, School or University
- Pursuit of activities that enhance the reputation of the School of Medicine and the University

4. Recommendations by the Dean to the Provost

The Dean's recommendation is forwarded to the Provost for final decision. The Dean may recommend one of the following:

- Renew the Chair/Professorship appointment for full or partial term
- Defer renewal for one year, while additional information is obtained

- Non-renewal

The recommendation should include an explanation and justification for the action.

5. Revocation of an Endowed Appointment

An endowed Chair/Professorship may be terminated if changes occur in the assignment of the holder such that he/she is no longer in the position intended for the endowment. An endowed Chair/Professorship may also be revoked at any time, in cases including but not limited to, personal or professional misconduct, failure to adhere to accepted standards for research, scholarly work, teaching, service, or clinical practice, or in the case of conduct inconsistent with the intent of the endowment and/or institution.

Approved by Executive Committee: 1/12/2017

Approved by the Dean: