CNAS Process for Appointing Endowed Chairs
Initial 26Feb20 Awards Committee meeting; revised 1Sep20

This document outlines the process/procedure for appointment to Endowed Chairs, specifically for faculty who are already UC faculty members.

Endowed chair approval process

Per UCOP policy AMP-191, the Chancellor has final approval authority for appointment to an Endowed Chair. With the Dean's recommendation following consultation from the CNAS Awards Committee and CNAS Executive Committee, EVC/Provost consults with CAP before forwarding the recommendation to the Chancellor for final approval.

Nomination timeline and process

In **early April**, CNAS will distribute this document and the list of available chairs for the upcoming fiscal year (which starts July 1 of the same year) to CNAS faculty and request nominations.

Nominations are submitted to CNAS in **early May**. The CNAS Awards Committee will review and rank-order their recommendations to the CNAS Dean, who will then review and finalize the recommendations in consultation with the CNAS divisional deans.

Final nominations and nomination materials will be forwarded to the CNAS Executive Committee (EC) in **early June** for consultation. Votes will be requested for each Endowed Chair appointment.

The Dean's recommendation to the EVC/Provost will include the CNAS EC vote along with the nomination materials, to enable **July 1 appointment** by the Chancellor.

Funds will be distributed to the Chairholder in **October**, when the proceeds are allocated from the campus to CNAS.

Nomination and materials

Nominees must meet the intent of the donor, which may include preference for academic unit, discipline, and rank.

Nominations may be made by individual faculty, department chairs, institute directors or any other CNAS member. Self-nominations will be accepted.

Nomination materials should include a 1-page resume of the nominee and 1-page (maximum) nomination letter as well as evidence to help the committee assess the impact on research, teaching, and/or service as appropriate.

Evaluation and appointment criteria

For Endowed Chairs that focus on research: criteria that address the impact of the research may include external letters, awards, honors, citations, h-index, and the like to define the research as distinguished, outstanding, prominent.

For Endowed Chairs that focus on teaching: criteria that address the impact of teaching may include peer evaluations, student evaluations, teaching awards, letters of support, and the like.

For Endowed Chairs that focus on service: criteria that address the impact of service may include University administration, faculty governance, engagement with the community, contributions to student welfare, and the like.

Some chairs may require specific input by a given Department, such as the F. Burton Jones Chair in Pure Mathematics' request for consideration of internal candidates. In such cases, CNAS will follow the criteria specified by the Department.

When appointing Endowed Chairs, the Committees and the CNAS Dean will strive to ensure that the Chairs are equitably distributed across departments/disciplines, gender/ethnicity, and professorial ranks.