

GUIDELINES FOR APPOINTMENT OF ENDOWED CHAIRS AND PROFESSORSHIPS

ELIGIBILITY AND STANDARDS FOR APPOINTMENT

Endowed Chairs and Professorships at the University of Vermont may be awarded, when available, to full-time, tenured¹ faculty members who demonstrate exceptional scholarship, evidenced by both high scholarly productivity and impact, and outstanding teaching. In addition to the high scholarship standard for an Endowed Chair or Professorship, candidates must meet any additional standards or requirements specified in the gift agreement. A strong nomination should also include a statement detailing contributions to University service, support for intellectual diversity and global perspectives on campus, as well as adherence to [Our Common Ground](#).

PROCESS:

The following process must be used for appointment of **internal² candidates** (current faculty members) to an Endowed Chair or Professorship.

1. The Department Chair or equivalent in a Stand-alone School or School within a College issues a call for nominations, including self-nominations, at the department or school level. Nomination letters should clearly articulate the accomplishments of the faculty member and their appropriateness for the honor; Typically, nominations will be submitted by tenured faculty. In unusual circumstances, nominations may be submitted by untenured faculty. Candidates are requested to refrain from soliciting or canvassing for nominations. After receiving nominations accompanied with nomination letters, the Department Chair or equivalent in a Stand-alone School or School within a College forwards the list of nominees and their nomination letters to the Dean (if the Department Chair or equivalent in a Stand-alone School or School within a College is a nominee, the Dean or an appropriate designee leads this process).
2. After receiving nominations accompanied with nomination letters from the Department Chair or equivalent in a Stand-alone School or School within a College, the Dean solicits a minimum for three external³ letters of evaluation of the candidate for the proposed appointment. Evaluators should be senior faculty members in the candidate's field.
3. The Dean appoints a college- or school-level committee to review the nominated candidates(s). The committee must include, as a minimum, two full professors within the college or school and one full professor from another college or school at UVM. Where possible, this committee should include one or more Endowed Chairs or Professors,

¹ Requirement of tenure does not apply: (i) in the Larner College of Medicine, as the majority of LCOM faculty are not on the tenure-track; (ii) for Green and Gold Early Career Professorships; (iii) in exceptional cases for which appointment to a (developmental) professorship or chair can be justified for a tenure-track faculty who is not yet tenured but is making rapid progress toward tenure.

² In cases where a professorship or chair is endowed with specific donor intent that it be awarded to a particular faculty member, step 1 is omitted. All other steps are followed.

³ External letters of evaluation, while always advisable, are not required for internal appointments to Green and Gold Professorships. Two internal or external letters are required for internal candidates for Green and Gold Early Career Professorships.

University Distinguished Professors, or University Scholars. This committee reviews the nominations. This committee reviews the internal nomination letters, and external review letters, and provides a recommendation to the Dean.

4. The Dean provides a recommendation to the Provost through the Vice Provost of Faculty Affairs. The Dean's recommendation must include: (a) a summary of the nominations and review process; (b) the Dean's justification for the appointment; (c) names of committee members; (d) copy of the College- or School-level committee recommendation; (e) a brief description of each external evaluator; (f) copies of the internal and external letters; and (g) a copy of the gift agreement.
5. The Vice Provost for Faculty Affairs reviews the submitted Dean's recommendation to ensure all requirements have been submitted and appropriate procedures followed in the selection of the recipient of the award and shares a review, the Dean's recommendation and package of review materials with the Provost.
6. The Provost reviews the Dean's recommendation and package of supporting materials, decides on the appointment, and (if positive) extends the appointment (and terms) to the nominator with a copy to the UVM Foundation CEO, and Dean.
7. After the appointment has been extended, the Dean conveys information to the UVM Foundation CEO for its records. The Office of the Vice Provost for Faculty Affairs records the appointment information for the purpose of updating the University catalog annually, during the month of March.

The following process must be used for appointment of **external candidates** (being recruited to UVM) to an Endowed Chair or Professorship:

1. Existing protocols for faculty recruitment for tenured positions should be followed. The Endowed Chair or Professorship should be highlighted in the recruitment materials submitted to the Provost's Office (via PeopleAdmin).
2. As part of the recruitment process, the search committee must solicit no less than three external⁴ letters from highly qualified individuals. Evaluators should be senior faculty members in the candidate's field. The group of evaluators should include, wherever possible, holders of Endowed Chairs or Professorships, members of national or professional academies, College Deans, or other similarly recognized scholars and leaders. For Green and Gold Early Career Professorships, the group of evaluators may include doctoral and post-doctoral advisors.
3. The Dean appoints a College- or School-level committee to review the qualifications of the candidate being recruited for appointment to the Endowed Chair or Professorship. The committee must include, at a minimum, two full professors within the College or School at UVM. (This may or may not be the same as the search committee.) This committee provides a recommendation to the Dean. If this committee is the same as the search committee, a

⁴ Note that some individuals may be applying in confidence and that efforts must be taken to ensure discretion and confidentiality in the recruitment process.

single recommendation to the Dean (for both the hire and Endowed Chair or Professor appointment) can be submitted.

4. The Appointment Authorization submitted in PeopleAdmin (and reviewed and approved by the Vice provost for Faculty Affairs) should specifically address the candidate's qualifications and suitability for both the faculty position and the Endowed Chair or Professorship .
5. The Dean must consult with the Provost before any appointment is extended. The Dean must also provide the following information to the Provost: (a) a summary of the process, names of committee members, including their rank and appointment, a brief description of each external evaluator; (b) justification for the appointment; (c) a copy of the College- or School-level committee recommendation; (d) copies for the internal or external letters; and (e) a copy of the gift agreement.
6. The Provost reviews the Dean's recommendation and package of supporting materials, decides on the appointment, and (if positive) informs the Dean. The Dean or Department Chair or equivalent in a Stand-alone School or School within a College, as appropriate, extends the appointment (and terms) to the external candidate.
7. The formal letter of appointment to a faculty position is sent as part of the regular hiring process. The letter should also refer to the Endowed Chair or Professorship. The formal letter of appointment to a faculty position is sent as part of the regular hiring process.
8. After the appointment has been extended and accepted, the Dean conveys information to the UVM Foundation CEO for its records. The Office of the Vice Provost for Faculty Affairs records the appointment information for the purpose of updating the University catalog annually, during the month of March.

TERMS AND RENEWALS:

In general, Endowed Chairs and Professorships are made for 4–5-year terms⁵, depending on historical precedent of long-existing Endowed Chairs or Professorships or specific language in the gift agreement, and consistent with the University's interest in standardizing terms for such appointments. Terms are renewable to (a) consistent high scholarly productivity and impact, and performance against other terms that may be specified in the gift agreement; (b) the availability of funds from the endowment; (c) the needs of the college or school, department or program, as determined by the Dean; and (d) a reappointment review process established by and conducted by the Dean.

The Endowed Chair or Professorship reappointment review must include, at a minimum, review by an ad hoc committee of full professors (with a majority coming from within the College or School). At the Dean's discretion, the reappointment review may or may not include solicitation of external letters of evaluation. The Dean forwards a recommendation on reappointment to the

⁵ In cases where a Green and Gold Early Career Professorship is awarded, or a Green and Gold Professorship is awarded prior to tenure (see footnote 1), the initial appointment should not exceed the number of years leading up to the tenure decision.

Provost through the Vice Provost for Faculty Affairs. The recommendation includes the term length and a brief explanation of how reappointment advances the strategic priorities of the college or school. Notifications follow the steps above.

The Office of the Vice Provost for Faculty Affairs keeps track of all Endowed Chair and Professorship appointments, review due dates, and renewals.

L. Schadler, Interim Provost and Senior Vice President

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