

## **College of Geosciences Endowed Chairs and Professorships Administrative Policy**

### **Overview**

Endowed chairs in the College of Geosciences are awarded to recruit, retain, and reward tenured or, in special circumstances, tenure-track faculty members in the College of Geosciences, who have demonstrated excellence in research, teaching, and/or service at a level commensurate with national and international standards.

Endowed professorships in the College of Geosciences are awarded to recruit, retain, and reward tenured or, in special circumstances, tenure-track faculty members in the College of Geosciences, who possess an exemplary record of outstanding performance in research, teaching, and/or service.

The Dean officially appoints all endowed chairs and professorships within the College with the approval of the Executive Vice-President and Provost. The Dean is advised by the College of Geosciences Advisory Committee on Endowed Chairs and Professorships, with appropriate departmental input. Department heads nominate suitable candidates for chairs and professorships specific to their departments and forward nomination packages to the Dean. In the case of candidates nominated by the College of Geosciences, the chair of the Advisory Committee on Endowed Chairs and Professorships requests a nomination package from the head of the candidate's department.

The package must include a nomination letter from the Head of Department, a complete cv, a statement of the nominee's anticipated activities if appointed and a list of at least three nationally prominent scientists in the area of expertise of the candidate and external to Texas A&M University. The Dean provides the package to the Advisory Committee on Endowed Chairs and Professorships, and the chair of the committee solicits the external letters. The College committee reviews and evaluates the completed packages, including the outside letters, and makes recommendations to the Dean.

The College of Geosciences Advisory Committee on Endowed Chairs and Professorships consists of all Distinguished Professors (DPs) in the College of Geosciences; one Dean from another college at Texas A&M University who is appointed by the Dean of the College of Geosciences; and one full professor from each department who is appointed by each department head. With the exception of the DPs, all committee members will serve for a two year term. The chair of the committee will be appointed by the Dean of the College of Geosciences.

The College of Geosciences Advisory Committee on Endowed Chairs and Professorships will review chair and professorship holders during the last year of a given appointment and/or as directed by the Dean. Each chair or professorship holder will provide a dossier consisting of (1) a complete curriculum vitae; (2) a summary of chair/professorship activities and accomplishments, including information on graduate students who have

been supported and mentored as part of research effort and copies of relevant publications; (3) a summary accounting by fiscal year of discretionary allocation expenditures; and (4) the names and contact information of three potential external reviewers. The Dean will solicit review letters and provide the Advisory Committee with a review package for each chair or professorship holder requiring review. Following a review of the package(s), the Advisory Committee will make recommendations to the Dean in regard to reappointment.

This policy applies to all endowed chairs and professorships in the College of Geosciences and all its academic departments and centers. All endowed chair and professorship appointments are awarded in accordance with Texas A&M policy 12.01.99.M2.01 - Appointment, Evaluation, and Reappointment of Faculty to Endowed Positions. In addition, the College of Geosciences will utilize the following specific criteria.

### **Endowed Chairs**

An appointment to an endowed chair in the College of Geosciences is for a five (5) year term. The endowed chair holder will be reviewed and evaluated by the Advisory Committee on Endowed Chairs and Professorships in the first half of the fifth year. External letters are required. The chair holder may be reappointed to a second 5-year term. In very exceptional circumstances, and again following a review with external letters, the chair holder may be reappointed to a third and final 5-year term. An endowed chair holder is allocated a discretionary allowance of \$50,000 per year, contingent upon availability of funds. A holder of the same chair for at least two 5-year terms will retain the title until the end of his/her career, and will continue to receive a symbolic \$2,000 per year beyond the final chair term until retirement or departure from the university, contingent upon the availability of funds.

### **Endowed Professorships**

An appointment to an endowed professorship in the College of Geosciences is for a three (3) year term. The endowed professor will be evaluated internally by the Advisory Committee on Endowed Chairs and Professorships in the first half of the third year and may be reappointed to a second 3-year term. In very exceptional circumstances, and following an external review, the endowed professor may be reappointed to a third and final 3-year term. An endowed professor is allocated a discretionary allowance of \$10,000 per year, contingent upon availability of funds. A holder of the same professorship for three 3-year terms retains the title until he/she receives an endowed chair or until the end of his/her career, but receives no additional funds.

## **Expenditure Restrictions**

Endowed chair and professorship discretionary funds are to be used for professional expenses and expended in accordance with all pertinent University Rules and Procedures. Additional College requirements are as follows:

- At the time of appointment, the holder of an Endowed Chair may elect to:
  - receive a \$1,500 monthly Endowed Chair administrative stipend for 9 months per academic year during the 5-year term of his/her appointment from the Chair's discretionary funds. This option requires approval by the Executive Vice President and Provost. In accordance with University Rule 01.03.99.M1, Incremental Pay and Appointment Status for Administrators with Faculty Appointment, this administrative stipend will be removed from the monthly salary rate at the end of the entire Chair holder's regular 5-year appointment term. Previous Chair holders who are eligible to retain the title beyond their term are not eligible to receive this administrative stipend. Chair holders who elect an administrative stipend may not use additional Chair funds for summer salary; or
  - by default has the flexibility to use the Endowed Chair funds to pay on average a maximum of one month in salary per year for himself/herself from allocated discretionary funds, not to exceed a total of five months of summer salary support during the 5-year chair term;
- The holder of an endowed professorship may not use the professorship funds to pay his/her summer salary.
- Use of endowed funds to pay salary support for graduate students and/or technicians is encouraged, but the funds cannot be used to pay summer salary to TAMU tenured or tenure-track faculty members. Support of research scientists will be allowed in exceptional circumstances.
- An endowed chair or professorship holder retains the right to spend any residual allocated funds for two years beyond the end of the current 5-year or 3-year term, respectively, at which time any residual funds revert back to the endowment.

## **Obligation of Holders of Endowed Chairs and Professorships**

Each holder of an endowed chair at the end of each 5-year term, and an endowed professorship at the end of each 3-year term, is required to provide the Dean of the College of Geosciences with a brief report, summarizing (i) his/her main professional accomplishments during the past term, (ii) graduate students mentored and graduated, and (iii) how the endowed funds were spent.

### **Exceptions to This Policy**

Any justifiable exceptions to the stipulated expenditure restrictions require the prior approval of the Dean. Exceptions, if any, to the stipulated appointment terms and conditions may also require approval of the Executive Vice President and Provost.

### **Modification of Policy and Procedures**

This policy and associated College of Geosciences procedures will be reviewed on a periodic basis and modified as deemed necessary by the Dean. The Dean's Office will communicate all changes to the units.

*Revised and adopted by CLGE Executive  
Committee effective January 2008  
(Original policy effective December 2005)*