

## Office of the Senior Vice President and Provost

### Guidelines for Named Faculty Positions at Iowa State University

#### Purpose of Named Positions

Named faculty positions, including chairs and professorships, are established as a means to honor and support the work of exceptional faculty pursuing scholarly activity in a particular field. Named positions may also be established to offer departments, colleges and programs an additional source of funds to support the activities of that unit.

A named faculty position is intended to provide special recognition to the faculty member to whom the title is awarded. It is held for a specific term, and during that term the private gift funds or endowment earnings are used by the university to support the faculty member's scholarship and responsibilities in teaching, research/creative activities, extension/professional practice, and institutional service.

#### Types of Appointments

**Deans, Directors and Department Chairs.** Endowed leadership positions enable administrators to leverage human and financial resources to intensify the impact of their unit and its programs. Because earnings from endowments are not intended for one specific project, program or person, they can be focused on urgent or emerging priorities.

**Chairs and Professorships.** Named chairs and professorships are among the most esteemed positions in academia. They help recruit and retain exceptional scholars by acknowledging their professional accomplishments and continuing activity, and ensuring appropriate compensation. Earnings from named positions support the faculty member's research, provide students valuable learning opportunities, and expand academic programs.

**Faculty Fellowships.** Named fellowships are awards given to encourage faculty to pursue new ideas, creative projects and research that allow them to develop professionally.

#### **Making the Appointment**

Appointments for named faculty positions are generally made via the recruitment of a faculty member to the University, or for the recognition and retention of a current faculty member. The appointment is for a fixed term (normally a three- to five-year term). These appointments may be renewable contingent upon language in the Memorandum of Agreement (MOA) with the donor, and as long as the holder continues to fulfill the high expectations for the named position.

Gifts and/or endowment earnings may be used for part of the base salary, for a salary supplement, or for summer salary but at all times consistent with the terms of the MOA. (In the case of a salary supplement, 20% of the faculty member's base salary is the maximum amount allowed.) In addition, the funds may be used for graduate assistant stipends, secretarial assistance, travel expenses, research support, and for such other purposes as may be reasonably related to the purpose of the gift or endowment. At all times, the usage of funds shall be consistent with the conditions and purposes of the MOA with the donor.

I. SELECTION CRITERIA

- a. The holder of a named faculty position shall be a faculty member with a sustained, demonstrated record of contributions deemed exceptionally meritorious. The selection process shall be determined by the department chair or dean, depending on the position. A committee that is advisory to the department chair and/or dean may be utilized.

II. MATERIAL TO BE SUBMITTED. Requests for faculty members to be granted a named position shall be submitted in Workday for routing to the Office of the Senior Vice President and Provost (SVPP). The HR Delivery Team shall submit the Add Academic Appointment in Workday, with the following materials provided:

- a. Written justification for the faculty member to receive the position (brief paragraph, in comments section of Workday)
- b. Description of the selection process that was used, including issues related to recruitment or retention (one paragraph, in comments section of Workday)
- c. Description of donor intent (a sentence or two, in the comments section off Workday)
- d. MOA (as attachment in Workday)
- e. Curriculum Vitae of the faculty member (attachment in Workday)
- f. Renewals or any change in appointment must be approved by the SVPP. An Update Appointment in Workday is required, to include: description of the evaluation process used in the renewal decision, a new MOA (if applicable) or copy of the current MOA, and an updated CV.

Once the SVPP approves the named position in Workday, the college will notify the faculty member. No notification to the faculty member routes in Workday.

III. STEWARDSHIP (after the offer is made and accepted)

- a. Deans and department chairs shall communicate the award of a named position with the donor or donor representatives and provide opportunities for the faculty member and donor to meet.
- b. The awardee shall regularly communicate with the donor regarding the accomplishments and activities of the named position.
- c. It is the responsibility of the faculty holder of the named position for the appropriate and timely expenditure of the gift funds in accordance with the memorandum of agreement using normal university expenditure systems. The use of private gifts to support named positions is governed by University and ISU Foundation disbursing guidelines.
- d. The SVPP and/or Dean shall review named positions that remain vacant for a period of two consecutive years to ensure that the University is meeting its obligations to fulfill the terms of the gift, including the expenditure of the funds in support of the donor's intent.

IV. PUBLICITY (after the offer is made and accepted)

- a. The SVPP writes to the faculty holder to confirm the award and offer congratulations. A copy of the notification is given to the respective Dean and the ISU Foundation.
- b. The ISU Foundation President sends a second letter to the faculty holder which addresses the need to report on activities annually. (These reports are shared with the donor or donor representatives.)
- c. Publicity related to named faculty appointments, such as a medallion ceremony, shall be coordinated with the ISU Foundation. Issues related to donor wishes to remain anonymous, campaign recognition, timing, etc. will all be considered before publicity moves forward.

The ISU Foundation maintains a document detailing the funding threshold for named faculty positions.

*Revised April 2020*