

**NUMBER:** 1406  
**TITLE:** Guidelines for Selection of Named Chairs  
**APPROVED:** June 15, 2004

I. Statement of Purpose and Expectations

The purpose of the award of a named chair is to recognize and give support to a full professor who has demonstrated sustained excellence in research and teaching and will significantly contribute to the University. The holder of a named chair is a person of national stature.

The recipient must have a distinguished record of accomplishments in his/her field, as indicated variously by research, publication, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. The holder of a named chair will meet all requirements (or equivalents) for the rank of full professor. Named chairs serve as models of professional accomplishment and commitment to the mission of the University.

The named chair will hold a tenured, full-time faculty appointment or senior research appointment at the level of full professor. Normally, named chairs do not hold administrative posts such as department chair, dean, or provost.

II. Selection Procedures

- A. The selection and appointment procedures followed shall be fully consistent with the institution's promotion and tenure policies and other applicable personnel policies.
- B. If candidates for the named chair are sought by a national search, they may be nominated or apply. If no national search is held, candidates may be nominated by college deans, the Provost or the President.
- C. When an external candidate is an applicant for the named chair, the candidate must be reviewed for appointment according to the usual procedures and criteria of the department/school/college in which the appointment will be made.
- D. The college dean shall forward nominations for named chairs with his/her recommendation to the Provost. The nomination must include the following.
  - 1. A letter stating the rationale for the nomination and addressing the criteria for the named chair.
  - 2. The nominee's curriculum vitae.
  - 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
  - 4. A statement of the perceived relation of the appointment to achieving the

- University's mission and goals and strategic plan.
5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
  6. The dean should provide an indication of the expected financial commitment.
- E. The Provost shall call a meeting of the Named Chair Selection Committee whose membership includes:
1. Provost, who will serve as committee chair
  2. Vice President for Research
  3. Dean of Graduate Studies and Associate Vice President for Research
  4. Three top scholars to be named by the President
  5. Donor or a representative, if the donor chooses to participate.
- F. The Named Chair Selection Committee reviews the nominations and supporting materials and sends a recommendation to the President.
- G. The President reviews all supporting materials and makes a recommendation to the Board of Visitors for final approval of the appointment.