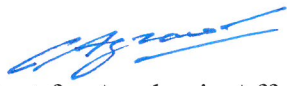


**MEMORANDUM**

**TO:** Academic Deans

**FROM:** C. Mauli Agrawal, Ph.D., P.E.   
Interim Provost and Vice President for Academic Affairs

**SUBJECT:** Revised HOP Policy for Reviews of Endowed Chairs, Endowed Professorships and Endowed Fellowships

**DATE:** May 16, 2018

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Attached please find the updated HOP 2.41 policy, “Endowed Chairs, Professorships and Faculty Fellowships,” that was revised December 20, 2017. I ask you to familiarize yourself with the revised policy and review it with your endowed faculty members. In addition, to assist you with selection and review of endowed faculty, please see the attached Qualifications and Evaluation Criteria for Endowed Chairs, Professorships and Fellowships.

Among the notable changes in the updated HOP policy are the requirement of a three-year plan with explicit expectations for short-term and long-term goals to be submitted for approval to the department chair, dean or provost, as appropriate. An Annual Report of activities as an endowed holder must be submitted as part of the Annual Faculty Performance Appraisal process. If reappointed for a subsequent six years, a six-year plan with explicit short-term and long-term goals must be developed and submitted for approval to the department chair, dean or provost, as appropriate.

Endowed Faculty Fellowships are one-year appointments and reviewed annually; therefore, each Endowed Faculty Fellow must develop a one-year plan with explicit expectations regarding what is to be accomplished during that year and submit an Annual Report of activities as part of the Annual Faculty Performance Appraisal Process. The University of Texas System Board of Regents’ Rules and Regulations state endowed faculty fellowships will be used to provide temporary support (not to exceed one academic year) of distinguished scholars.

For a smooth transition into the new policy, we will follow the current review schedule and update accordingly after the next scheduled review occurs. Any new appointments will assume the new schedule of review.

If you have any questions regarding the process, please contact Debbie Howard-Rappaport at 458-4969 or [debbie.howard@utsa.edu](mailto:debbie.howard@utsa.edu).

CMA/dhr