

Guidelines for Appointments and Evaluations of Endowed and University-Funded Academic Positions

The University of Texas at San Antonio

This set of guidelines provides information regarding the appointment, evaluation, and reappointment of faculty to endowed and university-funded academic positions at The University of Texas at San Antonio. The guidelines accompany the UTSA Handbook of Operating Procedures [2.41](#) Chairs, Professorships and Faculty Fellowships. These guidelines are reviewed annually and updated as needed by the Office of the Provost and Senior Vice President for Academic Affairs.

The process of appointing and evaluating faculty to an endowed or university-funded academic position is one of the most important tasks undertaken by the university as part of its continuing commitment to foster excellence in research and scholarly activity. Questions concerning the university's procedures for appointing, evaluating and reappointing faculty to an endowed or university-funded academic position may be directed to the Office of the Provost and Senior Vice President for Academic Affairs.

These guidelines are divided into several sections with the following contents:

Overview – a brief description of endowed or university-funded academic positions; for relevant definitions and responsibilities refer to the UTSA Handbook of Operating Procedures [2.41](#) Chairs, Professorships and Faculty Fellowships

Appointment procedures – guidelines for appointments to endowed and university-funded academic positions

Fiscal procedures – guidelines regarding expenditure plans and fiscal policies

Review Process – a outline of the responsibilities for carrying out the review

Preparation of the Review Packet – a summary of required and optional materials to be submitted for review consideration. Includes the Qualifications and Evaluation Criteria for Chairs, Professorships and Fellowships

Overview

The University of Texas at San Antonio oversees endowed academic positions as delegated by the University of Texas System Board of Regents' Rule [60202](#). These guidelines establish criteria for appointing and evaluating faculty to endowed and university-funded academic positions. These positions carry with them an honorific title signifying the faculty member has met rigorous standards of excellence in teaching, research, scholarship and service to UTSA. The president's recommendation in all cases is final, in accordance with UT System Board of Regents' Rule 60202, where applicable.

Appointments to an endowed or university-funded academic positions is separate from the appointment to a faculty position. A decision to award tenure to the current or prospective holder of an endowed or university-funded academic position affects only the regular faculty appointment; it does not imply commitment for continuance in the position. The following general selection criteria will apply to the three categories and should be used in the selection process. Additional appointment criteria which

should also be considered are academic and instructional impact. Specific examples are found later in the section entitled “Qualifications and Evaluation Criteria for Chairs, Professorships and Fellowships.”

<i>Who</i>	<i>Criteria</i>
Chair	The institutional expectation of unquestionable excellence in at least one of the two professional performance dimensions (research and teaching) must be met in addition to any specific selection criteria associated with a particular endowed or university-funded academic position. The appointment to a chair may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member; but in all appointments, excellence should be evidenced by several years of outstanding performance based on national and international standards.
Professorship	The institutional expectation of a distinguished record of performance in one of the two professional performance dimensions must be met, in addition to any specific selection criteria associated with a particular endowed or university-funded academic position. The appointment to a professorship may recognize a current member of the faculty or it may be associated with recruitment of a new faculty member.
Faculty Fellowship	Faculty Fellowships will be used to provide temporary support (generally not to exceed one academic year) of distinguished scholars who are: <ul style="list-style-type: none"> • In temporary residence at UTSA while participating in planned academic programs; • Visiting scholars who are in temporary residence at the institution for special academic programs or purposes; • UTSA faculty who have made unique contributions to academic life or to knowledge in their academic discipline, or who exhibit future promise in their intellectual field; or • UTSA faculty of any rank, irrespective of tenure status, who have been selected for teaching excellence through procedures established by the institution.

Appointment Procedures

The initial appointment to endowed or university-funded academic positions are set forth through the following procedures:

<i>Who</i>	<i>Responsibility</i>
President	Makes final decision regarding an appointment to an endowed academic position and forwards recommendation to UT System in accordance with <i>Regents' Rules and Regulations</i> Series 60202, Section 2. Makes final decision on university-funded appointments
Provost and Senior Vice President for Academic Affairs	Recommends appointment to the president of a faculty member to an endowed or university-funded academic positions, on the basis of the recommendation of and the concurrence of the appropriate chair/school director and dean. With approval of the

	<p>president, may authorize a college to limit the number of terms that an individual may hold a position.</p> <p>Consults with appropriate dean to develop a plan to fill a vacated position.</p> <p>Submits annual report to the Executive Vice Chancellor regarding appointments to endowed and university-funded academic positions.</p> <p>Responsible for the notification to the appropriate offices of appointments and reappointments to endowed and university-funded academic positions.</p>
Academic Deans	<p>Recommends candidates for appointments to endowed and university-funded academic positions to the provost and senior vice president for academic affairs.</p> <p><i>Under special circumstances may recommend faculty who have not achieved full professorship appointments to an endowed and university-funded academic professorship.</i></p> <p>As part of the Comprehensive Review Process, reviews and recommends the reappointment of an incumbent in an endowed and university-funded academic position to the provost.</p> <p>Consults with the provost to develop plan to fill a vacated position, where appropriate.</p> <p>If appointment is approved, reviews and approves Expenditure Plans.</p>
Department Chair/School Director	<p>May recommend candidates for appointment to endowed and university-funded academic positions to the dean.</p> <p>As part of the Comprehensive Review Process reviews and recommends reappointment of an incumbent in an endowed and university-funded academic positions to the dean.</p> <p>If appointment is approved, reviews and approves Expenditure Plans.</p>

Initial and Continuing Appointments:

Chairs and Professors

1. Endowed holders must complete mandatory university endowment compliance training upon appointment to the position. Upon renewal of the appointment to the endowment, compliance training will follow University Endowment Compliance guidelines.
2. Develops a three-year plan with explicit expectations with short-term and long-term goals and submits it for approval to the department chair/school director, dean or provost, as appropriate.
3. Submits an annual Expenditure Plan to the department chair/school director (or next higher level of approval, as appropriate).
4. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal process.
5. In the third year of the appointment, submits a comprehensive report related to the three-year plan to the department chair/school director (or next higher level of approval, as appropriate) for review.

6. If reappointed for a subsequent six years, develops a six-year plan with explicit short-term and long-term goals and submits it for approval to the department chair/school director, dean or provost, as appropriate.
7. In the last year of the appointment, submits a comprehensive report related to the six-year plan to the department chair/school director (or next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

Faculty Fellows

1. Endowed holders must complete mandatory university endowment compliance training upon appointment to the position. Upon renewal of the appointment to the endowment, compliance training will follow University Endowment Compliance guidelines.
2. Develops a one-year plan with explicit expectations regarding what is to be accomplished during that year.
3. Submits an Annual Report of activities as part of the Annual Faculty Performance Appraisal Process.
4. Each year appointed to the fellowship, submits a comprehensive report related to the one-year plan to the department chair/school director (or next higher level of approval, as appropriate) for review and recommendation concerning reappointment.

Fiscal Procedures

Prior to the end of the fiscal year, the Provost and Senior Vice President for Academic Affairs meets with the Endowment Services Office to review the year-end annual endowment compliance status report. In addition, the Endowment Services Office conducts year-end annual compliance reviews with each college.

Expenditure Plans

At the beginning of each academic year, the chair, professor or faculty fellow submits an Expenditure Plan (EP) through the department chair/school director (or next higher level of approval, as appropriate) for review and approval. Copies of all approved endowed expenditure plans will be provided to the Office of the Vice President for Advancement and Alumni Engagement (Endowment Services Office).

Fiscal Policies (Distributions for Chairs, Professorships and Faculty Fellowships (Endowed and University-Funded Academic positions))

Endowment distributions should be prioritized to support the needs of the university, its students and the holder. Where appropriate, the holder should focus on graduate education and support for the next generation of scholars. Following Regents' Rule [60202, section 5 and 6](#), UTSA will set the salary of the holder at a level commensurate with his or her record, experience, and position in the faculty. Subject to donor criteria and university guidelines, distributions from the endowment or university funds may be used for 1) reasonable amount of salary support, up to 30%, for salary supplementation, and 2) for other professional support of the holder of the chair, professorship or fellowship, including assistance in the holder's research program. Salary distribution greater than 30% may be considered in rare cases subject to the review by the provost and senior vice president for academic affairs and approval of the president.

In consultation with the vice president for advancement and alumni engagement, the pertinent dean and the Endowment Services Offices, a minimal portion of the distribution may be authorized by the provost and the senior vice president for academic affairs to support strategic priorities, according to the purposes of the endowment.

When an incumbent leaves a position, the dean shall be responsible for notifying the provost and senior vice president for academic affairs. Academic Affairs will coordinate with the appropriate offices to remove the signature authority from the endowment or university funds.

In consultation with the vice president for advancement and alumni engagement, pertinent college and the endowment services offices, a minimal portion of the distribution may be authorized by the provost and senior vice president for academic affairs to be utilized to support strategic priorities, according to the purpose criteria of the endowment (for example, to enhance the start-up package to attract highly valued faculty, to re-invest some of the accumulated funds to further grow the endowment, or to award one-time honorific fellowships for faculty).

Review Process

The review process of appointees to endowed and university-funded chairs and professorships is conducted in the third/fourth year after the date of their initial appointment, or in the fifth/six year after renewals dependent upon the HOP 2.41 policy in place at the time of the appointment.

Reviews of appointees to endowed and university-funded faculty fellowships occur on an annual basis.

Beginning in 2020, faculty holding university-funded academic positions will be reviewed using the same process and timeline as endowed chairs, professorships and faculty fellowships.

The review process generally involves three levels of review, including the department chair/school director, the dean and the provost and senior vice president for academic affairs. Academic Affairs will review these recommendations and will notify the respective colleges of a decision.

Reviews of chairs, professors and faculty fellows will be conducted by the department chair/school director (or dean, if the incumbent is a department chair/school director), who will make recommendations concerning reappointment through the dean to the provost and senior vice president for academic affairs. The department chair/school director should utilize the Criteria for Appointment and Evaluation of Chairs, Professorships, and Fellowships when reviewing each portfolio for determining the recommendation for reappointment.

In the event of a conflict of interest between a holder and a reviewer, an acting reviewer will be substituted with the approval of the provost and senior vice president for academic affairs.

Deans who are appointed to chair or professorship positions will be reviewed by the provost and senior vice president for academic affairs.

Faculty appointed or renewed after HOP 2.41 policy was updated in December 2017 will have developed a comprehensive plan, which includes projected activities and accomplishments during the review cycle. This plan should be utilized as part of the review process. In addition, if the faculty member has had any disciplinary action taken during the review period, the department chair/school director and dean should include comments in their respective review letters.

Individuals holding endowed and university-funded positions should exhibit evidence of a continuing national and/or international reputation; they should show “unquestionable excellence” in research, teaching, mentorship, and/or service. Holders of endowed and university-funded positions should meet or exceed the expectations of any specified criteria outlined within the donor agreement. Evaluation criteria

may be tailored to the type of appointment awarded using the relevant criteria from that listed in the Criteria for Appointment and Evaluation of Chairs, Professorships and Fellowships.

Contingency Plans

If at the time of the annual faculty review or during the comprehensive review for reappointment, an endowed chair, professor or faculty fellow, including the university-funded positions, is not achieving either the expected short-term or long-term goals, the following processes are available:

1. A substantial gap between goals and accomplishments during the annual faculty review process will require the development of a detailed plan describing how the gap will be narrowed during the next academic year. Significant gaps continuing over a two-year period may result in non-reappointment.
2. A substantial gap between goals and accomplishments during the comprehensive review for reappointment may result in an additional review or a non-reappointment.

Timeline for the Review Process

<i>When</i>	<i>Who</i>	<i>Responsibility</i>
Early Fall	Academic Affairs	Notify Deans on who will be reviewed for the upcoming year; forward link to Sharepoint site for uploading review documents
No later than February 1, 2024	Faculty	Submit their review packet to department chair/school director for review (if dean, submit to provost and senior vice president for academic affairs)
March 15, 2024	Department Chairs/School Directors	Forward their recommendations to their deans
April 15, 2024	Deans	Forward their recommendations to the Academic Affairs office
May 1, 2024	Academic Affairs	Forward final decisions on reappointments to the deans
May 31, 2024	Faculty Members	If reappointed, update comprehensive plan

Preparation of the Review Packet:

The review packet contains materials that form the basis for the review of evaluation. The review packet should include:

1. Cover letter
 - a. Name of Endowed or University-Funded Chair, Professor, Faculty Fellow
 - b. Faculty Rank
 - c. College
 - d. Department/School

- e. Date of Initial Award
 - f. Date of Last Review
 - g. Endowment or University-Funded Title
 - h. Endowment or University-Funded Amount
 - i. Endowment Criteria (from Development Office, not required for University-Funded positions)
2. Faculty member's professional curriculum vitae (format of P&T/CPE)
 3. Faculty member's Academic Analytics SRI/Quintile ranking as compared to R1 colleagues
 4. Substantial report by faculty of accomplishments and activities during the review period, including evidence/commentary of research/scholarly and teaching achievements, mentorship of students and/or early career faculty, and service to UTSA and their discipline
 5. Letter from Chair/School Director (unless faculty member is chair/school director)
 6. Letter from Dean (unless faculty member is Dean)

Criteria for Appointment and Evaluation of Chairs, Professorships and Fellowships

I. Chairs, Professorships

All individuals privileged to receive chairs or professorships should exemplify and help create a shared culture of scholarly engagement and leadership, both intellectual and artistic, bringing great benefit to the UTSA community.

Criteria for Appointment and Evaluation could include:

1. *Research and Scholarship*
 - a. Publications in highly recognized and leading peer-reviewed journals.
 - b. Recognized works, performances and exhibitions as defined by the applicant's discipline.
 - c. Major funded research as defined by the applicant's discipline.
 - d. Editorship, associate editorship, editorial board membership, and/or peer-reviewer for recognized leading peer-review journals.
 - e. Elections or appointments to leadership positions in academic and/or national professional associations and societies.
 - f. Honorary doctorates, fellowships, professorships.
 - g. Awards for research excellence.
 - h. Invited lectures.
 - i. Patents awarded.
 - j. National/international contributions to the discipline.
2. *Teaching/Instruction*
 - a. Awards for teaching excellence.
 - b. Mentorship activity with faculty or students.
 - c. Co-authorships with students.
 - d. Engagement in student development and student success initiatives.
 - e. Leadership in curricular development for UTSA academic disciplinary programs, such as to propose new graduate programs or to substantially revise existing graduate and undergraduate programs.

3. *Mentorship*
 - a. Evidence of creative products (performances, shows, publications and research/funding grants) accepted or approved for mentees by external entities including respected journals and funding agencies. Mentees include affiliated professional colleagues, junior faculty, trainees, and students.
 - b. Creative products produced collaboratively with mentees (affiliated professional colleagues, junior faculty, trainees, students), especially those at UTSA. Such creative products can include manuscripts for publication, grants submitted for research and other funding, and professional presentations at national or regional research conferences, and performances or shows.
 - c. Evidence of programmatic mentorship support for enrolled UTSA students to enhance their capacity for publication, grant development, and teaching. Such support could include writing and grant development boot camps, other professional development and/or advising of affiliated graduate student organizations to enable and enhance student development.
 - i. Awards and other recognition to affiliated mentees for work and development to which the endowed faculty member/professor contributed.
4. *Service*
 - a. National recognition for service to their discipline and to the field of academia.
 - b. Exemplary service within the university.

II. Faculty Fellowships

Fellowships are one-year appointments and can be used for distinguished scholars who are in temporary residence at UTSA, visiting scholars who are in temporary residence, UTSA faculty who have made unique contributions to academic life or to knowledge in their academic discipline, or who exhibit future promise in their intellectual field, and UTSA faculty of any rank, irrespective of tenure status, who have been selected for teaching excellence. Given the temporary and short-term nature of the appointment, selection and evaluation criteria should be tailored to the type of appointment being awarded using the relevant criteria listed above.

Additional criteria should be considered as appropriate to the donor agreement or in consultation with the chair/school director and dean.