	Title: Endowed Chair Policy and Procedures	
	University Division/Department: Office of the Provost	
Policy Number:	Effective Date : April 2007	Page: 1 of 5

I. PURPOSE


Endowed chairs and professorships are of several types and serve several purposes; not all function or can be administered in the same fashion. Although most are awarded to a particular faculty member in this/her teaching and scholarly role, some endowed chairs are held by faculty members who for a period of time happen to hold administrative responsibilities (associate deans, department chairs); and some chairs may be established for and attached to an administrative position (e.g., dean, center director). Normally, endowed faculty chairs and professorships, at least in their initial appointments, are for five-year terms, renewable by the college Dean and Provost if the incumbent has successfully fulfilled the terms of the appointment.

Endowed faculty positions are created for a variety of goals:

- To support the instructional and research mission of the University and its colleges;
- To attract distinguished faculty members to Villanova when funding is adequate;
- To recognize outstanding faculty members by bestowing on them the honor of a chair;
- To bring the compensation of key faculty members into closer alignment with "market values;" and/or

	Title: Endowed Chair Policy and Procedures
	University Division/D

	Title: Endowed Chair Policy and Procedures	
	University Division/Department: Office of the Provost	
Policy Number:	Effective Date : April 2007	Page: 3

	Title: Endowed Chair Policy and Procedures	
	University Division/Department: Office of the Provost	
Policy Number:	Effective Date : April 2007	Page: 4 of 5

than the “John Doe Endowed Chair in XYZ.” (Approved at Council of Deans August 18, 2010).

V. PROCEDURE

a. **Search and renewal process.**

Whenever an endowed chair or professorship is being sought or renewed, the search and review process will be undertaken by a joint committee of college administrators and senior faculty (including at least one from the discipline or interdisciplinary area represented by the chair or professorship), appointed by the dean. The committee’s composition normally should include a majority of faculty members, along with others chosen by the Dean. The committee will make its recommendation to the Dean, who in turn makes his/her recommendation to the Provost, who (for initial appointments) makes his/her recommendation to the President. Renewals need not receive the same degree of review as do new appointments, and they usually are made by the Provost.

1. The advertisement and/or description of any endowed chairs or professorships for which a search is being undertaken. If the search is purely internal, that should be indicated.
2. The identity of the joint faculty-administration committee that is conducting the search and screening the candidates, along with the proposed timeline for a decision.
3. The results of this process: identity of the recipient, effective date of the chair, installation (if known), and the recipient's credentials
4. Periodic (every five years, at renewal time) listing of the chair holder’s accomplishments and contributions

VI. RELATED INFORMATION/FORMS

Not Applicable

VII. HISTORY

Effective Date: April 2007 and superseded all previous policies; Technical Update January 2024

VIII. RESPONSIBLE UNIVERSITY DIVISION/ DEPARTMENT

Provost
Office of the Provost
800 Lancaster Avenue, Villanova, PA 19085

Title: Endowed Chair Policy and Procedures

University Division/Department: Office of the Provost