

NUMBER: ACAF 1.21
SECTION: Academic Affairs

SUBJECT: Appointment and Review of Endowed Chairs and Named Professorships

DATE: February 1, 1995

LASTEST REVISION: November 10, 2004

Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
Authorized by: Mark P. Becker
Issued by: Provost's Office

I. Policy

Endowed chairs and named professorships have been established to attract and retain outstanding faculty who have distinguished themselves through their teaching, research and creative works. Appointment to an endowed chair or to a named professorship is intended to be the University's most prestigious recognition for continuing scholarly achievement and distinction. In the selection of an individual for these appointments, teaching ability, character, industry, dedication, promise, research, creative writing and the best interests of the University are taken into consideration. To perpetuate and ensure the honorific nature of these appointments the Provost of the University reviews nominations for all new appointments and conducts periodic reviews of all incumbents. These reviews are consistent with the highest standards envisioned with the establishment of the chairs and with the original intent that no individual should retain an appointment without periodic review and reaffirmation.

A. Criteria for Appointment and Reappointment

1. Endowed Chairs and Named Professorships

- a. Quality and number of scholarly and/or creative works;
- b. Enhancement of the University's reputation through regional, national and international recognition of the professional work;
- c. Quality of University teaching;
- d. Service to the University and to the profession which distinguishes the individual and University. Appropriate professional and personal conduct.
- e. Normally, recipients must be full professors at the University of South Carolina or eligible for initial appointment at that rank. In the former case, it is particularly important that the same high standards be adhered to for selection as in the latter. Appointment or reappointment to a endowed chair or named professorship not be made merely as a reward for long service, however devoted.

2. Carolina Distinguished Professors

- a. Recipients must be truly distinguished scholars in their field. Although this criterion is highly dependent on the breadth of the area of scholarship, a nominee should generally rank among the most distinguished scholars in the field in this country and shall usually possess an international reputation;
- b. Recipients must have established reputations as distinguished teachers, combining excellence in scholarship with a commitment to students and their intellectual development;
- c. Recipients should have proven records of interest and concern with the growth and success of this (or a previous) institution and their colleagues, with particular attention to the mentoring of junior colleagues. They should demonstrate some breadth of interest in activities in other fields and departments related to their own, and in participation in University affairs generally;
- d. Normally, recipients must be tenured full professors at the University of South Carolina or eligible for initial appointment at that rank. In the former case, it is particularly important that the same high standards be adhered to for selection as in the latter. Appointment or reappointment to a Carolina Distinguished Professorship must not be made merely as a reward for long service, however devoted.

B. Terms of Appointment

1. Endowed Chairs and Named Professorships

- a. For a limited number of existing chairs, the appointment period of the chairholder is unspecified in accordance with the agreements which established these chairs. This type of appointment will be designated an "open-ended" appointment; however, chairholders are subject to review every five years as specified below.
- b. Beginning August 16, 1983 any new appointment or reappointment to a chair will be for a specific term not to exceed five years except where the memorandum of agreement which established the chair precludes a specific term. This type of appointment will be designated a "term" appointment.
- c. For chairholders with "term" appointments, the appointment period will run from August 16 of the initial year through May 15 of the final year of the appointment. Each year of an appointment is an academic year. This means that for a nominal 5-year appointment the term will actually consist of 4 years and 9 months. The ending date of May 15 creates a break in service from May 16 through August 15 in the final year of the chairholder's term.
 - i. During the break in service, the chairholder is authorized to continue using the chair title, but does not receive a stipend.
 - ii. During the final year of a term appointment a review, as specified below, will be conducted.
- d. Chairholders who resign from the University or retire automatically terminate the remainder of their term.

2. Carolina Distinguished Professors

- a. Recipients are appointed or reappointed to a term of 5 years.
- b. The appointment period will run from August 16 of the initial year through May 15 of the final year of the appointment. Each year of an appointment is an academic year. This means that for a nominal 5-year appointment the term will actually consist of 4 years and 9 months. The ending date of May 15 creates a break in service from May 16 through August 15 in the final year of the recipient's term.
 - i. During the break in service, the recipient is authorized to continue using the title, but does not receive a stipend.
 - ii. During the final year of the appointment a review, as specified below, will be conducted.
- c. Carolina Distinguished Professors who resign from the University or retire automatically terminate the remainder of their term.

C. Stipends for Chairholders, Named Professorships, and Carolina Distinguished Professors

1. Stipends are set at the time of appointment and are paid annually in December in one lump sum. Stipends are paid for service during the academic year. Stipends are pro-rated for that part of the academic year served if a chairholder, named professor, or Carolina Distinguished Professor should end his/her full-time employment with the University during an academic year.
2. The payment of stipends is coordinated by the Office of the Provost in conjunction with the Office of Business and Finance and the Payroll Department.
3. In addition to providing an annual stipend, certain endowed chairs and professorships provide other perquisites which are prescribed by the Memoranda of Agreement that established the chairs. Coordination of the perquisites is effected by direct interaction of the chairholder or professorship with the office that manages the account.

D. University Committee on Named and Distinguished Professorships

1. The University Committee on Named and Distinguished Professorships shall be a committee of seven senior faculty appointed on staggered three-year terms by the President.
2. Faculty eligible for appointment to this committee must be holders of chairs or professorships.
3. The committee shall review nominations made by the deans for new chairs or professorships, and nominations for reappointment to existing chairs or professorships.

4. The committee shall also serve as an advisory committee to the President of the University on all chairs and named professorships, including Carolina Distinguished Professorships.

II. Procedure

A. Initial Appointment to Newly Established Chairs or Professorships

1. All endowed chairs or professorships are presently acquired through and with the cooperation of the University of South Carolina Educational Foundation or other fiduciary agent of the University.
2. The University of South Carolina Educational Foundation or other fiduciary agent of the University shall advise the Provost of the availability of a newly endowed chair or professorship and the department and/or college in which an appointment may be made.
3. The provost shall solicit and receive nominations of candidates for the new chair or professorship. All nominations must pass through normal academic channels (e.g., department chair and dean following appropriate faculty consultation) and each academic officer should attach a confidential recommendation to each nominee's portfolio. (See also the addition procedures in the Columbia Campus Faculty Manual under "Endowed Chairs and Named Professorships")
4. Each nominee's portfolio must include the following:
 - a. a nomination statement delineating how the nominee meets the criteria for appointment;
 - b. a current curriculum vitae;
 - c. a bibliography of the nominee's publications and/or creative works;
 - d. a listing of the nominee's scholarly presentations, performances and/or exhibitions;
 - e. a listing of the nominee's professional, public and University service activities;
 - f. a record of the nominee's teaching effectiveness;
 - g. confidential recommendations from academic officers.
5. Statements or endorsements from faculty or other sources may be included in the portfolio if desired. The department chair or dean, as appropriate, will ensure that each portfolio is complete prior to forwarding it to the provost.
6. The provost will review all nominations, make an evaluation to the University Committee on Named and Distinguished Professorships.
7. The University Committee on Named and Distinguished Professorships will make an additional evaluation and forward to the President.

8. The President will make the appointment to the chair or professorship.
 - a. The President's decision regarding all appointments is final.
 - b. Copies of the appointment letter will be distributed to the Provost, the appropriate dean, and others as appropriate.
 - c. Deans will announce appointments to the faculty in their respective colleges.

- B. Making an Appointment to a Vacant Chair or Professorship
When an existing chair is vacated for reasons other than the normal expiration of a chairholder's appointment, the Provost will solicit nominations of candidates for the vacancy as if the vacant chair were a newly established chair. Accordingly, the procedures II.A.3-8 outlined above will be followed in filling the vacancy.

- C. Periodic Reviews of Chairs or Named Professorships
 1. Chairholders with "open-ended" appointments will be reviewed every five years.
 2. Chairholders and named professorships with "term" appointments will be reviewed during the final year of the appointment period. A "term" may run from one to five academic years, but is normally five academic years in length.
 3. Responsibility for coordinating all reviews rests with the provost. Chairholders and holders of named professorships will be notified of the review process during the Fall semester of the final year for "term" appointments and during the Fall semester every fifth year for "open-ended" appointments.
 4. The review will follow the same process described above under "Initial Appointment to Newly Established Chairs or Professorships"; II.A.3-8. However, the greatest emphasis of the review and subsequent evaluations will be on the accomplishments of the chairholder or named professor during the period since he/she was last renewed or appointed.
 5. Reaffirmation and reappointment will be recommended by the provost and the University Committee on Named and Distinguished Professorships only when it is clear that the standards and criteria for holding a chair have been met.
 6. The President of the University will make one of the following decisions for each chair or professorship under review (as appropriate to the chairholder under review):
 - a. that the chairholder be reaffirmed to continue in an "open-ended" appointment, or
 - b. that the chairholder or named professor be reappointed to another "term," or
 - c. that the chairholder or named professor will not be reappointed to another "term," or
 - d. that additional candidates be sought for appointment to the chair or professorship.

The President's decision regarding all appointments is final.

Deans will announce reappointments to the faculty in their respective colleges.

D. Revocation of a Chair or Named Professorship Appointment

1. An individual who is named to an endowed chair or named professorship may not have the chair appointment involuntarily revoked prior to the normal expiration of the term of appointment except for cause.
2. Cause includes, but is not limited to, the following:
 - a. personal or professional misconduct detrimental to the image of the University;
 - b. the failure to uphold high standards for scholarly work, teaching and service.
3. Responsibility for determining whether or not there is sufficient evidence to recommend revocation of a chair appointment rests with the provost who may employ any of the means outlined under Periodic Reviews of Chairs or Named Professors in arriving at the recommendation.
4. The final decision to revoke a chair appointment rests with the President of the University.

E. Policies and Procedures Governing Other Named Professorships

Whenever and wherever feasible, the procedures set forth above for making initial appointments to endowed chairs shall also be followed with respect to other named professorships.

F. Emeritus Designation

Those individuals who retire from the University while they are endowed chairholders or holders of named professorships may have the title emeritus conferred. Designation of this title requires the approval of the president and the University Board of Trustees.

III. Reason for Policy Revision

This revision makes appointment and re-appointment term limits consistent for Carolina Distinguished Professorships and Named Professorships.