

<b>ADMINISTRATIVE DIVISION</b>	ACAF Academic Affairs
<b>POLICY NUMBER</b>	ACAF 1.21
<b>POLICY TITLE</b>	Appointment and Review of Endowed Chairs and Named Professorships
<b>SCOPE OF POLICY</b>	USC System
<b>DATE OF REVISION</b>	June 3, 2021
<b>RESPONSIBLE OFFICER</b>	Executive Vice President for Academic Affairs and Provost
<b>ADMINISTRATIVE OFFICE</b>	Office of the Provost

**PURPOSE**

This policy defines and establishes the criteria and procedures to create endowed chairs and named professorships and to appoint and review faculty for these positions.

**DEFINITIONS AND ACRONYMS**

**Chair:** An endowed chair or named professorship is an honorific position established to attract and retain outstanding faculty. These positions typically have financial support from philanthropic contributions.

**Chairholder:** The recipient of an endowed chair, named professorship, or fixed-term chair position.

**Fixed-Term Chair:** A chair position with a limited or fixed term of appointment.

**POLICY STATEMENT**

Endowed chairs and named professorships are established to attract and retain outstanding faculty who have distinguished themselves through their teaching, research, scholarship, and creative works. Appointment to an endowed chair or a named professorship (hereafter referred to as "chairs") 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, stature and productivity in research and scholarship, artistic and creative accomplishment, and the best interests of the university are taken into consideration. In addition, academic units may create positions with limited or fixed-term appointments for recruitment and recognition of meritorious performance of other deserving faculty members.

All chairs should follow this policy unless the college/school or campus has in a place an approved memorandum of understanding with the institution's chief academic officer.

A. Types of Chairs

1. Endowed chairs and named professorships are intended to attract, retain, and reward faculty members with records of outstanding and continuing achievement in scholarship, research, creative and/or artistic accomplishment, teaching and service. Chairs are awarded to faculty throughout the university. Several special categories of chairs are:
  - a. The Center of Economic Excellence (CoEE) Chair, are positions awarded to world-class research scientists and engineers who head up the SmartState Centers established by the South Carolina General Assembly to provide South Carolina's research universities with funds for endowed professorships in areas that will enhance economic opportunities for the state's citizens.
  - b. A Carolina Distinguished Professorship is one of the highest honors the University of South Carolina accords any faculty member. Since it is a university-wide honor, those honored with the title Carolina Distinguished Professor are among the most outstanding scholars in the nation and most are internationally known in their fields.
  - c. The USC Health Sciences Endowed Chairs and Distinguished Professorships are intended to serve as prestigious university recognition for scholarly achievement and distinction in the health sciences.
  - d. Educational Foundation Professorships are intended to support recruitment and retention of outstanding faculty.
2. Fixed-term chairs are positions with limited or fixed terms of appointment may be used for the recruitment or recognition of meritorious performance of tenure-track, tenured and professional-track faculty at any rank.

## B. Appointment Criteria

1. Recipients must be truly distinguished scholars in their fields and should generally rank among the most distinguished scholars in the field in this country and should usually possess an international reputation. Recipients' national reputation for research scholarship and leadership should be evident from their record of activities such as receipt of extramural research funding, appointment to review panels and editorial boards, election as officers in national academic societies, and receipt of research recognition awards.

In addition, recipients must have established reputations as distinguished teachers, combining excellence in scholarship with a commitment to students and their intellectual development.

Moreover, 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 and graduate students. 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.

In certain cases, superior achievement may be concentrated primarily in areas other than traditional research, scholarship, and/or creative achievement.

Appointment or reappointment to a chair should not be made merely as a reward for long service, however devoted.

2. In general, criteria for appointment include quality and number of scholarly and creative works, enhancement of the university's reputation through regional, national and international recognition of the professional work, quality of university teaching and mentoring, and service to the university and to the profession which distinguishes the individual and university.
3. Recipients must demonstrate appropriate professional and personal conduct.
4. Normally, recipients of endowed chairs and named professorships must be 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. In special cases, an associate professor may be appointed, with the expectation that the recipient will soon qualify for appointment at the rank of professor.

Carolina Distinguished Professors must be tenured at the rank of professor at the university or eligible for initial appointment with tenure at that rank.

For chair positions at either School of Medicine, recipients may be clinical faculty, normally at the rank of professor, with employment through either the university or an affiliated hospital system.

5. Recipients of fixed-term chairs may be tenure-track or professional-track faculty members at any rank.

### C. Terms of Appointment

1. Recipients of endowed chairs and named professorships are appointed to terms of five years except where the donor agreement or memorandum of agreement which established the chair (hereafter referred to as "agreement") precludes a specific term. Recipients may be reappointed to a term of up to five years unless the chair holder is retiring or their performance has not met established standards. Exceptions must be approved by the provost.
2. The appointment period will run from August 16 of the initial year through August 15 of the final year of the appointment. Each year of appointment is an academic year, unless otherwise noted in the agreement or in the letter of appointment.
3. Recipients who resign or retire from the university automatically terminate the remainder of their terms.

4. Recipients of fixed-term chairs are named for terms of one to three years. Fixed-term chairs may be renewed only once for an additional term of one to three years if renewal is permitted in the agreement.
5. Those individuals who retire from the university while they are chairholders may have the title emeritus conferred. Designation of this title requires the approval of the chief academic officer, president and the Board of Trustees.

#### E. Establishment and Termination of Chairs

1. To establish a new chair, a proposal should be submitted by the college/school or campus dean to the chief academic officer. The proposal should include the purpose of the chair, the criteria for appointment, the proposed agreement with the entity for use of the name, the length of the term and the conditions for renewal. The proposal should be developed in collaboration with the University of South Carolina Educational Foundation or other fiduciary agent of the university when appropriate.
2. To terminate a chair, a letter of request justifying the termination should be submitted by the college/school or campus dean to the chief academic officer.
3. All proposals and requests for termination must be approved by the provost or chancellor, the president and the Board of Trustees.

#### F. Appointment and Reappointment of Chairholders

Except in the cases of expedited approval as outlined below, all nominations and recommendations for appointment and reappointment of existing university faculty to chairs must be approved through established procedures for each institution prior to submission to the president. Chairs awarded on hire and fixed-term chairs will follow an expedited approval process. The president will make the decision regarding appointment or reappointment to a chair.

#### H. Periodic Review and Reappointment of Chairholders

1. Unless otherwise noted in the agreement, each chairholder will be reviewed every five years. If the chairholder does not undergo review every fifth year and holds a position with tenure, then the chairholder must undergo post-tenure review every sixth year.
  - a. Periodic review of chairholders will follow the same process described above in policy section F Appointment and Reappointment of Chairholders
  - b. The greatest emphasis of the review and subsequent evaluation will be on the accomplishments of the chairholder during the period since they were last reviewed or reappointed.

2. If a current chairholder indicates in writing the intent to retire within one year of the current appointment end date, the review can be waived and the chair appointment will be extended until the effective retirement date.
3. A current chairholder can request a one-year extension of the review providing a justification by the candidate, following the general process for extension of post-tenure review. This request must be approved by the unit dean and chief academic officer.
2. Fixed-term chairholders will not be reappointed after their initial term unless the chair allows for renewal as stated in the agreement and the dean invites the chairholder to submit a request for reappointment.
3. Reaffirmation and reappointment will be recommended only when it is clear that the standards and criteria for holding a chair have been met.
4. The president will make one of the following decisions for each chair under review for reappointment as appropriate:
  - a. that the chairholder be reappointed to another full five-year term, or
  - b. that the chairholder be reappointed to a term of one to four years; or
  - c. that the chairholder not be reappointed, or
  - d. that additional candidates be sought for appointment to the chair.

#### I. Committees on Named and Distinguished Professorships

1. University Committee on Named and Distinguished Professorships (USC Columbia)
  - a. The University Committee on Named and Distinguished Professorships shall be a committee of seven senior faculty members appointed on staggered three-year terms by the provost.
  - b. Faculty eligible for appointment to this committee must hold the rank of professor and be a current chairholder.
  - c. The committee serves as an advisory committee to the president on all chairs, including Carolina Distinguished Professorships. The committee shall review nominations for appointment to new chairs and for reappointment to existing chairs, and provide a recommendation to the president. The president may seek advice from the committee on any chair. Unless requested by the president, the committee does not review nominations for chairs awarded on hire or fixed-term chairs.
  - d. If a member of the committee is being reviewed or will be on sabbatical or other extended leave during one of their years of service, the member shall notify the Office

of the Provost and remove themselves from service on the committee for that entire year. The Office of the Provost will identify a replacement committee member for appointment for that year.

2. Regional Campus Committee on Named and Distinguished Professorships (Regional Palmetto College Campuses)
  - a. The Regional Campus Committee on Named and Distinguished Professorships shall be a committee of no fewer than three nor more than five senior faculty members appointed on staggered three-year terms by the chancellor
  - b. Faculty eligible for appointment to this committee must hold the rank of associate professor or professor on a regional campus.
  - c. The committee serves as an advisory committee to the regional campus deans on all chairs. Unless requested by a campus dean, the committee does not review nominations for chairs awarded on hire or fixed-term chairs.
  - d. The campus deans shall review nominations made by the committee for new chairs or for reappointment to existing chairs, and make recommendations to the provost, through the chancellor
  - e. If a member of the committee is being reviewed or will be on sabbatical or other extended leave during one of their years of service, the member shall notify the and remove himself/herself from service on the committee for that entire year. The chancellor will identify a replacement committee member for that year.

### 3. Comprehensive Universities

See institution-specific policies and procedures.

## J. Revocation of a Chair Appointment

1. An individual who is named to a chair may not have the 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 reputation of the university; or
  - 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 chief academic officer.
4. The final decision to revoke a chair appointment rests with the president.

## K. Appeals

In all cases, appeals or requests for reconsideration should be sent directly to the provost. The provost will review the appeal and forward a recommendation to the president. The president's decision shall be the final decision of the university.

## L. Official University Roster of Chairs

The chief academic officers are responsible for maintain the official lists of all chairs for the respective campus units.

## PROCEDURES

### A. Nomination portfolio

#### 1. Nomination Portfolios

Each nominee's portfolio must include the following:

- a. a confidential recommendation from the dean delineating how the nominee meets the criteria for appointment;
- b. a statement of support from the department chair or division head (if applicable);
- c. a personal statement from the nominee (if the nominee is a current USC faculty member);
- d. a current curriculum vitae, including the following information
  - i. a bibliography of the nominee's publications and/or creative works, including a representative sample of recent publications;
  - ii. a list of the nominee's scholarly presentations, performances and/or exhibitions;
  - iii. a list of the nominee's professional, public and university service activities;
  - iv. a record of the nominee's teaching effectiveness including student evaluations; and
  - v. three external letters of review (not required for fixed-term appointments)

Additional statements or endorsements from faculty or other sources may be included if desired.

Each academic officer reviewing a nominee's portfolio should attach a confidential recommendation. Any decision-making participant may seek explanatory or clarifying information regarding a portfolio. If any information is received that changes the portfolio

substantively, that information should be documented to the extent possible and added to the portfolio.

## B. Appointment and Reappointment for USC Columbia

### 1. Nominations

The provost shall solicit and receive nominations for new or vacated Carolina Distinguished Professorships, Health Sciences Endowed Chairs and Distinguished Professorships, and SmartState Chairs when appropriate. For Carolina Distinguished Professorships, the provost may appoint a selection committee to review nomination portfolios and provide recommendations.

In all other cases, the dean or the dean's designee shall solicit and receive nominations of candidates for a new or vacated chair.

2. The Office of the Provost coordinates reappointment reviews for current chairholders. Academic deans are notified during the fall semester of upcoming reviews in their colleges/school and are responsible to notify chairholders of the review and to facilitate completion of the nomination portfolio.
3. The dean or department chair/school director, as appropriate, will ensure that the nomination portfolio is complete prior to forwarding it to the provost.
4. The provost will review the portfolio and forward a recommendation to the University Committees on Named and Distinguished Professorships. The committee will review the nomination and forward a recommendation to the president.
5. Chairs awarded at time of hire and fixed-term chairs are eligible for an expedited review. For an expedited review, nominations and recommendations for the chair must be approved by the dean, the provost, and the president but are not reviewed by the University Committee on Name and Distinguished Professorships unless requested by the president.
6. Copies of the appointment letter from the president will be distributed to the provost, the dean, and others as appropriate. Deans will announce appointments to the faculty in their respective colleges and campuses. When the president's letter is sent to the chairholder, the dean or other university officer should send a letter to the chairholder confirming any financial or other commitments associated with the appointment.
7. Stipends and Other Perquisites

Chairs may be provided an annual stipend. When applicable, stipends are set at the time of appointment and are paid for service during the academic year unless stated otherwise in the agreement or in the letter of appointment. Stipends are pro-rated for that part of the academic year served if a chairholder should end their full-time employment with the

university during an academic year. If the funds for the stipend become limited or extinct, the stipend may be lowered or eliminated, while the chair will remain in place.

- a. The payment of stipends is coordinated by the Office of the Provost in conjunction with the Office of Finance and Planning and the Payroll Department.
- b. The appointee may elect to receive the financial support by either or both of the following two ways:
  - i. As a stipend beyond the appointee's regular nine-month contractual salary, to be paid in two lump sums in October and March; and/or
  - ii. As reimbursement for expenses related to professional travel, development, and research, subject to existing university and foundation documentation guidelines.
- c. In addition to providing a stipend, certain chairs provide other perquisites which are prescribed by the agreement. Coordination of the perquisites is effected by direct interaction of the chairholder with the office that manages the account.
- d. All expenditures of the chair must be approved by the appropriate university official, typically the dean.

C. Appointment and Reappointment for the Regional Palmetto Colleges

See Palmetto College Policies and Procedures.

D. Appointment and Reappointment for the Comprehensive Universities

See institution-specific policies and procedures.

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

- [HR 1.79 Salary Supplements](#)
- USC Columbia [Faculty Manual](#), Section 2: Regulations and Policies, Endowed Chairs and Named Professorships

**HISTORY OF REVISIONS**

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval
February 9, 2010	Substantially reorganizes and increases the scope of the policy. Faculty members whose university roles are practice-oriented are now eligible for named chairs and professorships, and associate professors are also now eligible in rare cases. Any decision-making participant may now seek explanatory or

	<p>clarifying information regarding a file. Faculty members who are serving on a Named Chair and Distinguished Professorship Committee during their year of review or while on leave must remove themselves from the committee for the year. Provisions for fixed-term chairs for faculty of any rank and for Health Sciences Endowed Chairs and Distinguished Professors were added. Lastly, the policy was updated to reflect current appointment practices on the Regional campuses.</p>
<p>June 3, 2021</p>	<p>Update policy template and clarify procedures for appointment and reappointment of chairholders.</p>