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SUBJECT: Appointment and Review of Endowed Chairs and Named Professorships
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Procedure for: Columbia and Regional Campuses
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I. Policy

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.

All chairs should follow this policy unless the college/school or campus has in a place an approved Memorandum of Understanding with the Provost's Office.

A. Types of Chairs

1. Chairs 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) Chairs were 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.
2. Chairs with limited or fixed terms of appointment (hereafter referred to as "fixed-term chairs") may be used for the recruitment or meritorious performance of tenure-track, tenured and non tenure-track faculty at any rank.

B. Appointment Criteria

1. It is expected that 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.

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 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 on the Columbia campus and more often on the regional campuses, 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 professors at the University or eligible for initial appointment with tenure at that rank.

5. Appointment or reappointment to a chair should not be made merely as a reward for long service, however devoted.
6. Recipients of fixed-term chairs may be tenured, tenure-track or non tenure-track faculty members at any rank.

C. Terms of Appointment

1. Recipients 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 chairholder 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 May 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 provost, president and the Board of Trustees.

D. Stipends and Other Perquisites

Chairs may provide 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.

1. On the Columbia campus, the payment of stipends is coordinated by the Provost's Office in conjunction with the Office of Finance and Planning and the Payroll Department. On the regional campuses, the payment of stipends is coordinated by the Office of the Dean in conjunction with the local campus Business Office.
2. The appointee may elect to receive the financial support in either one or a combination of the following three ways:
 - a. As a supplement to the appointee's regular nine-month contractual salary, to be paid in one lump sum in November or December; and/or
 - b. As a supplement to the appointee's regular nine-month contractual salary, to be paid in 18 regular payroll installments, or in 24 regular payroll installments if the employee has previously elected the 12-month payroll option; and/or
 - c. As reimbursement for expenses related to professional travel, development, and research, subject to existing University and Foundation documentation guidelines.
3. In addition to providing an annual 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.
4. All expenditures of the chair must be approved by the appropriate university official, typically the dean.

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 provost. 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 provost.
3. All proposals and requests for termination must be approved by the provost, the president and the Board of Trustees.

F. Appointment Approval Process

Except in the cases of expedited approval as outlined below, all nominations and recommendations for appointment and reappointment of existing USC faculty to chairs must be approved initially by the dean, the provost, the University or Regional Campus Committee on Named and Distinguished Professorships, and the president.

Nominations and recommendations from the regional campuses should be submitted to the provost through the vice provost for system affairs.

1. Each academic officer reviewing a nominee's portfolio should attach a confidential recommendation. (See also the additional procedures in the Columbia Campus Faculty Manual under "Endowed Chairs and Named Professorships.")
2. 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.
4. The provost will review the portfolio and forward a recommendation to the University or Regional Campus Committees on Named and Distinguished Professorships. The appropriate Committee will review the nomination and forward a recommendation to the president.
3. The president will make the decision regarding appointment or reappointment to a chair. 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.

G. Expedited Approval

Chairs awarded on hire and fixed-term chairs will follow an expedited approval process. Nominations and recommendations for these chairs must be approved by the dean, the provost and the president.

Requests for approval to hire with tenure and appoint a chair simultaneously should be submitted by the dean in a single letter to the provost.

The provost will review the requests and forward a recommendation to the president. Chairs awarded on hire and fixed-term chairs will not be reviewed by the University or Regional Campus Committees on Named and Distinguished Professorships unless requested by the president.

H. Periodic Review and Reappointment of Chairholders

1. Unless otherwise noted in the agreement, chairholders will be reviewed every five years. If chairholders do not undergo review every fifth year, then the chairholder must undergo post-tenure review every sixth year. Chairholders will be notified through their dean of the upcoming review during the fall semester of every fifth year. Responsibility for coordinating all reviews rests with the provost.
 - a. Periodic review of chairholders will follow the same process described above in Section I.F Appointment Approval Process.
 - b. The greatest emphasis of the review and subsequent evaluation will be on the accomplishments of the chairholder during the period since he/she was last reviewed or reappointed.
2. Fixed-term chairholders will not usually 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 (Columbia Campus)
 - 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 president.
 - 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 Provost's Office and remove himself/herself from service on the committee for that entire year. The Provost's Office will recommend a replacement committee member to the president for appointment for that year.
2. Regional Campus Committee on Named and Distinguished Professorships (Regional 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 vice provost for system affairs.
 - 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 vice provost for system affairs.
 - 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 vice provost for system affairs and remove himself/herself from service on the committee for that entire year. The vice provost for system affairs will identify a replacement committee member for that year.

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 provost.
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 Provost's Office maintains the official list of all chairs on the Columbia campus. The Office of System Affairs maintains the official list of all chairs on the regional campuses.

II. Procedures

A. Appointment and Reappointment Procedures

1. Nominations

The provost shall solicit and receive nominations for new or vacated Carolina Distinguished Professorships, Health Sciences Endowed Chairs and Distinguished Professorships, and Center of Economic Excellence (CoEE) Chairs when appropriate.

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. 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;
- e. a bibliography of the nominee's publications and/or creative works, including a representative sample of recent publications;
- f. a list of the nominee's scholarly presentations, performances and/or exhibitions;
- g. a list of the nominee's professional, public and University service activities;
- h. a record of the nominee's teaching effectiveness including student evaluations; and
- i. three external letters of review (see Section II.A.3 below).

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

- 3. For the chairs listed below, three external letters of review should be provided by the dean or dean's designee in the portfolio:
 - all Carolina Distinguished Professorship nominations;
 - all Health Science Endowed Chair or Distinguished Professorship nominations;
 - all Center of Economic Excellence Chair nominations; and
 - all initial appointments and all periodic reviews for reappointment to chairs that are not fixed-term.

The dean or department chair, as appropriate, will ensure that each portfolio is complete prior to forwarding it to the provost.

III. Related Policies

University Policy HR 1.79 Salary Supplements

USC Columbia Faculty Manual, Section 2: Regulations and Policies, Endowed Chairs and Named Professorships

IV. Reason for Revision

This revision 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 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.