

College of Liberal Arts

Endowed Academic Positions

Appointment, operation, and continuation of Endowed Academic Positions are described in section 4.21 of the Handbook of Operating Procedures (<https://admin.utep.edu/Default.aspx?tabid=30381>). According to these guidelines, the selection and review of endowed positions typically begins with the Dean (“in consultation with appropriate faculty”), and individuals assume the endowed position upon the approval of the President. The purpose of this College policy is to outline a general procedure for providing input to the Dean, so individuals who are recommended for selection or renewal have a record of exemplary performance and meet the expectations delineated in the endowment agreement.

There are two general categories of endowed academic positions in the College of Liberal Arts.

- Endowments that are explicitly linked with an existing department or program in the College (e.g., Kruszewski Family Endowed Professorship in Political Science; The Helen M. C. Stern and J. Edward Stern Endowed Professorship in Psychology)
- Endowments that describe a content area that might encompass individuals in different departments (e.g., Professorship for Western Hemispheric Trade Policy Studies)

Endowments linked to departments/programs

Departments/programs are responsible for making recommendations to the Dean about the selection of individuals for an endowment and reappointment of the endowment. Prior to selecting/recommending renewal of an endowed academic position, the department/program should establish clear guidelines for the process of identifying individuals for the endowment and making recommendations to the Dean for selection/renewal. Departments/programs may also set guidelines about whether an endowed position is renewable and qualifications for renewal. These guidelines should be in the department/program bylaws. When it is time to select/renew an endowed position, the department/program is responsible for making a recommendation to the Dean. This recommendation should be in the form of a two-page memorandum that speaks to the candidate’s qualifications according to established guidelines and procedures, the Handbook of Operating Procedures, and the original endowment letter and amendments. The memorandum should be accompanied by the department/program guidelines that were used to make the decision and the candidate’s current curriculum vita.

Endowments NOT linked to departments/programs

Recommendations for selecting/renewing these endowments will be made by a committee of college faculty that is chaired by the Associate Dean for Research. This committee will be composed of individuals who are not eligible and/or not applying for the endowment.

When endowed professorships become available, requests for applications will be distributed to faculty and departments. Current faculty can apply for the endowment by submitting:

- A statement that details:
 - Plans for how the endowment will be used
 - Qualifications for the endowment based on the match between the objectives of the endowment and the applicant's record
- Current curriculum vita

Departments/programs may also submit requests to use the endowment in an attempt to recruit an external candidate. Departments/programs that wish to use an endowment to attract an external candidate should first consult with the Dean about the feasibility and support for adding a faculty who merits an endowed position. With the Dean's support, departments/programs can submit a request to the committee in the form of a memo that outlines the rationale for this request, a plan for identifying/recruiting potential applicants, and a justification of the potential search according to current UTEP guidelines.

The primary guidelines for selection and re-appointment for all endowments is to follow the wishes of the donor to the extent possible and appropriate.

If aspects of this policy conflicts with those of the institution (as specified in the Handbook of Operating Procedures), the UT System, or the Texas Higher Education Coordinating Board, the policies from those entities take precedence.

Oct. 9, 2017 – Draft proposal submitted to chairs/directors (Dean's Digest, Vol. 1 #4)

Nov. 7, 2017 – Dean and associate deans reviewed feedback from chairs/directors

Nov. 10, 2017 – Revised proposal implemented and posted on website