

***Endowed Faculty Positions, Appointments and Procedures  
University of Florida – Version July 14, 2015***

Endowed professorships and chairs enable UF to support, sustain and strengthen UF's culture of excellence in research and scholarship. Endowments sustain excellence in research, provide incentives to facilitate hiring, assist in retaining outstanding faculty and provide resources for outstanding faculty.

**1. Fundraising Rules.** All fundraising to support endowed professorships and chairs is subject to the UF Fundraising Policy. See Policy #2.19 at <http://www.uff.ufl.edu/Documents/Document.asp?DocID=2000>.

- All endowed gifts must be documented in a written agreement with the Donor that outlines the program to be supported.
- Gifts from any donor made on the condition or with the understanding that a particular faculty member will be hired, retained, or appointed to a particular position will not be accepted.
- Gifts that restrict or impede the work or scholarly activity of a faculty member will not be accepted.
- The donor of a gift may serve on an advisory committee but may not participate in the selection or evaluation of a faculty member who would benefit from the gift.

Below are the current minimum gifts and ranks for endowed faculty positions at UF:

- University Chair: To establish an endowed "superchair," a minimum gift of \$4 million is required. Such chairs are to be occupied by individuals with the senior rank of associate or full professor.
- Chair: To establish an endowed chair (which may also be called an "eminent scholar chair"), a minimum gift of \$2 million is required. Such chairs are to be occupied by individuals with the senior rank of associate or full professor.
- Professorship: To establish an endowed professorship, a minimum gift of \$1 million is required. Such professorships are to be occupied by UF faculty members.
- Term Professorship/Faculty Fellowship: To establish an endowed term professorship/faculty fellowship, a minimum of \$300,000 is required. These positions are to be occupied by UF faculty members.

**2. Terms of Appointment.** Many endowed faculty appointments are of indefinite duration while others are specifically limited to a set time period (e.g., three years). The terms of the appointment should be carefully outlined in an offer letter approved by the appropriate dean and the Provost before it is sent to the candidate for the position. The offer letter should come from the appropriate dean with a copy to the Provost. The letter should include the college's regular performance review schedule, noting that appointments of indefinite duration are subject to such reviews (e.g., every year or every five years) for the purpose of confirming that the individual is making a continuing contribution to the college and university. No faculty

member may occupy more than one endowed faculty position without the approval of the Provost.

All appointments, resignations, and other changes affecting who holds chairs or professorships should be reported to the University of Florida Foundation for documentation and updating of the endowed faculty website (<http://www.uff.ufl.edu/>).

**3. Spending from Endowed Faculty Funds.** Until the position is fully endowed, the chair or professorship cannot be awarded. Until the position is filled, spendable income may only be spent on recruitment for the position.

Spendable dollars from the endowment, once the position is filled, may be used as salary, or a supplement for salary, for the holder of the chair or professorship and for those individuals directly associated with the chair's or professor's scholarly work, and for other expenses directly related to the chair's or professor's scholarly work. Spendable income may be used, for example, to recruit a scholar, renovate his or her office or laboratory, pay for his or her travel, subscriptions, equipment or secretary, support graduate students who are working directly with the chair or professor, or make grants to other faculty members for scholarly work directly associated with the chair's or professor's scholarly work.

If the dean determines there are adequate funds, a professorship may have multiple occupants, provided such use of the endowment is not prohibited by the gift agreement establishing the endowment.

**4. Stewardship and Reporting.** The responsibility for at least annual stewardship of the endowed faculty fund should be emphasized at the time of appointment, along with the proposition that stewardship is a shared responsibility between the occupant of the endowed position and the college administration. The faculty member should regularly acknowledge the support of the endowed faculty fund and is expected to use the name of the endowed chair or professorship in all professional activities.

**5. Retirement.** Upon retirement from the University, it may be appropriate to allow an occupant of a career-long endowed position to retain an "emeritus" version of his or her endowed title, e.g., "the John Smith Emeritus Professor of XXX," in accordance with the college and university procedures for conferring emeritus status. The college, however, should proceed to search for and appoint a new holder of the chair or professorship.