

William Paterson University Policy University Policy

SUBJECT:	University Policy		TITLE:	Endowed Chairs and Professorships	
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University X	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	President and Cabinet Members		Responsible Office:	Office of the President	
CODING:	01-10-50-20	ADOPTED:	May 1, 2018	AMENDED:	
			LAST REVIEWED: 05/01/18		

I. PURPOSE

This policy provides the definitions, parameters, and guidelines for the establishment of Endowed Chairs and Professorships at the University.

II. ACCOUNTABILITY

Endowed Chairs and Professors are established by external funds through the University Foundation, named by the President of the University, and in accordance with regularly established University procedures for faculty appointments and in accordance with AFT collective bargaining agreements.

III. POLICY

William Paterson University is committed to the tradition and importance of endowed chairs and endowed professorships, in recognizing and fostering academic excellence among its faculty. The University recognizes the desire of donors to support, through the William Paterson University Foundation, a wide variety of academic and research activities through the creation of endowed funds to enhance, in perpetuity, support for the University's mission and to honor extraordinary faculty who have achieved a national reputation in their field. All endowed funds will be used for the enrichment of the University and involve formal agreements among the University, the William Paterson University Foundation and the donor or donors.

An Endowed Chair or Professorship provides funds to a chair holder in support of his or her teaching, research, and service, and is supported by payout from an endowment fund established by a donor through the William Paterson University Foundation. The endowment establishing the Endowed Chair of Endowed Professorship may provide funding to support the base salary and/or other salary components of a chair holder. An Endowed Administrative Chair provides funds to an administrator in support of the teaching, research, and service activities of the department, research unit, school, or college. The endowment establishing the Endowed Administrative Chair may provide funding to support the base salary and/or other salary components of a chair holder. The President or designee is authorized to approve all Endowed Chairs and Professorships, and to issue administrative guidelines and procedures to implement this Policy. As of 2018, the total amount required to establish an Endowed Chair or Professorship shall be not less than \$2,500,000.

The establishment and naming of Endowed Chairs and Professorships shall be pursuant to this Policy and are contingent on fulfillment of funding of the endowment and subject to University policies, guidelines and procedures and William Paterson University Foundation policies and procedures to ensure appropriate financial and organizational controls.

IV. ADMINISTRATIVE GUIDELINES AND PROCEDURES

A. Scope of Policy and Administrative Guidelines and Procedures

1. The WPU Policy on Endowed Chairs and Professorships authorizes the establishment of endowed chairs and professorships to provide recognition for the distinguished achievements of a faculty member who has extraordinary accomplishments recognized at and beyond the University.
2. The WPU Policy on Endowed Chairs and Professorships and these Administrative Guidelines and Procedures shall apply to all endowed funds named in honor of a donor or others that provide direct supplemental support for individual faculty members. The Policy and these Administrative Guidelines and Procedures cover endowed chairs and professorships, and all other similar arrangements established under other names. For convenience, all such arrangements will collectively be referred to as “endowed chairs.”
3. An *administrative endowed chair* is held by an administrator such as a Dean of a school or college.

Fund payout for an administrative chair shall provide support for the teaching, research, and service activities of the department, research unit, school or college.

B. Establishment and Naming of an Endowed Chair

1. The President will establish and name endowed chairs.
2. The subject area of the endowed chair must be consistent with the mission of William Paterson University and the academic plan of the campus.
3. No final commitment to establish and name an endowed chair shall be made to a prospective donor prior to Presidential approval.
4. Establishment and naming of an endowed chair must involve consultation with the Faculty Senate and the Academic Department by the President or designee.
5. A pledge to establish an endowed chair shall be in a form such as to constitute a legally binding commitment by the donor and will include a requirement to transfer the endowment payout at least annually to the University for the support of the endowed chair. The William Paterson University Foundation is responsible for preparing the gift document in conjunction with the President or designee of the University.
6. The establishment of an endowed chair shall be contingent upon completion of funding by an agreed upon date. The gift instrument shall include a payment schedule specified at the time of the Presidential approval.
7. All donors should be encouraged to include in the governing gift instrument provisions permitting:
 - a. the addition of payout to principal;
 - b. the reallocation to alternative University uses if the subject area ceases to be consistent with the University’s mission and the academic plan of the campus.
8. The naming process for an endowed chair is included in the University Policy and Procedures on Naming University Properties, Programs, and Facilities. A chair may be named in honor of the donor or other honoree designated by the donor, subject to the approval by the President.

9. Full Disclosure of the campus gift and recurring administrative fee practices shall be made in writing to donors by the Vice President of Institutional Advancement at or prior to the time of the gift.

C. Appointment to the Endowed Chair

1. Appointments to endowed chairs shall be made in accordance with regularly established University procedures for faculty appointments and in accordance with AFT collective bargaining agreements. The designation of a faculty member for appointment to an endowed chair is made in accordance with the standards and procedures of the University for faculty appointments and in accordance with the AFT collective bargaining agreements.
2. An endowed chair may be filled by one individual for an indefinite period or for a prescribed period. The President or designee may reassign a chair after a periodic review (See Section G below) and after consultation with the chair holder and the Academic Department. In such cases, notification to a current chair holder will be provided at least three months prior to reassignment of the chair. Existing holders of a chair when removed from a chair will retain all rights and privileges of a faculty member of the rank held.
3. As provided in Section A.3, an endowed chair holder may serve in an administrative position. The University has distinct appointment procedures for chair holders and for administrative officers, so these appointments must therefore be reviewed separately. In the case of an administrative endowed chair (see also Section D.3.), the administrative officer is automatically designated as the chair holder.
4. The President or the President's designee shall review endowed chairs that remain vacant for a consecutive period of two years to ensure that the University meets its legal obligation under New Jersey trust law to fulfill the terms of the gift agreement and to expend endowment payouts consistent with those terms. Accumulated payout will not be allowed to exceed five years of payout.

D. Use of Fund Payout

1. Fund payout is defined as the dollar amount for current expenditure made available from an endowment held by the William Paterson University Foundation.
2. Fund Payout is provided to holders of endowed chairs to support teaching, research and service activities of a chair holder. Expenditures shall be made in accordance with the gift according to a budget recommended annually by the chair holder to the Academic Department Chair, and approved by the Dean and Provost in the normal budgetary process. Consistent with the foregoing, the President or designee may approve a chair holder's proposal to allocate a portion of the fund payout for support of the academic endeavors of the department or campus for a specified period, consistent with gift terms.
3. Fund payout is provided to holders of administrative endowed chairs (see also Sections A.4., and C.3.) to support the teaching, research, and service activities of the department, research unit, school, or college. The administrative chair holder shall determine use of the payout according to a budget approved annually by the appropriate campus administrator in the normal budgetary process.
4. The President or the President's designee shall review the terms of the fund at least every five years and take the necessary actions to ensure that the University is fulfilling its legal obligation to utilize chair payouts fully in a manner consistent with the gift instrument.
5. The payout from a chair endowment may also be used to support other salary components, for example, sabbatical supplement, summer salary of the chair holder, or additional compensation under an approved

compensation plan in accordance with applicable policies, or other additional compensation permitted by University Policy.

6. In the event an established, fully-funded chair has remained vacant for a period of two years or more, the President or the President's designee shall review the fund's terms and administrative history to ascertain the reason for the accumulation and take appropriate corrective action consistent with the terms of the gift instrument or consistent with the terms of the administrative allocation. Such action may include:
 - a. Implementing a new expenditure plan designed to fill the chair and/or to utilize the payout fully.
 - b. Seeking a reallocation of the fund by the President or the President's designee, providing for an alternative purpose for utilization of the fund payout consistent with the terms of the gift instrument.
 - c. Seeking re-designation of the chair and/or fund purpose by the President, or the President's designee, following consultation with the donor;
 - d. If the donor is not available, seeking Court approval with the assistance of the General Counsel for a re-designation of the chair and/or fund purpose; or
 - e. Seeking approval by the fund fiduciary for the addition of accumulated unspent payout to the fund principal in conjunction with a new expenditure plan.

E. Disestablishment of an Endowed Chair

1. The Establishment of an endowed chair is contingent on completion of funding.
2. Disestablishment of an endowed chair is to be unusual but must be contemplated. In consultation with the donor, the President is authorized to disestablish an endowed chair in the event that:
 - a. the subject area ceases to be consistent with the University's mission and the academic plan of the campus; or
 - b. the endowed chair remains vacant for a period of two years and the President after consultation with the appropriate Dean and Provost, and the Department chair, determines there is no likelihood of filling the chair.
3. Upon disestablishment of an endowed chair funded through a gift, the fund payout shall be reallocated to the alternative purpose stated in the gift instrument or as subsequently specified by the donor in consultation with the President or designee and the William Paterson University Foundation. If a donor is deceased and has not specified an alternative purpose, the University shall seek to obtain approval for an alternative use of fund payout in a related field.

F. Reporting

1. All gift documents for chair endowments must be filed with the Office of the President and with the William Paterson University Foundation.
2. The President or President's designee shall report annually to the Board of Trustees on the establishment and naming and the disestablishment of endowed chairs and reallocation of chair funds.

3. The President or designee shall provide to the William Paterson University Board of Trustees on a fiscal-year basis a list of all endowed chairs noting which are filled, which are vacant, and how long each vacancy has existed, which have been disestablished and the reallocation of chair funds, if any.

G. Periodic Reviews

1. As part of the Endowed Chair requirements, all holders of an Endowed Chair position will take part in a review process of their teaching, scholarship or creative expression and service. This process is separate from the existing review processes for tenured or tenure track faculty and is designed to specifically evaluate performance in accordance with the purpose and nature of the Endowed Chair position, as well as consideration of the performance of the holder in relation to the specific requirements of the position.
2. Annual Review: At the end of each academic year (no later than June 1), the individual holding the Endowed Chair position shall provide the Academic Department Chair and the Dean of the College in which the chair sits with a three-page report that:
 - a. lists the accomplishments of the year;
 - b. explains how funds associated with the position were spent;
 - c. describes goals and plans for the next year;
 - d. discusses any issues or concerns related to the position.
3. The Dean will review this report and will notify the Endowed Chair in writing no later than June 30 concerning the results of the review. The Dean will also provide a copy of these comments to the Provost. Copies of the report from the Endowed Chair and the comments of the Dean will also be provided to the Division of Institutional Advancement to be used as part of the annual stewardship report to be provided to the funder of the Endowment.
4. Reappointment Review: The initial appointment for an Endowed Chair shall be for five years. Prior to reappointment for any additional terms of five years, a more thorough review will be conducted. This review shall take place no later than September 15 of the fifth year. The Endowed Chair holder will be notified in the spring term of the fourth year (no later than May 1) of the upcoming review. Review materials will be submitted to the Dean no later than September 1 of the fifth year. The following materials shall be submitted:
 - a. summary report describing and analyzing the accomplishments of the holder in the areas of teaching, scholarship and service;
 - b. current curriculum vitae;
 - c. sample publications, scholarship and/or creative works produced during the current term of appointment;
 - d. self-analysis of performance based on the purpose and the specific position description of the Endowed Chair position;
 - e. statement of future professional plans and goals as they relate to the purpose of the Endowed Chair position.

5. The Dean will review all materials submitted and meet with the current holder. Following the review process, and prior to November 15 of the fifth year, the Dean will provide to the Provost a recommendation for either an additional five-year appointment or termination of the current appointment as Endowed Chair. If the recommendation is for termination of appointment, the current holder will be notified in writing of the reasons for the negative recommendation.

6. The Dean's recommendation to the Provost will be communicated by the Provost to the President, who makes the final decision on the reappointment. The President will notify the incumbent, the Dean and the Provost in writing of the decision. In the case of a decision to not reappoint an individual as holder of the endowed chair, the current holder will vacate the chair at the end of the spring term of the fifth year. Individuals who are not reappointed to an Endowed Chair position will continue to have all the rights and privileges of their appropriate academic rank. Individuals who hold tenure at William Paterson University will continue to be employed as tenured faculty members at the University. The reappointment review process described here applies only to the Endowed Chair position. There is no appeals process beyond the President.

By Direction of the President and Cabinet:

Date: May 1, 2018

Office of the President