

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.1	Academic Titles	Revised:	September 2009
<b>Policy 3.1.4</b>	<b>Endowed Appointments</b>	Responsibility:	Vice President and Chief Development Officer

## **ENDOWED APPOINTMENTS**

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### **Criteria**

A candidate must:

1. be eligible for, or hold, the rank of Professor or Associate Professor at the Health Science Center;
2. have a distinguished record of professional accomplishments; and
3. meet any criteria established by the approved endowment agreement.

Criteria may be modified with the approval of the President as long as it remains consistent with the donor's intent.

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### **Process**

1. Appointments to endowed or named academic positions are made by the President, and where necessary, following recommendation by the Dean.
  2. With the approval of the President, individual Schools may limit the duration an individual may hold an endowed position.
  3. Appointment to an endowed position is separate from the appointment to the faculty. A decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.
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### **Appointment Procedures**

With the approval of the Dean, a memorandum to the President should be prepared requesting approval to appoint an individual to an endowed position, and follow the below procedures.

1. Forward a copy of the President's approved memorandum to the Offices of Development, Human Resources, and Budget and Planning.
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2. Contact Human Resources to request a job code for the new endowed title.
  3. Prepare the on-line "Position Create/Modify Request Form" via the Document Review System (DRS) to create a new position with the new job code.
  4. Watch for the HRMS PeopleSoft e-mail to arrive in the departmental HRMS Mailbox.
  5. Forward the HRMS PeopleSoft e-mail approval to [BUD Admin](#) for staff in the Budget and Planning Office to prepare a "Request for Budget Change" (RBC) for approval by the President or his/her designee, the Executive Vice Chancellor for Health Affairs and The University of Texas System Budget Office.

The University of Texas System Budget Office will return the RBC to the Budget and Planning Office. If the item on the RBC is in fact a change to the current Health Science Center operating budget, staff in the Budget and Planning Office will send the approved RBC to the Office of the Executive Vice President for Business Affairs for inclusion in the next institutional "Docket" for approval by the Board of Regents.

6. Appoint the individual to the endowed position via departmental access to PeopleSoft following approval of the "Docket" by the Board of Regents. The effective date of the appointment must be the same date as the effective date of the RBC.

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### **Fiscal Policies**

1. Distributions from the endowment are subject to conditions or restrictions required by the donor(s) and consistent with guidelines approved by the Board of Regents.
2. For endowed chairs and professorships, the institution will pay from its funds such amounts as are necessary to set the salary of the holder at a level commensurate with his or her record, experience, and position in the faculty. Distributions from the endowment may be used both for salary supplementation and for other professional support of the holder of the endowed position, including assistance in the holder's research.

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Endowment distributions also may be used to pay an appropriate part of the salary of the holder of the endowed position commensurate with an authorized reduced faculty workload when required by other duties of the position or when the holder is on part-time or full-time research leave which is otherwise unfunded. It is provided specifically, however, that, in no event, will endowment distributions be used to supplant any other source of funds used to pay the base salary of the holder of the position when the holder is performing his or her regular duties. Salary expenditures must comply with University policies.

3. For unfilled endowed chairs and professorships only expenditures related to the recruitment of a holder are acceptable.
4. For endowed fellowships, distributions from the endowment may be used to supplement the salary of the holder of the fellowship, who may be a qualified person of any academic rank irrespective of tenure status, and will also be available for other professional support of the holder. The endowed fellowship will be used to provide temporary support (not to exceed one academic year) of distinguished scholars who are in temporary residence at the institution while participating in planned academic programs; visiting scholars who are in temporary residence at the institution for special academic programs or purposes; institution faculty who have made unique contributions to academic life or to knowledge in their academic discipline; and institution faculty of any academic rank, irrespective of tenure status, who have been selected for teaching excellence through procedures established by the institution. Grants for endowed visiting professorships and endowed teaching fellowships of at least \$50,000 already under contractual agreement for the future, bequests included in wills made prior to April 14, 1988, and other prior bona fide arrangements for endowed teaching fellowships and endowed visiting professorships are excepted in this regulation.

Grants for endowed lectureships of at least \$20,000 already under contractual agreement for the future, bequests in wills made prior to April 14, 1988, and other prior bona fide

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arrangements for endowed lectureships are excepted from the minimum amount restriction in this regulation. Salary expenditures must comply with University policies.

5. Signature authority for primary expenditures for an endowed position shall be given to the holder and other appropriate staff.

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**Guidelines for Use of Funds**

See the *Handbook of Operating Procedures* (HOP), [Section 6.10.1](#), "Endowments", for the guidelines for the use of funds.

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**Training**

The "Endowment Management Training" course is just one component of an ongoing initiative to ensure that the holder complies with the intentions of each endowment. The "Endowment Management Training" course should be completed annually by the holder.

The responsibility of completing training may not be delegated. Additional individuals who have signature authority or assist with management of the endowment also are required to complete training.

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**Maintenance of Records**

A list of all endowments, including endowed appointments, the purpose, and any restrictions designated by the donor will be maintained by the Office of Development.

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**Audit**

All endowments for academic positions will be subject to periodic audit.

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