

UNIVERSITY OF CALIFORNIA, BERKELEY ACADEMIC GUIDELINES FOR ENDOWED CHAIRS AND PROFESSORSHIPS

These guidelines concern campus implementation of portions of Section 191 of the Academic Personnel Manual (APM), which incorporates policy approved by the UC Regents in May 1998. That section of the APM includes discussion of issues that fall both within and beyond the scope of academic personnel policy.

This document primarily concerns academic personnel matters. The guidelines below have been developed collaboratively among the Vice Provost for the Faculty, the Senate's Committee on Budget and Interdepartmental Relations, and University Development and Alumni Relations. Administrative guidelines developed by University Development and Alumni Relations may be found here:

<https://bmap.berkeley.edu/test-sub-page>

1. PURPOSES

- 1.1. Faculty chairs and professorships provide funds to their incumbents in support of their teaching, research, and service.
- 1.2. Administrative chairs provide funds to support the teaching, research, and service activities of a department, research unit, program, school, or college.
- 1.3. Interdisciplinary chairs are faculty chairs that help to support the operations and activities of a multidisciplinary initiative, in addition to providing funds to their incumbents in support of their own teaching, research, and service.
- 1.4. FTE chairs are faculty chairs that both provide funds to their incumbents in support of their teaching, research, and service, and enable schools and colleges to add a full-time equivalent position to their faculties.
- 1.5. If it is not clear to which category a particular chair belongs, those responsible for its administration should consult with University Development and Alumni Relations about the steps required for clarification.

2. ELIGIBLE APPOINTEES

- 2.1. Unless otherwise specified in the terms, an appointee to a faculty chair shall be a tenured faculty member (i.e., an Associate Professor or a Professor).
- 2.2. Unless otherwise specified in the terms of the endowment, an appointee to a faculty professorship shall be an Assistant Professor.

- 2.3. An administrative chair is to be held by an incumbent by virtue of his or her administrative position (e.g., department chair or center director). An administrative chair must be held by an academic appointee who is qualified to hold the administrative position. A single individual may hold both an administrative chair and a faculty chair or faculty professorship.
- 2.4. Faculty members' tenure as chairholders will end at the effective date of their retirement unless a written request for an extension is approved by the Chancellor. (Further details are here: "[Campus Policy for Chair Holders at Retirement.](#)")

3. DURATION OF APPOINTMENT

- 3.1. Unless otherwise specified in the terms of the endowment, faculty members will normally be appointed to faculty chairs or professorships for a five-year term. Appointments to administrative chairs will be for the duration of the related administrative position.
- 3.2. For new endowments, chair and professorship appointments are effective at the beginning of the fiscal year. If, however, an appointment has been approved prior to that time, the faculty member may, in the interest of good donor relations, use the title of "designate." This should only be done in cases where the faculty member does not already hold a chair or professorship.
- 3.3. When a faculty member is appointed to a chair or professorship that has been vacant, the faculty member may, in the interest of good donor relations, use the title of "designate" prior to the effective date of the appointment. This should only be done in cases where the faculty member does not already hold a chair or professorship.
- 3.4. Titles for administrative chairs become effectively immediately upon the faculty member being named to the position which names them eligible to hold the chair.
- 3.5. When the terms of an endowment specify the options for renewal, they shall prevail. Where the terms of the endowment are silent or offer flexibility, the relevant unit (e.g., department, college, or campus) may create a policy concerning whether the appointment can be renewed and, if it can, how many times it may be renewed.

4. CRITERIA FOR APPOINTMENT

- 4.1. Faculty chairs and professorships are reserved for distinguished scholars and teachers. A record of appropriate distinction in research and teaching is thus a criterion for appointment and reappointment.

- 4.2. As appropriate, a shorter term of appointment may be recommended or approved when the candidate's level of distinction may call for fuller assessment before additional reappointment can be considered.

5. PROCESS FOR APPOINTMENT OR REAPPOINTMENT

- 5.1. By submitting a case for appointment to a faculty chair or professorship, the recommending unit acknowledges its responsibility for having verified that the chair or professorship has been formally established, meets the requirements for appointment of a chairholder, and will be vacant on the effective date of the proposed appointment.
- 5.2. Cases for appointment to faculty chairs and professorships are to be prepared by using the [appointment checklist](#).
- 5.3. Recommending units are not required by campus policy to vote on appointments to faculty chairs or professorships under their control. Units can do so if they wish, but they should establish, document, and follow their own procedures. There is no vote on chairs that are assigned at a level above the unit (i.e., a College or Chancellor-controlled chair).
- 5.4. Cases for appointment or reappointment to faculty chairs or professorships are to be submitted to the Academic Personnel Office. They require review by the Senate's Committee on Budget and Interdepartmental Relations. The Chancellor or his or her delegate has the authority to approve all appointments or reappointments.
- 5.5. Appointments and reappointments to administrative chairs do not require a review process. The cognizant dean or the Vice Chancellor for Research has the authority to make such appointments and reappointments concurrently with appointment or reappointment to the associated administrative position. The dean or the Vice Chancellor for Research will notify the Academic Personnel Office and University Development and Alumni Relations of the action, providing the name of the appointee, the name of the administrative chair, and the effective dates of the appointment.

6. PROCESSES FOR NOMINATION OF CANDIDATES

- 6.1. Colleges, schools, departments, and programs are encouraged to establish written procedures for soliciting nominations and selecting candidates for appointment to endowed chairs or professorships. In no case may unit guidelines or procedures be deemed to void or liberalize the provisions of university policy or these guidelines.

- 6.2. For Chancellor-controlled multidisciplinary chairs, the Chancellor will identify the colleges, schools, or departments that are to be invited to put nominations forward. The Vice Provost for the Faculty will ask the relevant deans to solicit names from identified departments, requesting that departmental consultation follow normal practice, including a vote if that is the norm. The Chancellor and the Provost will select the proposed chairholder from the list of nominations presented by the deans. The home unit of the selected faculty member will then prepare a case for appointment, which will be submitted to the Academic Personnel Office and reviewed by the Senate's Committee on Budget and Interdepartmental Relations before the appointment is finalized.

7. USE OF PAYOUT BY FACULTY

- 7.1. Any use of payout must be in accordance with the fund terms and all applicable university policies. The requirement to expend payout for the purposes intended by the donor is a legal obligation of the university.
- 7.2. Chair payout should not be allowed to accumulate. While university guidelines allow for accumulation of up to five years of payout, campus guidelines require that accumulation not exceed two years of payout without a clear plan for expenditure.
- 7.3. Payout from an endowed chair or professorship is to be administered in accordance with the campus's ["Policy for Payout from Endowed Chairs and Professorships."](#)
- 7.4. Payout for chairs or professorships shared jointly among several schools, colleges, or departments will be administered by the school, college, or department in which the chairholder has his or her primary appointment.
- 7.5. Each year the holder of a chair or professorship will be informed by the departmental chair of the amount available from the endowment for the following year. The chairholder will recommend a budget for review and approval by the department chair and dean, which may be forwarded to a higher level for approval. Where relevant, the budget will include plans to address accumulation of payout.
- 7.6. Appointment to an endowed chair or professorship does not confer reduction in teaching load, and payout may not be used for course buyouts.
- 7.7. Payout designated as a scholarly allowance must be used for the incumbent's own needs in research or teaching. These may include, but are not limited to, the following:
 - 7.7.1. Graduate student researcher appointments for graduate students assisting the chairholder on a research project;

- 7.7.2. Administrative salaries and/or expenses;
 - 7.7.3. Travel expenses;
 - 7.7.4. Research equipment and expense of professional materials (bearing in mind that items purchased with endowment funds are property of the university);
 - 7.7.5. Financial aid for graduate students or visiting scholars working with the chairholder in the area of the chair;
 - 7.7.6. Expenses of special seminars and conferences;
 - 7.7.7. Summer compensation for the incumbent;
 - 7.7.8. Salary support while on approved leave, including sabbatical supplements; and
 - 7.7.9. Base salary (in accordance with the policy on non-19900 funding).
- 7.8. At the chairholder's discretion, payout designated exclusively for graduate-student support may be used for the support of the incumbent's own graduate students, unless this is prohibited by guidelines in the unit of the incumbent's primary appointment.
- 7.9. Payout provided during the term of an incumbent and budgeted by the incumbent for a specific project that extends beyond his or her term of appointment shall be reserved for that project and shall be held separate from payout allocated to a subsequent chair appointee for a period of two years.
- 7.10. Payout from an administrative chair may be used for the salary and benefits of the chairholder provided that this is the highest priority among the unit's programmatic needs. The determination that this use is the highest priority must be made by the person to whom the incumbent reports and not by the incumbent himself or herself.

8. CHAIR AND PROFESSORSHIP VACANCIES

- 8.1. Proper stewardship requires that endowed chairs and professorships be utilized according to donor intent, and deans and department chairs are responsible for ensuring that they are filled.
- 8.2. When a chair or professorship is vacant and there is no appropriate internal candidate or open recruitment, the dean and department chair should initiate one of the following actions:

- 8.3. Verify fund terms with University Development and Alumni Relations and, if allowable, submit an appointment case to the Academic Personnel Office to appoint a visiting professor as a temporary holder of the chair over a limited number of semesters.
- 8.4. Request a review by University Development and Alumni Relations of the fund terms to determine whether or not there is flexibility in interpretation of donor intent.
- 8.5. Work with the donor and University Development and Alumni Relations to modify fund terms so that they are more consistent with the long-range academic plan of the unit.
- 8.6. Work with University Development and Alumni Relations to de-establish the chair or professorship; this option should only be considered when the number of chairs or professorships exceeds the number of eligible faculty in the discipline.
- 8.7. The Vice Provost for the Faculty will work with University Development and Alumni Relations to monitor chair and professorship vacancies.

9. SENATE AND ADMINISTRATION REVIEW OF PROPOSED NEW CHAIRS

- 9.1. The Vice Provost for the Faculty will inform the Senate's Committee on Budget and Interdepartmental Relations of endowed chairs and professorships that are pending formal approval.
- 9.2. The committee will indicate any reservations it may have about the breadth of the proposed area for the endowment and its consistency with long-range academic planning in the unit. The Vice Provost for the Faculty will convey any such reservations to University Development and Alumni Relations.