

ENDOWED CHAIR WORKFLOW

Purpose: This document defines the workflow to establish an endowed chair and the appointment of a tenured professor to the chair.

Workflows:

A. To establish an Endowed Chair

- i. Once the gift agreement is signed by the donor, the Prospect Manager (PM) should provide a copy and any other supporting documentation to the Director of Stewardship Accountability (DSA) and the Assistant VP for Academic Affairs. Note: PM is someone at the Rutgers University Foundation who works with the donor process.
- ii. The Assistant Vice President for Academic Affairs will draft a resolution and the DSA will review it.
- iii. The Assistant VP will prepare all the necessary paperwork to submit the resolution to the BOG for official approval.

B. To officially appoint a Tenured Professor to an Endowed Chair

- i. Once a Chair is fully funded, the PM should notify the Dean and the Senior VP for Academic Affairs so that the search for an appropriate candidate can begin.
- ii. Upon selecting someone to fill the Chair, the PM works with the Department to gather the following documentation to supply to the Assistant VP for Academic Affairs for preparation of the official appointment:
 - a. The nominee's CV
 - b. A detailed letter of nomination from the appropriate Dean describing the achievements of the candidate, the reasons that the candidate is appropriate for the Chair, as well as a description of the process used to identify the candidate. (for instance, if there was a search, who was on the committee, how many people were considered, how many were interviewed, etc.).
 - c. A letter of endorsement from the Chancellor.
NOTE: if the candidate is not from Rutgers, their appointment with tenure needs to go through PRC and the Board BEFORE the chair is awarded. This appointment with tenure and the award of the chair can be granted at the same Board meeting.
 - If the candidate is a Rutgers faculty member without tenure, their promotion with tenure will need to go through PRC and the Board BEFORE the chair is awarded. This promotion with tenure and the award of the chair can be granted at the same Board meeting.
 - If the candidate is already a tenured faculty member at Rutgers then nothing needs to be done other than the Chair
- iii. The Assistant VP for Academic Affairs will draft a resolution and the DSA will review it.
- iv. The Assistant VP for Academic Affairs will prepare all the necessary documentation from the Senior Vice President for Academic Affairs to the President, and from the President to the Board of Governors.
- v. The President will notify the Dean the Board's approval of the chair appointment.

C. To record the New, Tenured Appointment Faculty with an Endowed Chair Appointment

- i. School Faculty Affairs Office uploads Faculty Transaction Form (FTF) and supporting documentation that was submitted to the PRC/BOG into Perceptive Content.
- ii. School Faculty Affairs Office updates the Endowed Chair Appointment fields on the Academic Information screen in the Faculty Information System (FIS).

Endowed Chair Appointment		
Title	Start Date	End Date

D. To record the Current Tenured Faculty with an Endowed Chair Appointment

School Faculty Affairs Office updates the Endowed Chair Appointment fields on the Academic Information screen in the Faculty Information System (FIS).

Endowed Chair Appointment		
Title	Start Date	End Date