



### 3.1.4 Endowed Appointments

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.1 Academic Titles	Date Last Reviewed: December 2022
Responsible Entity: Vice President and Chief Development Officer	Date Last Revised: December 2022

#### I. Purpose

To outline the requirements for the appointment of faculty to an endowed or named academic position, including the conditions and restrictions on use of endowed funds.

#### II. Scope

This policy applies to all UT Health San Antonio deans, Endowed Holders, and Endowment Administrators.

#### III. Policy

##### A. Criteria

The following outlines the criteria for an individual to be appointed to an endowed or named academic position. Criteria may be modified with the approval of the president as long as it remains consistent with the donor's intent. Modifications may include eligibility of part-time retired faculty or part-time emeritus faculty. A candidate must:

1. be eligible for, or hold, the rank of assistant professor or higher at UT Health San Antonio, including prefixed titles at the rank of assistant professor or higher;
2. be appointed as either tenured, tenure-track, or non-tenure;
3. have a distinguished record of professional accomplishments; and
4. meet any criteria established by the approved endowment agreement.

##### B. Process

1. Appointments to endowed or named academic positions are made by the president and where necessary, following recommendation by the dean.
2. During an endowed or named academic position appointment process, the president and dean should be notified if the faculty member being appointed holder is already a holder of another endowed academic position.

### 3.1.4 Endowed Appointments

3. Appointments to endowed or named academic positions are made for a term of up to five (5) years.
4. After the initial term, appointments may be renewed with the recommendation of the dean and approval by the president. Such recommendation for appointment will require review of the appointed holder's performance during the previous five (5) year appointment period to ensure the Endowed Holder demonstrated compliance with criteria established by the approved endowment agreement and verification that the Endowed Holder is in compliance with UT Health San Antonio and Board of Regents endowment policies.
5. Candidates who are not in compliance with endowment policies required by UT Health San Antonio and the Board of Regents will not be considered for reappointment to hold the endowment.
6. Holders may appeal a decision not to reappoint. The appeal procedure for an Endowed Holder who is not reappointed is through their dean with final approval by the president.
7. The option of an interim Endowed Holder appointment where applicable may be made for a designated time and budget while recruitment efforts continue for a permanent Holder. See the Institutional Handbook of Operating Policies (IHOP) policy [6.10.3 Establishment and Management of Endowments](#) for further guidance.
8. Appointment to an endowed position is separate from the faculty appointment process. A decision to award tenure to a current or prospective Endowment Holder affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.
9. Appointment to an endowed position is subject to approval by the president or their designee, the executive vice chancellor for health affairs, The University of Texas System Budget Office and ultimately the Board of Regents.
10. Under special circumstances, the institution may grant appointment to an academic endowment to an outstanding faculty member prior to achieving full professor status ([Board of Regents, Rule 60202](#)). The Office of Institutional Advancement will draft a memo to the executive vice chancellor (EVC) along with the faculty member's curriculum vitae (CV) detailing accomplishments of the potential holder. The memo along with the nomination documents will be forwarded to the vice president and chief development officer (CDO) for review and signature of the president prior to being sent to the EVC for final signature and approval.

## IV. Definitions

When used in this document with initial capital letter(s), the following words have the meaning set forth below unless a different meaning is required by context.

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Endowment Administrator – individual responsible for managing, reporting, and complying with UT Health San Antonio and donor guidelines for endowments, in most cases the department Administrator.

Endowed Holder– faculty member officially appointed by the President to an endowed faculty position (Chair or Professorship).

## V. Related References

For questions regarding this policy, contact the Office of Institutional Advancement at 210-567-9219 or [makelivesbetter@uthscsa.edu](mailto:makelivesbetter@uthscsa.edu).

## VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

<b>Effective Date</b>	<b>Action Taken</b>	<b>Approved By</b>	<b>Date Approved</b>
<b>02/2000</b>	Policy Origination		
<b>09/2015</b>	Policy Revision		
<b>12/2022</b>	Policy Review	Executive Committee	12/13/22