MEMORANDUM

DATE: October 27, 1997

TO: Deans, Department Chairs, Faculty Senate

FROM: Raymond S. Greenberg, MD, PhD
Vice President for Academic Affairs and Provost

RE: Policy on Endowed Chairs

This is to inform you officially that the Board of Trustees of the Medical University of South Carolina, at their meeting on October 17, 1997, approved the enclosed policy on Endowed Chairs. This policy represents a revision of that previously approved by the Board on December 19, 1988.

Thanks in advance for assuring that our appointments and reappointments of endowed chairs are in compliance with this revised policy.

Enclosure

cc: Dr. James B. Edwards
Mr. William M. Matthew
I. Introduction

Endowed chairs have been established to attract and retain outstanding faculty who have distinguished themselves through their teaching, research, and scholarly writing. Appointment of an endowed chair is intended to be the Medical University of South Carolina's most prestigious recognition of continuing scholarly achievement and distinction. In the selection of an individual for an endowed chair, teaching ability, character, industry, dedication, promise, research, scholarly writing, and the best interests of the University are taken into consideration. To perpetuate and ensure the honorific nature of an appointment to an endowed chair, the University's Vice President for Academic Affairs reviews nominations for all new appointments and conducts periodic reviews of all chairholders. These reviews are consistent with the highest standards envisioned with the establishment of the chairs.

II. Criteria for Appointment and Reappointment to Endowed Chairs

A. Quality and number of scholarly and/or creative works.
B. Enhancement of the University's reputation through regional, national and international recognition of the professional work.
C. Quality of University teaching.
D. Service to the University and to the profession which distinguishes the individual and University.
E. Appropriate professional and personal conduct.

III. Terms of Appointment to Endowed Chairs

A. For a limited number of existing chairs, the appointment period of the chairholder is unspecified in accordance with the agreements which established these chairs. This type of appointment will be designated an "open-ended" appointment; however, chairholders are subject to review every five years as specified in VI below.

B. Beginning July 1, 1988, any new appointment or reappointment to a chair will be for a specific term not to exceed five (5) years except where the memorandum of agreement which established the chair precludes a specific term. This type of appointment will be designated a "term" appointment.

C. Beginning July 1, 1988, any new appointment or reappointment to a chair...
will preclude the joint duties for administration of an academic department or college unless excepted by the dean. This restriction does not apply to joint service as director of a research center.

D. During the final year of term appointment, a review, as specified in VI below, will be conducted. Dependent upon this review, the chairholder may be appointed for an additional five (5) years.

IV. Procedure for Making the Initial Appointment to a Newly Established Chair

A. All endowed chairs are presently acquired through and with the cooperation of the Vice President of the Health Sciences Foundation.

B. The Vice President of the Health Sciences Foundation shall advise the Vice President for Academic Affairs of the availability of a newly endowed chair and the department and/or college in which an appointment may be made.

C. The Vice President for Academic Affairs shall solicit and receive nominations of candidates for the new chair. All nominations must pass through normal academic channels (e.g., department chairman and dean) and each academic officer should attach a confidential recommendation to each nominee's portfolio.

D. Each Nominee's portfolio should include the following:

1. A nomination statement delineating how the nominee meets the criteria for appointment (see II above).
2. A current curriculum vitae.
3. A bibliography of the nominee's publications and/or creative works.
4. A listing of the nominee's scholarly presentations, performances and/or exhibitions.
5. A listing of the nominee's professional, public, and University service activities.
6. A record of the nominee's teaching effectiveness.
7. Confidential recommendations from academic officers.

Statements or endorsements from faculty or other sources may be included in the portfolio if desired. The department chairman or dean, as appropriate, will ensure that each portfolio is complete prior to forwarding it to the Vice President for Academic Affairs.
E. The Vice President for Academic Affairs will review all nominations and make a recommendation to the President.

F. The President will make recommendation on the appointment to the Board of Trustees. The Board of Trustees' decision regarding all appointments is final. Copies of the appointment letter will be distributed to the Vice President for Academic Affairs, the appropriate dean, the Vice President of the Health Sciences Foundation and information services. Deans will announce appointments to the faculty in their respective colleges.

V. Procedure for Making an Appointment to a Vacant Chair

A. When an existing chair is vacated for reasons other than the normal expiration of a chairholder's appointment, the Vice President for Academic Affairs will solicit nominations of candidates for the vacancy as if the vacant chair were a newly established chair. Accordingly, the procedures outlined in Section IV, C through F, will be followed in filling the vacancy.

B. New appointments to a leadership position, in which an endowed chair is attached to a competitive recruitment, shall be deemed to have fulfilled the requirements of the selection process for appointments to a newly established or vacant chair described in Articles IV and V.

VI. Periodic Review of Chairholders

A. Chairholders with "open-ended" appointments will be reviewed every five (5) years.

B. Chairholders with "term" appointments will be reviewed during the final year of the appointment period.

C. Responsibility for conducting all reviews rests with the appropriate dean, in cooperation with the Vice President for Academic Affairs. Chairholders will be notified of the review process during the Spring semester of the final year for "term" appointments and during the Spring semester every fifth year for "open-ended" appointments.

D. The Vice President for Academic Affairs, may employ various means to review chairholders. These may include, but are not limited to, the following:

1. Evaluation of the portfolio submitted by the chairholder.
2. Evaluation by internal ad hoc committee.
3. Evaluation by external referees.
4. Other evaluation mechanisms, as determined by the Academic Vice
E. Upon receipt of notification of the review, each chairholder will assemble a portfolio which includes the following as a minimum:

1. A current curriculum vitae.
2. A listing of publications, presentations, awards, honors, performances and exhibitions.
3. A personal statement of the chairholder.

Although accomplishments during the chairholder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the current period under review.

F. The chairholder's portfolio will be forwarded to the dean via the department chairman, if appropriate. Confidential recommendations to the department chairman and the dean will be appended to the portfolio prior to forwarding it to the Vice President for Academic Affairs for consideration.

G. At the conclusion of the review, the Vice President for Academic Affairs will recommend to the President one of the following (as appropriate to the chairholder under review):

1. Reaffirmation of the chairholder to continue in an "open-ended" appointment, or
2. Reappointment of the chairholder to another "term", or
3. That additional candidates be sought for appointment to the chair.

Reaffirmation and reappointment will be recommended by the Vice President for Academic Affairs only when it is clear that the standards and criteria for holding a chair have been met. Reaffirmation and reappointment to a chair carries with it recognition of the chairholder's continuing scholarly achievement and distinction.

H. The President, after consultation with the Board of Trustees, will reaffirm, reappoint or make a new appointment, as appropriate. The President's decision regarding all appointments is final. Copies of the appointment letter will be distributed to the Vice President for Academic Affairs, the appropriate dean, the Vice President of the Health Sciences Foundation and information services. Deans will announce appointments to the faculty in their respective colleges.
VII. Revocation of a Chair Appointment

A. An individual who is named to an endowed chair may not have this appointment involuntarily revoked prior to the normal expiration of the term of appointment except for cause.

B. Cause includes, but is not limited to, the following:

1. Personal or professional misconduct detrimental to the image of the University.
2. The failure to uphold high standards for scholarly work, teaching and service.

C. Responsibility for determining whether or not there is sufficient evidence to recommend revocation of a chair appointment rests with the appropriate dean and the Vice President for Academic Affairs who may employ any of the means outlined under Section VI, D (Periodic Reviews of Chairholders) in arriving at the recommendation.

D. The final decision to revoke a chair appointment rests with the President of the University.

VIII. Payments for Endowed Chairs

A. Payments for endowed chairs are set annually by the Health Sciences Foundation and are made quarterly to the Medical University for appropriate uses, as determined by the University, in connection with the chair’s purpose.

B. The payments for endowed chairs are coordinated by the Vice President for Academic Affairs in conjunction with the appropriate dean.

C. Chairholders shall provide an annual report to the Health Sciences Foundation describing how the funds provided have been used.