



# SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

## SEFS Guidelines for Endowed Faculty Appointments

This document describes the policies and guidelines governing the appointment and management of endowed faculty appointments in the School of Environmental and Forest Sciences. Endowments serve to both enhance the resources directly available to appointed faculty members and enhance the overall financial stability of SEFS. All appointments will be made in accordance with donor intent, to the degree possible, as expressed in the gift agreements that govern use of the endowment. Appointments are recommended by the SEFS Director to the Dean of the College of the Environment and can support a number of strategic priorities, within constraints outlined by the original donors.

### Selection and Appointment

Depending on the specific language in an endowment, appointments can be recommended by the director on the basis of (a) needs for faculty recruitment or retention, (b) fit to the intent of the gift agreement when the intent is narrowly defined, or (c) an open nomination process.

All appointments will be made with input and advice from the EFAC. When nominations are solicited, the SEFS Director will announce open endowments/professorships, provide a description of endowment intent from the gift agreement, and the deadline for nomination. Faculty nominees submit a CV and a statement (no more than two pages) describing their fit to the endowment intent, their relevant academic accomplishments, how they will use the money if selected.

The EFAC will evaluate nominees through a process that provides equal access regardless of race, gender, sexual orientation, and age. Any member of the EFAC being considered for an endowed chair will recuse themselves from the discussion of, and any voting on, the nominees for that chair. The EFAC will rank nominees considering three criteria in the following manner. First, rank nominees twice, once on fit and once on academic excellence.

- *Fit*: Depending on the specific language of a gift, fit to the intent of a specific endowment can be either categorical (someone fits or not) or a matter of degrees.

The committee is asked to consider (a) whether each nominee fits the intent of the professorship to some degree or not and, if the former, (b) how well each nominee fits.

- *Academic excellence*: The committee is asked to consider the excellence of the nominee's past, current, and proposed research, teaching, and service activities, including engagement in that work with communities of interest. At the EFAC's request, PMT committee will supply the EFAC with a summary of the nominees' last three years of merit evaluations and a ranking of the nominees based on those evaluations.

Second, use both rankings to select a top nominee. If the EFAC feels that two or more nominees are equally qualified with respect to fit and academic excellence, they may consider equity as described below to break the tie.

- *Equity*: Consideration should be given to providing equal access to endowment resources over time, such that all qualified faculty are given due consideration, whether or not they are the current holder of a particular endowment.

Upon receipt of the EFAC recommendations, the Director will select a nominee and prepare a recommendation letter for the Dean.

### **Terms of Endowed Appointments**

- When the term of an endowed appointment ends, it may remain vacant (or parked) for a period of time to be determined by the director to allow for accumulation of funds to be used in support of the endowment objectives (e.g. for start-up funds or salaries, as allowed by the endowment agreement).
- Appointments are for a period from one to five years, at the discretion of the director within any constraints imposed by the gift agreement.
- Appointees will receive an endowment supplement to pay the costs of research or professional activities, including the cost of student research assistants, purchase of supplies or equipment, or support for other activities that contribute to appointee productivity—consistent with the language in the endowment. Current supplement amounts are as follows:
  - fellowships - \$7,500 per year
  - professorships - \$15,000 per year
  - chairs - \$60,000 per year

- Funds not expended during the appointment period may be carried forward with permission from the director for a maximum of one year and while employed at the University of Washington. At the end of the approved extension, unspent funds may be reinvested or reallocated to a current appointee.
- Appointees are expected to support efforts by the SEFS director and College of the Environment Advancement Team to steward the endowment gift. At a minimum, appointees will provide a brief annual report and summary of accomplishments made possible by the appointment. Additional communications or meetings with donors may be requested as needed. Appointees will be provided with a fact sheet about the endowment and a document on best practices in stewardship.
- The amounts specified for endowment supplement shall be reviewed every three years for possible inflation adjustment.