

College of Engineering
Process and Procedures for Named or Endowed Positions
December 15, 2014

The College of Engineering Process and Procedures for Named or Endowed Positions are designed for the appointment, review, and renewal of faculty or staff to these positions within the College of Engineering and they follow the university procedures in this area. (Standards and Procedures for Appointments of Endowed Chairs, Professorships and Related Positions dated 2/25/2008 and included as Appendix A.) The selection of faculty or staff for the named or endowed positions must also align with the requirements stipulated in the Memo of Understanding for the position.

1. Definition of Types of Named or Endowed Position Appointments

Type I. Administrative or staff positions where the position is designated in the MOU. Examples are the Dean or the Multicultural Engineering Program Director.

Type II. Named or Endowed position that is a) awarded based on research activities; or b) awarded based on education, outreach or other activities; or c) awarded based on overall performance; d) used for recruitment purposes

2. Definition of Ad-Hoc Review Committees

In the review process, an ad-hoc review committee may be named by the Dean or Provost depending on the level of the named or endowed position appointment. Appointment of this ad-hoc review committee will follow university procedures. Because of the varied nature of the positions, the Dean or Provost may develop separate ad-hoc review committees for each position or may ask one ad-hoc committee to review multiple positions for either initial appointment or renewal.

3. Initial Appointment

The initial appointment into a named or endowed position could be associated with development of a new named or endowed position, the re-opening of a named or endowed position, awarding of a position by way of internal competition, or with a new recruitment. The Dean of Engineering provides leadership related to the use of positions for recruitment, recognition and retention.

In the event that a named or endowed position is designated for an internal competition of current faculty or staff, an ad-hoc review committee of three will be appointed as discussed in Appendix A.

When a named or endowed position is to be selected via an internal competition, each nominator should provide the following information packet on the candidate being considered:

- i. The candidate's updated vita
- ii. General overview of the candidate's goals for advancing the department, college and university with the position and the funding support of the position.
- iii. Letter of support from the nominee's department/unit head. Note: The department/ unit head may put forth only one nominee.
- iv. Three letters of support (in addition to the letter from the department/unit head) where at least two of the letters should come from external individuals qualified to evaluate the nominee.

For implementation of an Initial Appointment, see Appendix B.

4. Position types

- i. Single Department or Unit Position. If the position is designated in the MOU for one department or unit, or considered as a retention opportunity, the ad-hoc review committee may consider one candidate recommended by the appropriate supervisor. In this case, the committee will provide a recommendation of either approval or disapproval of the recommendation to the Dean. A rationale for either action must be presented in writing to the Dean with a copy to the department/ unit head for the nominated candidate. Initial approval is given by the Dean and the nomination is submitted to the Provost. The Provost will review the file and approve or disapprove the nomination for appointment.
- ii. Open Position to One or More Departments or Units. If the position is not designated for one department or unit, there will be an open internal competition of faculty or staff from eligible units. Each department or unit may provide up to one nominee for the competed position. The ad-hoc review committee of three will review the applicants' packet and provide a recommendation for the selection of the position. A rationale for the recommendation must be presented in writing to the Dean and Provost with a copy to the department/ unit head for the nominated candidate. Initial approval is given by the Dean and the nomination is submitted to the Provost. The Provost will review the file and approve or disapprove the nomination for appointment.
- iii. Named or Endowed Position Associated with a Recruitment. If a named or endowed position is part of a recruitment, the search committee, department faculty (for hires with faculty status) and department head must assess the qualifications of the applying candidates in terms of the named or endowed position. The requested application materials need to provide the search committee, department faculty and department head with information needed to assess suitability of the candidates for the named or endowed position. Additionally the references for the candidates should be asked to address the appropriateness of this possible position for each candidate. A rationale for the recommendation must be presented in writing to the Dean with a copy to the department/ unit head for the nominated candidate. Initial approval is given by the Dean and the nomination is submitted to the Provost. The Provost will review the file and approve or disapprove the nomination for appointment.

For nominations initially made by the department/unit heads, the Dean develops his/her recommendation based on the ad-hoc review committee's recommendation. The Dean's recommendation will be submitted to the Provost. The Provost will review the file and approve or disapprove the recommendation. For nominations made initially by the Dean, the Provost will facilitate the review process and approval. A letter with review process results will be forwarded to all nominated candidates at the end of the process.

5. Initial Appointment Letter

The letter of initial appointment will specify the duration of, and expectations for, the particular named or endowed position including performance criteria and performance review procedures. This initial

appointment letter should also outline the annual expectations and reporting required for each position. See Appendix C for the Initial Appointment Letter template.

6. Annual Reporting for Evaluation and Donor Recognition

Faculty holding named or endowed positions within the College of Engineering will provide an annual progress report to their department/unit head and the Dean concurrent with the annual review process. Department heads or other administrators/staff with named or endowed positions will provide an annual progress report to the Dean concurrent with the annual review process.

In general, conditions and expectations stated in the appointment letter for the named or endowed position will be the principal basis for review and evaluation.

- i. Holders of named or endowed positions are expected to perform at high levels that are characterized as excellent in order to retain the rights and privileges of the position.
- ii. If the holder of a named or endowed position is not performing as expected, a recommendation to revoke continuation of the title and its privileges may be forwarded by the Dean to the Provost.

This annual progress report should include the following information:

- i. A general summary statement on how the named or endowed position and funds benefitted your program
- ii. Discussion of distribution and use of named or endowed position funds for previous year
- iii. List of goals for the next year associated with the named or endowed position and funds

This report will be submitted concurrently with the named or endowed position recipients' annual review materials. Concurrent with the annual review process, their supervisor should discuss the progress of the recipient associated with their named or endowed position and the named or endowed position appointment letter. The supervisor should provide written feedback annually on progress towards the position's expectations and goals.

In addition, each year the named or endowed recipient will provide the Dean and the Senior Director of Development (SDOD) a Thank You letter about the use of funds and future goals for the donor(s) of the named or endowed position or their contact. This donor letter should be provided by June 1 annually. Templates for the donor letter will be provided by the SDOD. The Thank You letter is to be submitted to the Senior Director of Development (NOT TO THE DONOR). An example Thank You letter is included with the initial appointment letter.

7. Renewal Appointments (Section 1, Type I)

Candidates in positions that are linked to a named or endowed position will be renewed as long as their performance meets or exceeds expectations.

8. Renewal Appointments (Section 1, Type II)

The timeline for renewal of the named or endowed position will be provided in the initial award letter. On or about July 1 prior to the renewal, a Review Process letter will be sent to the position holder. See

Appendix D for template. During the fall semester (on or before October 1) prior to the renewal year, the position holder will provide a renewal packet for review.

The renewal packet of materials from the position holder will contain the following:

- i. One to two page executive summary of the impact of the named position and funding within the position over the last several years
 - a. General overview of how the funds were used to advance the goals of the department, college and university
 - b. Summary of distribution of funds over the term of the appointment
 - c. Plans for next steps including two or three goals if the appointment is renewed
- ii. Copies of the past annual progress reports since latest appointment into the position

In addition to the renewal packet, the following other items should be provided for review:

- i. Letter from the supervisor with a recommendation statement on whether the position holder should be re-appointed for full term, re-appointed for a reduced term or not reappointed.
- ii. Copy of the original appointment letter.

For the reappointment review, an ad hoc review committee of three will be appointed as discussed in Appendix A. The committee will submit a recommendation along with all other documentation to the Dean. The recommendation may be:

- i. Reappointment to a term not to exceed the length of the MOU agreement or five years if not specified.
- ii. Reappointment to a term of two years with a formal evaluation conducted at that time; or
- iii. Non-reappointment

A rationale for the recommendation must be presented in writing to the Dean and Provost with a copy to the department/ unit head for the nominated candidate.

For reappointments of faculty or staff, the Dean provides a reappointment recommendation based on the file and committee's recommendation. The Dean's recommendation is forwarded to the Provost. The Provost will review the file and approve or disapprove the Dean's recommendation. For reappointment nominations of direct reports of the Dean, the Provost will facilitate the review and approval.

The faculty or staff member will be notified of the decision no later than April 1. A letter with review process results is forwarded to all nominated candidates at the end of the process.

9. Re-Appointment Letter

The letter of re-appointment will specify the duration of, and expectations for, the particular named or endowed position including performance criteria and performance review procedures. This re-appointment letter should also outline the expected annual updates required for each position. See Appendix E for template.

10. Transitions and Named or Endowed Positions

It is expected that named or endowed positions will be held by full-time faculty, staff and administrators. If a named or endowed position recipient moves to a less than 1.0 FTE within the College of Engineering, they will not retain the named or endowed position.

If a faculty member moves into an administrative role without an endowed position and has a named or endowed position at the time of transition to the new appointment, the Dean will review the named or endowed position MOU and determine if the person should retain the position for the remainder of the term of the current appointment. The Dean will provide this recommendation to the Provost for review and approval.

An engineering faculty member, staff or administrator may only hold one named or endowed position at a time. If another named or endowed position is offered to a faculty member, administrator or staff member, the person must decide between the two positions and relinquish one of the positions.

Approved by Dean of Engineering _____12/15/14_____ date

Approved by Provost's Office _____12/15/14_____ date

Appendix A - Standards and Procedures for Appointments of Endowed Chairs, Professorships and Related Positions

- A. The Provost in consultation with each dean will identify the positions in each college that are included under this policy. The set of positions included will be reviewed at least once every five years and modifications made as considered appropriate by the Provost and the dean.
- B. In the absence of a clear specification by the donor to the contrary, all endowed positions may be filled from either within or outside the university faculty.
- C. Appointees to endowed positions must have a record of distinguished academic or professional work in an appropriate field. Such distinction will be judged in national terms, as compared with colleagues in peer institutions. Satisfaction of this standard must be verified at the departmental and college levels, and confirmed by the Provost before an appointment is made.
- D. The university's commitment to affirmative action and goals of the affirmative action program will be considered in appointing nominees to endowed positions.
- E. The following procedures will be typically used in the case of nominees for endowed positions within particular departments in a college when the position is being filled from within the university faculty.
 - 1. The faculty member, department head, or chairperson who nominates an individual for an endowed position will compile a file on the nominee that will contain a peer review with supporting evidence for the nomination and a list of three external individuals qualified to evaluate the nominee. The nominator(s) will include in the nominee's file a specification of the nature of his or her distinguished work. The file will then be submitted to the dean. A dean may also nominate an individual for an endowed position and must compile the appropriate documentation as noted above. In this case the file will be submitted to the Provost.
 - 2. The dean or Provost, as appropriate, will establish an ad hoc review committee of at least three persons, including, if possible, endowed position holders, to review the nomination. The review committee will be composed of at least one faculty member outside the discipline.
 - 3. The review committee will assess the supporting evidence and seek external letters of appraisal either from the list of names submitted or from other eminent scholars qualified to evaluate the nominee. The committee will then make a recommendation to the dean or Provost, as appropriate, as to approval or disapproval of the nomination. A rationale for either action must be presented in writing to the department as well as to the dean or Provost.

- F. When persons external to the university are sought for an endowed position, a search committee will be appointed by the dean of the college or school. That committee will consist of at least five members, one of whom will be from a discipline other than that in which the position is based. Members of the committee may include individuals from outside of the university. The faculty search guidelines of the university will be observed during the search. External appraisals of the quality of the work of nominees will be sought by the search committee. The search committee will forward its recommendations to the departmental chairperson and college dean.
- G. For nominations initially made by faculty members, department heads or chairpersons, initial approval is given by the dean and each nomination will be submitted to the Provost. The Provost will review the file and approve or disapprove the nomination. For nominations made initially by a dean, the Provost will facilitate the review and approval, as noted in item D above.
- H. The letter of initial appointment will specify the duration of, and expectations for, the particular endowed position, including, in the case of chairs and professorships, performance criteria and performance review procedures.
- I. In general, conditions and expectations stated in the appointment letter will be the principal basis for reviews.
 - 1. Consistent with present policies and procedures on faculty evaluation, an annual review will be conducted at the department level by the peer evaluation committee and the department chairperson. This review will take into account productivity of the person over time in addressing the expectations of the appointment letter and/or subsequent agreements.
 - 2. Holders of endowed and named chairs are expected to perform at high levels that are characterized as excellent in order to retain the title and privileges.
 - 3. If the holder of an endowed or named chair is not performing as expected, a recommendation to revoke continuation of the title and its privileges may be forwarded by the dean to the Provost.

Appendix B – Implementation of an Initial Appointment

1. The Budget/Fiscal Officer keeps the Dean apprised of open named or endowed positions. MOUs will be reviewed with the Dean to ascertain eligibility.
2. When the Dean is ready to move forward he/she either nominates or requests nominations from the Department/Unit Heads. Note: For nominations made initially by the Dean, the Provost is contacted. He/she will facilitate the review process and approval.
3. The Department/ Unit Heads who nominates the individual will compile and submit a complete packet to the Dean to include:
 - a. The candidate's updated vita
 - b. General overview of the candidate's goals for advancing the department, college and university with the position and the funding support of the position.
 - c. Letter of support from the nominee's department/ unit. Note: The department/ unit head may put forth only one nominee.
 - d. Three letters of support (in addition to the letter from the department/unit head) where at least two of the letters should come from external individuals qualified to evaluate the nominee.
4. After the complete packet is submitted, the Dean will work with his/her administrative assistant to seek a chair for the committee and two additional members. Note: The ad hoc committee is to have at least three persons, including, if possible, chair or professorship holders, to review the nomination(s). The review committee will be composed of at least one faculty member outside of the college. Once the committee has been determined with committed members, the Dean submits an electronic request to the Provost for approval of the ad hoc review committee.
5. The review committee will assess the supporting evidence and then make a recommendation to the Dean as to approval or disapproval of the nomination. A rationale for either action must be presented in writing to the Dean with a copy to the department/ unit head for the nominated candidate.
6. Initial approval, where appropriate, is given by the Dean and each nomination is submitted to the Provost. The Provost will review the file and approve or disapprove the nomination for appointment.

Appendix C - Initial Appointment Letter Template

DATE

Dr. FACULTYFNAME FACULTYLNAME

Professor

DEPARTMENT

ADDRESS

CAMPUS

Dear Prof. FACULTYLNAME:

I am pleased to appoint you the CHAIRNAME at Kansas State University. This appointment carries with it yearly support of \$AMOUNT for #OFYEARS years. Pursuant to the memorandum of understanding, the funds are to provide MOUPURPOSE. In this venue, you may use the funds for such things as summer salary, buy-out of academic year support, travel to appropriate professional meetings, purchase of technical materials and support of personnel that support this area. This is a term that will end on MONTH DAY, YEAR. You will be considered for reappointment based upon the impact realized through the use of the funds. This appointment will end if you are no longer employed 1.0 FTE by the K-State College of Engineering.

Additional Statement: This appointment is conditional upon you remaining appointed as ADMINISTRATIVE POSITION.

CHAIRNAME designates you as a highly regarded K-State educator and researcher in the field of FIELD. [EXPECTATIONS] You are expected to maintain a high external, as well as internal, academic and research profile and represent the university as appropriate in its teaching and research visibility and commitment to institutional advancement. Furthermore, you should make sure that you are recognized on the Web sites of and plaques in the halls of the DEPARTMENT. I am sure your teaching will continue to be of the highest standards as to represent a model for others within the department, college and university to emulate. In the area of research, I trust that you will continue your energies and successes, again striving to represent a model for others in both the quantity and quality of your scholarship. We also expect you to continue your active participation in regional, national, and international organizations. In addition to the requests you already receive as an internationally prominent scholar, you will likely be called upon for extraordinary service commitments and to function in a leadership role within the university community.

Additional statement: The yearly support may be reduced if the endowment associated with this chair goes underwater.

Additional paragraph: This chair has qualified for the Faculty of Distinction Program with the State of Kansas. As such additional matching money will be available for your use. The amount fluctuates with the economy and as such changes annually.

As holder of this appointment, you are entitled to use the title the CHAIRNAME on all professional correspondence and business cards.

I congratulate you again on being designated as the CHAIRNAME at Kansas State University. If you have any questions regarding the conditions of this appointment, please contact me for clarification.

Please sign and return this letter as soon as possible to indicate your acceptance of the appointment under these terms.

Sincerely,

Sincerely,

Darren M. Dawson
Dean and the LeRoy C. &
Aileen H. Paslay Chair

April C. Mason
Provost and Senior Vice President

I accept this appointment under these terms:

FACULTY FNAME & LNAME
Professor

Date

cc: President Kirk H. Schulz
Professor DHNAME
Patsy Havenstein
Associate Provost Brian Niehoff

Enclosure FACULTY "THANK YOU" LETTER

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Appendix D –Review Process [TEMPLATE]

TO: NAME, Department
 Endowed Chair Title

FROM: Dean

DATE:

RE: Five-year Review Process

The XXX academic year marks the fourth academic year of your five-year appointment as the [NAME OF CHAIR], and thus, I will plan to conduct a five-year review of your activities as the [NAME OF CHAIR] during the [ENTER APPROPRIATE SEMESTER - Fall YYY or Spring ZZZ] semester.

The review will focus on your specific activities as the [NAME OF CHAIR] and the expectations that were part of your five-year appointment. For reference, those expectations were to:

- ENTER ALL OF THE EXPECTATIONS

I wanted to be sure and provide you with sufficient time to begin collecting a summary of your accomplishments relative to these expectations. I have attached a list of possible items that you might wish to include. The review will cover the period from the [ENTER BEGINNING SEMESTER] through [ENTER ENDING SEMESTER].

As part of the stewardship of all of our endowed chairs, we want to provide donors with information regarding the measurable progress from their investment. As we embark on K-State 2025, setting benchmarks and measures of performance are essential to reporting on our university's progress. I look forward to reviewing your summary and sharing your progress and achievements with the donor of the [NAME OF CHAIR].

Items to consider including in your summary of accomplishments for your five-year review
[MODIFY LIST AS NEEDED]:

1. Copies of the mission and vision statements of your chair activity.
2. An updated copy of your CV, clearly distinguishing your scholarly work and teaching duties for the review period.
3. A listing of accomplishments directly related to your chair, its activities and your goals during the evaluation period. This would include [NAME OF CHAIR] sponsored presentations, educational trips with students, student competitions, hosted lectures, collaborative endeavors, etc.
4. Copies of any articles published during the evaluation period.
5. Letters of acceptance for any articles waiting for publication.
6. Contract letters or invitations for any books, chapters or other published scholarly work during the evaluation period.
7. Consulting agreements with any internal or external groups for which you are doing consulting activity directly related to your chair activities.
8. Copies of grants written in direct support of your chair activities.
9. Grant award documentation in direct support of your chair activities.
10. Donations to the KSU Foundation received as a result of your Chair activities.
11. A listing and contact information for any advisory board or boards you have worked with as part of your Chair activities. Board members may be contacted randomly for additional information relating to your performance during your evaluation period.
12. Agendas and minutes for board meetings occurring during the evaluation period.
13. Scholarly presentations you have made directly related to your chair activities during the evaluation period.
14. Scholarly activities you have coordinated for the benefit of K-State students and that are directly related to your chair activities during the evaluation period.
15. Conferences, symposia or workshops related to your chair activities that you have coordinated. Please include a description of the target audience the number of attendees.
16. Student evaluation summaries for all classes taught during the evaluation period. Please state the total number of students who were enrolled in each class.
17. Copies of posters, annual reports, or other promotional materials you have developed in support of your chair activities during the evaluation period.
18. Links to webpages that support activities related to your chair. Please include any social media resources you may be using to support your chair activities.

Appendix E – Reappointment Letter Template

DATE

Dr. FACULTYFNAME FACULTYLNAME

Professor

DEPARTMENT

ADDRESS

CAMPUS

Dear Prof. FACULTYLNAME:

I am pleased to offer to you an extension of the CHAIRNAME. The extension of the appointment to this distinguished position is for a term of five years, ending MONTH DAY, YEAR. You will be considered for reappointment based upon the impact realized through the use of the funds. This appointment will end if you are no longer employed 1.0 FTE by the K-State College of Engineering.

Additional Statement: This appointment is conditional upon you remaining appointed as ADMINISTRATIVE POSITION.

EXPECTATIONS

Additional Statement: The endowment associated with this chair will generate approximately \$\$\$ annually, and the Faculty of Distinction Program of the State of Kansas will add an additional estimated \$\$\$ to expendable funds. Up to \$\$\$ annually of this expendable fund may be used to _____. The balance of the expendable funds in the account may be used for _____. If you accept this appointment, please sign at the space below and return the letter to me.

I think I speak for the entire University when I say that we are absolutely delighted to have such an accomplished educator on our faculty. You continue to bring honor and distinction to Kansas State University, and we are delighted to continue to honor you with the CHAIRNAME.

Sincerely,

Approved,

Darren M. Dawson
Dean & LeRoy C. and Aileen H. Paslay Chair

April C. Mason, Ph.D.
Provost and Senior Vice President

Acceptance:

FACULTY FNAME & LNAME

Date

cc: President Kirk H. Schulz
Professor DHNAME
Patsy Havenstein
Associate Provost Brian Niehoff