



GUIDELINES FOR ENDOWED CHAIR AND PROFESSOR APPOINTMENTS AND RENEWALS

(Submitted by Faculty Affairs UPC and Approved by President: March 2005; Revised and Approved by Council of Deans: May 26, 2022; Approved by Faculty Council and Council of Deans, March 2025)

Endowed chair and professor appointments are donor-funded positions of distinction aimed to attract and retain exceptional faculty who have distinguished themselves through their research, scholarly, or creative activity. These appointments are among the highest and most prestigious at Loyola University Chicago. The recognition of distinguished faculty through such appointments reflects Loyola's strategic priority to promote extraordinary success in academics and research.

The purpose of these Guidelines is three-fold: 1) to delineate eligibility for endowed chair and professor appointments; 2) to outline the procedure for appointing endowed chairs and professors, and 3) to explain the process for renewing endowed chair and professor appointments.

I. Eligibility and Criteria for Endowed Chair and Professor Appointments

Tenure Track Assistant Professors as Endowed Chairs and Professors. Tenure track assistant professors may be eligible for endowed chair and professorship appointments. The purpose of these appointments is to honor tenure track faculty who show exceptional promise during their early years in the profession.

Tenured Associate Professors and Professors as Endowed Chairs and Professors. Tenured associate professors and professors may be eligible for endowed chair and professor appointments. The purpose of these appointments is to recognize and honor exceptional scholars who advance our shared commitment to extraordinary academics and research. Endowed chairs and professors are situated in a range of disciplines and academic units to:

- enhance research competitiveness in securing funding and external research support;
- strengthen the capacity of departments to achieve national and international prominence in research or creative activity; and/or
- recruit and/or retain exemplary professors.

Non-Tenure Track Faculty as Endowed Chairs and Professors. Non-tenure track faculty may be eligible for endowed chair and professor appointments. The purpose of these appointments is to honor and recognize outstanding practitioner-scholars who have extraordinary accomplishments, scholarly activity, creative achievements, and/or impact in the discipline that advance the profession and/or professional practice.

Exclusion. Endowed chairs and professors in some departments or schools are used for visiting or rotating appointments, referred to as Endowed Visiting Chairs or Professorships. These appointments are generally for periods of less than one year and involve no continuing commitment from the University. These Guidelines do not apply to these appointments.

Criteria for Appointment at the Assistant Rank. The following general criteria should be used in the review and recommendation of candidates for endowed chair and professor appointments at the Assistant rank:

- An exceptional record of productive research, publication, creative activity, and scholarly achievement appropriate for the assistant professor level, discipline, and fields of specialization
- Evidence of a strong record of exemplary academic and professional citizenship appropriate to the discipline or profession
- Evidence of early career achievement of a professional status at the national or international level, which will enhance the stature of the University's faculty
- Evidence of exemplary teaching
- Each successful candidate should present a record sufficiently consistent in quantity and quality to warrant the expectation of continued performance at an outstanding level

Criteria for Appointment at the Associate and Professor Ranks. The following general criteria should be used in the review and recommendation of candidates for endowed chair and professor appointments at the Associate and Professor ranks:

- Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession
- Evidence of early career or long-standing achievement of a professional status at the national or international level, which will enhance the stature of the University's faculty
- Evidence of exemplary teaching
- Evidence of mentorship of faculty, particularly junior faculty, in the candidate's discipline and within the candidate's home academic unit
- Each successful candidate should present a record sufficiently consistent in quantity and quality to warrant the expectation of continued performance at an outstanding level

Each school/college and/or department shall determine the evidence candidates must submit to demonstrate their ability to meet these criteria.

II. Procedures for Appointing Endowed Chairs and Professors

Procedures for appointing endowed chairs and professors must be consistent with the stipulations of the endowment; administrative procedures established in the Office of the Provost and academic unit; and LUC hiring protocol, if applicable. Involvement of the faculty, students, and others as appropriate is essential in the review and recommendation of candidates for appointment to endowed chair and professor positions.

Initial Appointments. When a new endowed chair or professor appointment is established or when a vacancy occurs, the dean of the appropriate school/college will convene a search committee. The dean should consult with provost to determine whether the search will be internal and/or external.

For *external searches*, the hiring unit must follow the [Full-Time Faculty Hiring Protocol](#). If the candidate for hire requires tenure at the rank of associate professor or professor, then an expedited review for tenure at the appropriate rank should be conducted. The expedited tenure review should occur after the candidate has accepted the offer.

For the appointment of *internal candidates*, each school/college should follow their provost-approved procedures for internal appointments. After completing the internal review, the Dean should submit the candidate recommendation to the provost for final approval.

The President and the Provost notify the Loyola University Chicago Board of Trustees of any endowed chair or professor appointments at its first scheduled meeting following approval.

III. Endowed Chair and Professor Appointment Expectations

Upon initial appointment, the specific terms of the endowed chair and professor's activities (i.e., teaching, service, research, and/or other activities) are determined in consultation with the dean and/or provost and must be in alignment with the stipulations of the endowment. Endowed chairs and professors are also expected to operate within their academic unit as regular faculty. This expectation involves full interaction with other faculty members, a teaching load involving undergraduate and/or graduate courses, and responsibilities for student supervision and committee assignments. The holder of an endowed chair or professor appointment is responsible for:

- Fulfilling the conditions of the donor and any specific duties identified at the time of appointment
- Continuing to show evidence of excellence in scholarship, research, or artistic production at a level that maintains a prominent national and international profile as defined by the academic unit. This should be production at a level considerably greater than the expectations that are set by the academic unit for a research-intensive faculty member.
- Participating actively in the individual's home department or school, particularly the mentorship of young researchers and the building of research within the academic unit

In accordance with University policy, endowed chairs and professors will undergo the [Annual Performance Review](#) via Interfolio F180. As part of this review, endowed chairs and professors should also report on their activities that are required as part of their endowed appointment.

IV. Endowed Chair and Professor Appointment Terms and Renewals

Assistant Professors. Endowed appointments for tenure-track, assistant professors are not renewable and may not exceed 6 years. The endowed appointment automatically discontinues if the faculty member earns tenure and is promoted to the rank of Associate Professor. Petitions for tenure and promotion of endowed assistant professors will be evaluated with the expectation of higher levels of productivity in proportion to the additional resources made available to the candidate. Being appointed as an endowed chair or professor does not guarantee tenure or promotion. If at any point the assistant professor is deemed not to be making steady and strong progress toward tenure, the dean may recommend that the honor of holding the endowed appointment be withdrawn.

Tenured and Non-Tenure Track Faculty. For tenured and non-tenure track faculty, new appointments or reappointments to an endowed chair or professor position will be for a specific term not to exceed five (5) years except where the terms of the endowment specify a different duration. For a limited number of existing endowed chairs and professors, the appointment period is unspecified, in accordance with the agreements that established these appointments. These appointments are deemed indefinite and are not subject to review for renewal.

Timeline and Process for Review of Renewal. For renewable appointments, the appointment will be reviewed every five (5) years or during the final year of the appointment term. The Office of Faculty Affairs will notify endowed chairs and professors who are scheduled to undergo renewal. Endowed chairs and professors will typically be notified of their review for renewal during the Spring semester before Year 5 of their appointment term or the final year of their appointment term. Upon receipt of notification of the review, the endowed chair or professor will assemble a dossier, which includes, at a minimum:

- current curriculum vitae (listing publications, presentations, awards, honors, performances and/or exhibitions);
- a personal statement of past, present, and future research, scholarly or artistic work, and teaching;
- copies of major publications and/or a portfolio of finished work or art that have occurred during the period under review;

- a general description of how funds from the endowment were used to support their research and professional development (assuming that such funds were made available); and
- goals for the next appointment term

To initiate the review process, endowed chairs and professors should submit their dossier via [Interfolio RPT](#) during the Fall semester of Year 5 (or last year of their appointment term). Specific due date will be set within the school/college. The review process will include the following steps:

Step 1: Department chair submits letter, if donor intent limits the appointment to a specific department. If endowment is not limited to a specific department, department chair letter is not required, and review begins with Step 2.

Step 2: For associate professors, a committee of at least three associate and/or full professors review the dossier and makes recommendation to the dean.

For full professors, a committee of at least three full professors review the dossier and makes recommendation to the dean.

For non-tenure track faculty, a committee of at least three advanced non-tenure track professors review the dossier and makes recommendation to the dean.

If the academic unit does not have enough professors at rank for the committee, faculty at the appropriate rank outside of school/college can serve on committee.

Step 3: Dean makes recommendation to provost by December 1st

Step 4: Provost makes final decision on endowed chair and professor appointment February 1st

Changes in appointment upon termination of the endowed chair or professor appointment are included in the initial appointment letter.