

Endowed Chairs - Current UCI Practices for Establishment and Search

Creating an endowed chair is normally a two-part process:

[Establishing and Naming the Chair](#)
[Recruitment and appointment of the Chair](#)

A. Establishment and Naming of Endowed Chairs

1. Definition

An endowed chair is a distinction awarded by the University to a scholar or teacher in recognition of past and potential original contributions to the individual's academic discipline. In addition to the academic honor given to the individual, an endowed chair or professorship provides funding for support of his or her teaching, research, and service responsibilities, and is supported by payout from an endowment fund or annual allocation. Payout may also be used to support the base salary of the endowed chair or professorship, unless expressly prohibited by the donor or gift agreement.

An administrative endowed chair is intended to provide funds for a department, school, or research unit, and may be held simultaneously by the current administrative dean, chair or director of an academic or research unit.

2. Proposal

Establishment and naming of an endowed chair is generally proposed by a unit as the result of a gift or pledge from donor(s). An informal proposal is drafted by a school or research unit, and forwarded by the dean to the Executive Vice Chancellor and Provost for approval. This proposal should include such details as: the purpose or relevance of the chair to the campus, whether the chair will be filled by an existing FTE or will be recruited, the faculty recommendations from within the unit, and any required additional resources. Upon approval to proceed, a final draft of the agreement is prepared by University Advancement and forwarded for signatures in the following order: Executive Vice Chancellor and Provost, dean or director, University Advancement, Chancellor, and donor. Further campus review will follow (see Paragraph 10).

3. Authority

Upon recommendation of the Chancellor, the proposal is subject to approval by the Office of the President, and no commitment for establishing and naming a chair shall be made to a prospective donor prior to Presidential approval.

4. Minimum Corpus

The UCI minimum required to establish an endowed chair in the School of Medicine shall be no less than \$1,000,000. The minimum in all other schools shall be no less than \$500,000. *(The University of California Office of the President (UCOP) has set \$350,000 as the minimum amount necessary to establish an endowed chair, further adding that "...higher minima may be established by individual Chancellors" ([APM-191](#)).)*

Prior to any commitment on the part of the University, the campus must have available and must commit, if necessary, the general fund faculty provision and salary for the holder of the chair.

5. Establishment of the Corpus

a. An endowed chair will be established only upon acceptance by the Chancellor of (a) cash or a binding pledge that immediately or within a reasonable period of time will create a corpus in an amount sufficient to provide income adequate for meeting the purposes of the chair, or (b) a legally binding commitment to provide appropriate income at the end of each fiscal year from an equivalent corpus held inviolate by a trustee.

b. If a chair is to be funded through a campaign, the recommendation for approval of the chair shall be presented to the President. Approval of an endowed chair, when a campaign is involved, will be contingent upon the receipt of a specified amount by the specified closing date of the campaign, with a provision for optional use of the funds raised should they fall short of the required minimum, or with a commitment from the Chancellor to make up any deficiency from unrestricted funds available to the campus.

c. Unless a legally binding commitment has been made by the donor to provide income from a corpus held inviolate by a trustee, the corpus will be held as an endowment either by The Regents or the UCI Foundation.

d. The endowed chair and the income from its endowment will be used for the designated area of study for as long as that area is a part of UCI's academic program. The terms of acceptance of a gift will state that should the designated area of study no longer be a part of UCI's academic program, the income from the endowment will be used to support a chair in an area related as closely as possible to the original.

6. Use of the Endowment Income

Income from an endowed chair is to be made available to the faculty member appointed to the chair in support of teaching and research, in accordance with University regulations and according to a budget recommended annually by the chair holder to the department chair and approved by the appropriate dean and/or vice chancellor in the normal budgetary process.

The budget in any given year will not exceed the amount available from the existing endowment.

Base salary during the academic year and the budgeted position for the faculty member appointed to the chair shall be provided by general funds available to the campus.

7. Addition of Endowment Income

The President, following consultation with the General Counsel, may approve the addition of unexpended income to the principal for any endowed chair when the President finds the circumstances warrant such action and when written approval from the donor has been obtained.

8. Name

If desired, a chair may be named in honor of the donor or an honoree proposed by the donor, subject to approval of the President.

9. Restrictions

The area of study must be in accord with the mission of the University of California and the academic plan of the campus.

10. Campus Review

After University Advancement obtains signatures on the final agreement, a formal proposal is prepared and forwarded to Academic Personnel to begin the campus review process. The proposal is forwarded to the Academic Senate for review by the appropriate senate committees. If a college of medicine department is involved, the proposal is also sent to COM for review by its appropriate committees.

Assuming a positive recommendation and no further changes from these levels of review, the Associate Executive Vice Chancellor and Provost - Academic Personnel notifies University Advancement of the recommendation(s), requesting that University Advancement obtain approval from Office of the President to create the endowed chair. Once approval is obtained from UCOP, recruitment of a candidate for the Chair may begin.

B. Recruitment and Appointment of Endowed Chairs

Appointments to endowed chairs shall be made in accordance with regularly established University procedures for faculty appointments, unless the chair is an administrative endowed chair, designated to the unit's administrative officer (i.e., Chair, or Director).

An endowed chair may be filled by one individual for an indefinite period (i.e., the duration of the individual's tenure), or successively by a series of individuals appointed for prescribed periods, unless otherwise provided in the terms of the gift.

1. Authority

The Chancellor has final approval authority for appointment to an endowed chair.

2. Search Procedures

A search committee will be appointed by the Executive Vice Chancellor and Provost from a slate of candidates nominated respectively by both the unit and the Council on Academic Personnel. In carrying out the search for candidates, attention shall be paid to the campus affirmative action goals and policies. The search committee will forward its report and recommendation to the Executive Vice Chancellor and Provost.

3. Appointment Procedures

a. If the nominee is already a member of the UCI regular ranks faculty, the Executive Vice Chancellor and Provost will solicit a recommendation from the UCI Distinctions Committee on the suitability of the nominee to hold the position of endowed chair. The UCI Distinctions Committee will then forward their recommendation to the Executive Vice Chancellor and Provost for review and decision.

If the Endowed Chair is intended to be an *administrative* chair, the Executive Vice Chancellor and Provost will designate the unit's chair or director as the final nominee.

b. If the nominee does not already hold a regular ranks appointment, the Executive Vice Chancellor and Provost will contact the dean of the appropriate unit to initiate recruitment and assemble an appointment file for the candidate. The appointment will then follow all normal review procedures before decision by the Executive Vice Chancellor and Provost. The UCI Distinctions Committee will be asked to comment separately in the review on the level of the appointment and on the suitability of the nominee to hold the position of endowed chair.

Appropriate modification of these appointment procedures may be necessary for endowed chairs with unusual terms or conditions (such as rotating visiting chairs, in

particular). Normally, such procedures will be outlined in the proposal for such endowed chairs. Unless clarified otherwise in the gift agreement, the Chair may be held for five-year renewable terms, upon recommendation of the Dean.

C. Use of Endowment Income During any Period in Which There is Not a Permanent Appointee to a Chair

During any period in which a chair is not permanently occupied, the Chancellor may authorize the appropriate dean, after consultation with the relevant department, to use the endowment's income in support of research and teaching in the designated area of study.

D. Annual Budgeting and Reporting

An annual budget for the expenditure of the income from this endowment should be presented to the Dean of the School or program for review and approval in advance of each fiscal year. The income from the endowment is unencumbered, except that it must be used in accordance with University policy, in support of teaching and research within the program, or as otherwise stated in the gift agreement.

Each chair holder shall annually submit to the department chair or dean a brief narrative describing his or her academic activities and the use of endowment funds which contributed to them. A copy will be forwarded by that office to the Vice Chancellor-University Advancement. These narratives should be retained by the chair or dean for use in preparing special reports on endowed chairs that may be required at a later date.