

FRANK BATTEN SCHOOL OF LEADERSHIP AND PUBLIC POLICY

ENDOWED PROFESSORSHIPS POLICY

Date: Updated October 2022

Policy ID: FAC-013

Endowment funds provide financial support for faculty and teaching excellence. They provide permanent resources critical to the school's ability to attract and retain teachers and scholars of extraordinary value. The retention of distinguished teacher-scholars is essential to the school's national standing among the top rank of schools committed to advancing leadership and policy analysis. Endowed chairs enable the Batten School to compete with the best universities in the world to attract and retain teacher-scholars of the top rank who embody the ideals and vision of Frank Batten, Sr. whose commitment to leadership and public service is reflected in the core values and vision of the Frank Batten School of Leadership and Public Policy.

Distinguished Professorships

Distinguished professorships without term serve to recognize a sustained career of scholarly productivity, outstanding teaching, and administrative service with a demonstrated body of professional work and scholarship dedicated to subjects consistent with the school's mission. These professorships honor leading senior professors whose membership on the school's faculty serve to enhance the school's external reputation and provide leadership by example in their field. Ordinarily, distinguished professorships are held for the duration of the chairholder's tenure with the Batten School. The income from endowments of this magnitude makes a substantial contribution to the chairholder's position and helps the school reward, attract, and retain preeminent scholar-teachers.

Senior and Associate Scholar Research Professorships

Research professorships provide significant research support for productive scholars. Research professorships are usually held for five-year terms. Appointments are not based on seniority but on scholarly productivity and contribution to the institution. Accomplishments may include contributions to diversity, equity, and inclusion. Research professorships provide a flexible and meaningful way to recognize, reward, and encourage faculty productivity. Five-year renewable research chairs recognize and support tenured faculty who have demonstrated a substantial capacity for high productivity and impact in their area of academic specialization.

Junior Scholar Research Professorships

Junior scholar research professorships provide significant research support for productive junior scholars. Appointments are based on scholarly productivity and promise of longer-term contributions to the institution. Accomplishments may include contributions to diversity, equity, and inclusion. Junior scholar research professorships provide a flexible and meaningful way to recognize, reward, and encourage faculty productivity among tenure-line assistant professors. These professorships are usually held for a single three-year term and include a semester of sabbatical leave as part of their benefits. These chairs do not carry an expectation of renewal but may occasionally be reassigned to the same faculty member.

Teaching and Engagement Professorships

Teaching and engagement professorships provide significant support for the school's faculty who are preeminent teachers or effectively engaged with the practice of leadership and public policy. These professorships are usually held for a single three-year term and may include a semester of paid leave as part of their benefits. Appointments are based on excellence in teaching and/or engagement as well as other contributions to the institution. Accomplishments may include contributions to teaching and engagement related to diversity, equity, and inclusion. Teaching and engagement professorships provide a flexible and meaningful way to recognize, reward, and encourage faculty productivity among both tenure-track and academic general faculty with outstanding teaching and/or engagement records.

Other professorships

The above list of professorships is not exhaustive. Other professorships, including visiting professorships, are possible at the dean's discretion as long as they are compliant with PROV-034, UVA policy on endowed professorships, and the terms of the gift agreement. In all cases, appointments will not be based on seniority but on productivity and potential contribution to the Batten School's research, teaching, and engagement missions. Accomplishments may include contributions to diversity, equity, and inclusion.

Identification and Selection:

Nominations for prospective chairholders may originate with either the Batten School dean or the school's endowed chairholders, or may be coupled with an external search. Any Batten governing faculty member may suggest potential candidates to these nominators. Following nomination and subsequent evaluation by the committee of endowed chairholders, the dean submits a nomination letter including effective date and term and all supporting materials including the report of the chairholder committee to the provost. If the dean is a nominee, the nomination will be advanced by the provost or another senior faculty member holding an endowed chair.

Upon nomination, the dean asks the candidate to provide a dossier including:

- a) Curriculum vitae,
- b) Three to five scholarly pieces (or substantial evidence of teaching and/or engagement excellence in the case of teaching and engagement professorships).

For renewable term or untermed professorships, the candidate will also provide a list of five potential external distinguished colleagues who may be asked by the dean's office to evaluate the nominee based on their CV. The list should include name, title, employer name, phone number, and e-mail address.

The nominee's supporting materials, including at least three peer review letters from external distinguished colleagues for the case of renewable term or untermed professorships, will be reviewed and evaluated by an endowed chair review committee of no fewer than three faculty members who hold endowed chairs at the University of Virginia. One committee member may be recruited from chairholders at other UVA schools. Although the dean shall aspire for at least one member of the committee to represent the prospective chairholder's discipline or field, the committee shall include at least two members of the Batten School governing faculty. In the event that two or more chairholders of the Batten School governing faculty are unwilling and unable to serve, the dean shall request an exception to policy in writing from the provost's office.

The committee conducts its review and evaluates the nominee in light of the overall goal of the specific chair (if relevant). For distinguished and research professorships, the committee will place a particular emphasis on the nominee's scholarship and contributions to the field; the scholarship should be of exceptional quality and impact, using a variety of relevant indicators. Other secondary factors which may be considered include teaching, engagement, and service. For teaching and engagement professorships, the committee will place a particular emphasis on the nominee's teaching and/or engagement contributions; these activities should be of exceptional quality and impact, with service to UVA and Batten being important secondary factors. The committee sends a written report to the dean outlining the qualifications of the nominee(s) along with its recommendations. Based on these recommendations, the dean makes a recommendation to the provost for recommendation to the Board of Visitors.

Procedures for reviewing appointments of Batten faculty to positional and provostial professorships are subject to relevant provisions above as well as additional provisions specified in PROV-034. University Professorships are governed by PROV-031.

Review and/or Renewal of Appointments to Endowed Professorships:

All faculty in the school are reviewed annually, including those holding endowed chairs. In addition, the holder of a renewable or untermmed professorship is systematically reviewed through a process coordinated by the endowed chair review committee. Prior to the end of the appointment period (for renewable term endowed professorships) or a five-year review period (for untermmed endowed professorships), chairholders up for review will receive notification of review from the dean and should submit a dossier that includes:

- a) Letter from chairholder summarizing progress to date and alignment with the purpose of the chair,
- b) Scholarly work produced during the review period,
- c) When appropriate, documentation of teaching, engagement, and service to the school and university,
- d) Curriculum vitae, and
- e) Annual reports for the period under review.

The committee conducts its review and evaluates the chairholder in light of the overall goals of the specific chair (if relevant). For Distinguished Professorships and Research Professorships, scholarship should be of exceptional quality and impact. Other secondary factors that may be considered include teaching, engagement, and service to UVA and the Batten School, which may be outlined in the gift agreement. For Teaching and Engagement Professorships, teaching and/or engagement activities should be of exceptional quality and impact, with service to UVA and the Batten School being important secondary factors.

The committee sends a written report to the dean outlining the chairholder's accomplishments and standing within their field along with their recommendations. Based on this recommendation, and any additional information the dean deems important, in the case of renewable term professorships the dean may reappoint or not renew the chairholder. In the case of untermmed professorships, the dean may confirm the continuation of the chairholder or follow the process for removal of a faculty member's appointment to an endowed professorship.

Removal of Faculty Member's Appointment to an Endowed Professorship:

Processes and procedures for removal of a faculty member's appointment to an endowed professorship follow PROV-034 exactly:

1. At any time, the dean may initiate a review of a faculty member holding an untermmed endowed professorship appointment or an appointment during a term.
 - a. The dean will notify the faculty member in writing that they will be reviewed, with a brief summary of the rationale for the review. The dean will then request a committee of chairholders conduct a review to ensure the chairholder under review is maintaining performance expectations and adhering to the intent of the professorship as specified by the school and enabling language.
 - b. The faculty member will have ten (10) working days to submit materials to the committee for consideration. The committee will provide written recommendations to the dean.
 - c. Before removal of an appointment, and after informing the provost, the dean must provide written notice of intent to the chairholder stating the reasons for removal and provide the faculty member with an opportunity to respond in writing within sixty (60) days of receiving the written notice. The dean, in consultation with the committee, shall carefully consider any response provided by the faculty member and inform the faculty member in writing of the dean's decision within ten (10) working days.
 - d. If the faculty member believes that the removal is not appropriate, the faculty member has thirty (30) days after receiving the dean's final decision to appeal to the provost. The provost's decision is final.

A candidate shall always be recused from a committee of chairholders if it is considering his or her own review.

Voluntary Relinquishment:

A chairholder may voluntarily relinquish his or her chair at any time and for any reason by submitting his or her intention in writing to the dean.

Endowed Chair Support Funds Guidelines:

A chairholder must maintain full-time employment status at least one semester of the academic year to be eligible to receive research support. If granted half-time educational leave for an academic year or one semester of educational leave the chairholder will remain eligible. A chairholder who takes a year (or more) of leave without pay will not receive chair-related support during that leave.

Unexpended budget balances at the end of the fiscal year will carry forward to the next year, provided the faculty member remains in the endowed professorship. Balances may not be carried forward for more than three years, unless approved by the dean.

Upon approval by the dean, chairholders may expend funds from the budget allocation for the following fiscal year. Outstanding encumbrances at the end of the fiscal year must be paid from the budget

allocation for the subsequent year. If the chairholder vacates the chair with outstanding expenses, the school will cover the deficit upon approval of the dean.

Chair support funds must be used before the chairholder vacates the chair. If a balance remains upon the vacancy, these funds will revert to the endowment. It is the chairholder's responsibility to expend research support funds prior to vacating the chair.

Unexpended chair support funds will remain available to retired professors for two years after retirement to support ongoing projects. For these purposes, a retiring chair is strictly defined as a professor retiring from employment at the University while appointed to an endowed professorship, and who is appointed to emeritus professor status at retirement.

Benefits associated with endowed professorships are established by the dean and the associated gift agreements, but may include:

1. Up to 3/9ths 'summer salary' to be drawn at the discretion of the chairholder as salary or research funds in line with school compensation and research policies.
2. Chairholders will accrue leave credit at the rate of one course release for every five semesters of teaching and school service.
3. Chairholders may exercise accrued leave at their discretion, consistent with Batten School leave policy.

Account amounts needed to establish endowed professorships:

Establishment of endowed professorships is subject to Board of Visitors approval and must be consistent with university policy including EXT-009: Establishment of Funds from Gifts.