Purpose

The Gordon Ford College of Business at Western Kentucky University seeks to attract and retain prospective faculty members who demonstrate outstanding achievement through their teaching, research and service in their respective fields. Ordinarily, these forms of recognition are supported by an endowed fund established by a private donor through the Western Kentucky University Foundation. The recognition consists of a title awarded to the recipient and may also result in a stipend supporting or supplementing the recipient’s salary, plus a discretionary budget to support the mission of the professorship. Additional financial support for the recipients’ professional development may also be provided as well as funds used to support other college and departmental initiatives including, but not limited to, academic centers, student learning, special programs, invited lecturers, faculty development activities, or other advancements in the academic and outside community. This policy seeks to clarify expectations and outline basic criteria and processes associated with appointments of faculty to endowed professorships.

General Criteria

- All existing policies concerning tenure and promotion must be followed.

- Candidates for endowed professorships are expected to have or are progressing toward a national or international reputation of excellence as recognized by those in the relevant discipline or profession. It should be clearly understood that the expectations of endowed professors in terms of quality of performance outcomes should exceed those of regular faculty members at the same rank. The specific performance outcomes relevant for a given professorship will be determined by the nature of the professorship and will be established at the start of the appointment or at the time of appointment renewal.

- Nominees or candidates shall have an established record of excellence in teaching and/or commitment to excellence in undergraduate or graduate education.

- Prospective candidates for professorships shall have an established record of scholarship or creative endeavors relevant to their respective discipline or profession.

Candidates must have a genuine interest in sharing their knowledge and expertise with students, colleagues, or the public in general through consultation, mentoring, and/or the

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1 Approved by the Gordon Ford Administrative Council on November 29, 2007, to be effective July 1, 2008.
delivery of lectures, symposiums, or workshops. It is also expected that candidates are willing to support academic and educational goals and plans of the department and college upon acceptance of an appointment to an endowed professorship.

- In selecting a candidate, teaching ability, scholarly activity, character, dedication, effective communication, potential contributions and best interests of the college, department, and university shall be taken into consideration.

- Nominees shall demonstrate some breadth of interest in activities in other disciplines related to their own and the desire to participate in college, university, and community affairs generally.

- Individuals are appointed and/or reappointed to professorships for a specific term. While those individuals appointed may be awarded tenure, the professorship appointment does not carry tenure with the titled appointment.

- Individuals appointed to professorships may elect to discontinue their appointment and transition to regular faculty status provided that they give notice of their intentions to the dean in writing no less than one year prior to the date of transition.

- It is expected that candidates will be able to demonstrate the highest levels of ethical and professional behavior in their professional and personal lives.

- Should it be determined that the expected high levels of ethical and professional behavior by the endowed professor have been compromised, the dean will immediately appoint a review committee to determine if sufficient evidence exists that supports the immediate removal of the individual from the professorship.

- A visiting scholar may serve as an endowed professor if he or she is (1) participating in a planned academic program, (2) serving a special purpose for the academic program, and (3) recognized for teaching excellence.

Specific Criteria & Guidelines

- Nominees may be selected from current university faculty or from other institutions, agencies, organizations or careers. The same high standards should be adhered to for internal or external nominees or candidates. An appointment is not made merely as a reward for long service, however devoted.

- Professorships appointments restricted to a department, school, or unit in the Gordon Ford College must meet the same general standards set for all named and endowed university professorships.

- All nominees will be considered without regard to race, religion, creed, color, age, disability status, sexual orientation, or national origin.
- Reappointment to an endowed professorship is permitted upon a favorable review and recommendation from the review process.

- Normally, viable candidates should be eligible for appointment at the rank of associate or full professor. However, an individual without a terminal degree in an academic discipline may be appointed if outstanding professional qualifications and experience warrant the appointment.

- There is no appeal of appointments or reappointments to endowed professorships. The decision of the dean on all appointments and reappointments are final.

**Initial Appointment Process**

- All university personnel policies shall be followed in advertising, recruiting, interviewing and selecting candidates for endowed chairs or professorships.

- The dean shall appoint a five-person appointment review committee to include an associate dean who serves as committee chair and votes only in the case of a tie, a current endowed professor from an outside discipline department, and a department chair from an outside discipline department, and two tenured professors, who may include the department chair, from the position discipline in the Gordon Ford College. This committee is expected to secure a recommendation from the discipline department search committee prior to forwarding a recommendation to the discipline department chair and dean for appointment or non-appointment.

- Each nominee or candidate shall have a current resume, three letters of recommendation, and a written statement describing how the candidate meets the criteria for appointment, including a record of teaching and research effectiveness. The documentation submitted with the application should include the recognition by professional peers and an appreciation by the current employing institution.

- Professional duties and assignments for teaching, research, student engagement activities, service to the college, and responsibilities to the university and the larger community shall be determined in advance of the appointment. Normally the teaching load will be six semester hours per term or twelve semester hours for the academic year. However, endowed professors may request a higher teaching load and/or participate in off-load teaching assignments. As part of the annual evaluation processes of the department and college, endowed professors are expected to submit a professional development plan each year to the discipline department chair and dean by January 1. Endowed professors must also provide an annual report of accomplishments of the previous year to the discipline department chair, dean, and donor (with coordination through the director of
development) by February 1 in each year of the appointment. Discipline department chairs will recommend the duties and assignments of the endowed professor with approval required from the dean.

- Appointments to endowed professors are for a fixed term of four academic years. Depending upon the individual department or unit and restrictions placed upon the endowment, reappointment may be permitted upon favorable review and recommendation for a subsequent term. Although there is no limit to the number of terms an endowed professor may serve, reappointment will depend not only on individual performance, but on available resources and the future needs of the department and college.

- Individuals holding endowed professorship appointments shall be eligible for university awards. However, it is expected that exemplary performance must be demonstrated by endowed professors to be competitive for these awards since their support system and remuneration are superior to regularly appointed faculty members. Individuals holding endowed professorships are not eligible for a GFCB Summer Research Grant.

**Appointment Review Process**

- Endowed professors may be reappointed upon successful review and recommendation. Such review would normally include a report of the contributions made by the individual including scholarship, engagement, and mentoring activities, or other accomplishments relevant to the spirit of the endowment. However, restrictions in the endowment may limit reappointment or other terms of the appointment.

- The dean shall appoint a five-person appointment or review committee to include an associate dean who serves as committee chair and votes only in the case of a tie, a current endowed professor from on outside discipline department, a department chair from an outside discipline department, and two tenured professors, who may include the department chair, from the position discipline in the Gordon Ford College. This committee is expected to secure input from relevant faculty, students, and other interested stakeholders prior to forwarding a recommendation to the discipline department chair and dean for reappointment or non-appointment.

- Term review shall be initiated by the dean during the final academic year of the appointment, unless the endowed professor does not seek reappointment or is retiring. The dean shall appoint a review committee to conduct the review. This review shall be completed no later than December 1 of the final academic year of the endowed professorship appointment.
• Any revisions in terms of the professorship agreement shall only be made prior to the reappointment of candidates for subsequent terms.

• Individuals who are currently appointed as endowed professors at the time of retirement are eligible to use the appropriate endowed professor title upon approval of the President and Board of Regents. There is no stipend provided for emeritus status professorships.

• Holders of endowed professorships automatically terminate the remainder of their term immediately upon retirement or resignation from the university.

Development for Endowed Professorships

All stakeholders of the Gordon Ford College of Business are encouraged to identify opportunities for establishing endowed professorships. Coordination of efforts among the dean, department chairs or directors, and the college development director is necessary to maximize potential future gifts, to facilitate stewardship of such gifts, and to implement recognition programs for donors and recipients of endowed professorships. Prior dean approval of developmental initiatives is important to ensure that all such effort is consistent with current priorities and development activities and supports the mission and strategic plan of the Gordon Ford College.

Individuals seeking gifts may pursue endowments in cooperation with the dean and development office by:

• Developing a description of the nature, activities, and funding requirements of the proposed endowed professorship.

• Explicitly describing how the endowed professorship initiative supports the mission and strategic plan of the Gordon Ford College.

• Providing input into an assessment of the current and future fund-raising potential of the endowed professorship initiative.

• Assisting the development director with the creation of a development plan for the fund-raising effort.

• Creating alternatives for use of the funds should the requested funding level not be achieved.

All prospective donor contacts and resulting agreements, gifts, and contributions must be coordinated with the development director of the Gordon Ford College of Business.