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## Procedure Summary

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This procedure provides Texas A&M University-Central Texas with procedures for the acceptance and naming of University Endowed Chairs, Professorships, Faculty Fellowships, and Faculty Scholars.

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## Procedure

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### 1. ACADEMIC ENDOWMENTS

Endowed chairs, professorships fellowships, and scholars are honorary appointments that acknowledge and recognize distinguished academic achievement and provide a valuable tool to recruit and retain exceptional faculty. They strengthen the University's foundation of academic excellence through expanding opportunities for exceptional faculty members by providing additional resources for teaching, scholarship, service and professional development. Funds generated from the endowment allow the University to encourage scholarship while enhancing program growth and development in accordance with terms of the initial gift and charter of the endowment and other University rules and standard administrative procedures.

#### 1.1 The minimum funding levels of academic endowments are as follows:

Endowed Chair. An Endowed Chair is established when \$1,000,000 or more has been placed in an endowment that provides in perpetuity the annual funds needed for support of the position of Endowed Chair.

Endowed Professorship. An Endowed Professorship is established when \$300,000 or more has been placed in an endowment that provides in perpetuity the annual funds needed for support of the position of Endowed Professorship.

Endowed Faculty Fellow. A Faculty Fellow is established when a minimum of \$100,000 or more has been placed in an endowment that provides in perpetuity the annual funds needed for support of the position of Faculty Fellow.

Endowed Faculty Scholar. An Endowed Faculty Scholar is established when a minimum of \$10,000 or more has been placed in an endowment that provides in perpetuity funds to support the scholarship of a Faculty Scholar.

## 2. PROCEDURES

- 2.1 The Texas A&M University System (A&M System) Policy *21.05 Gifts, Donations, Grants and Endowments* requires the University to obtain A&M System approval for certain types and levels of endowments prior to acceptance of the gift. The University must submit a complete and accurate Request for Authority to Accept Cash Gifts \$1,000,000 or Greater form (available through the A&M System Office of Budgets & Accounting) with detailed supporting information that is required to substantiate approval of the gift. The request must include copies of any supporting documentation related to the transaction and should be recommended, by signature, by the University chief financial officer (CFO) and chief executive officer (CEO). The signed and completed request form and supporting documentation is forwarded to the A&M System Office of Budgets and Accounting for routing and processing within the A&M System Offices.
- 2.2 The Provost/Vice President for Academic and Student Affairs (VPASA) recommends the appointment and length of term for each position to the President of the University. The Provost/VPASA is responsible for ensuring the endowment funds are expended in accordance with the terms of the endowment. The Provost/VPASA provides an annual report to the A&M-Central Texas Foundation Board and to the donor outlining university and scholarly accomplishments for the past fiscal year as a result of the funding received from the endowment. The letter should include research undertaken, participation in professional conferences and forums, honors, publications, etc. as these relate to the stated purpose of the endowment.
- 2.3 Academic Endowments must be utilized for the purpose designated by the donor. The academic discipline area for each endowment must be in conjunction with the mission of the University and the academic master plan. The discipline should be broad enough to allow new research directions and to ensure as broad a candidate pool as possible. Income from an endowment may be used for salary, stipends, graduate assistants, support staff, startup costs, supplies, travel, publishing expenses, and other items needed to support the work of the faculty scholar as specified in the donor agreement.

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### **Related Statutes, Policies, or Requirements**

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[System Policy 21.05 Gifts, Donations, Grants, and Endowments.](#)

[System Regulation 21.05.01 Gifts, Donations, Grants, and Endowments.](#)

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### **Contact Office**

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