

<b>Name of Process:</b>	Named Professors and Named Chairs appointment		
<b>Created By:</b>	Office of the Provost	<b>Last Updated By:</b>	K. Sanford
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<b>Related Policies and Procedures:</b>	<p>Faculty Handbook</p> <p>College-specific processes for appointing faculty into named professor/chair positions.</p>		
<b>Process Purpose:</b>	<p>Named Professorships/Chairs are awarded to exceptional faculty during hiring and for recognition and retention purposes. They can take effect at any time of the year and can have career-lifetime or limited terms. Most come with a stipend and/or scholarship support benefit. If a faculty member is granted emerita/us status upon retirement, they retain their named professor status, with the addition of “Emeritus/Emerita” as part of the title, e.g. the Unidel John Smith Chair Emeritus of Health Sciences.</p> <p>The purpose of this Named Professors and Named Chairs appointment Process is to outline the steps by which faculty are appointed into named professors and chairs appointments, including review and approval by the Provost and President, preparation of the appointment letter, and notification of the Board of Trustees.</p>		
<b>Process Definitions:</b>	<p><b>Term appointment:</b> An appointment to a named professor/chair position that is time bound, often for five years. In some cases, renewal of appointment is permitted. Appointments can be term limited based on donor restrictions or college guidance.</p> <p><b>Life appointment:</b> An appointment to a named professor/chair position that is not time bound and will be held by the individual for the duration of that faculty member’s tenure at the University of Delaware.</p> <p><b>Scholarly support:</b> Funds that are made available to the faculty member for research and scholarship purposes. That faculty member is authorized to direct the use of those funds.</p> <p><b>Salary support:</b> Funds that are distributed directly to the faculty member as salary earnings. Salary support can be given as supplemental income or as an adjustment to base income. Supplemental income will cease with the conclusion of the appointment, whereas adjustment to base income will not cease with the conclusion of the appointment and is taken into account when merit and cost of living adjustment pay is calculated.</p>		

1. Deans may make nominations via the Google form found on the Office of the Provost website, to include:
  - a. a memo addressed to Provost and President that includes why the person should receive the appointment and who has made the nomination
  - b. the terms of the appointment

- i. term or life appointment
      - 1. if a term appointment, the length of time of the term
    - ii. \$ amounts of scholarly support, if applicable, and salary support, if applicable. If salary support is given, is the salary a change to the individuals' base pay or it is a supplemental support
    - iii. Start date for the appointment
  - c. A CV for the candidate
- 2. Office of the Provost staff will confirm availability of the line, funding, and restrictions.
  - a. Note that if restrictions have been applied by the donor, any proposed changes to those restrictions require approval by the donor, and require review by the Provost in advance. This includes changes to the restrictions set forth for Unidel professorships.
- 3. Upon Provost approval, he/she sends the nomination to the President for approval.
- 4. Upon President approval, Provost will communicate approvals back to the Dean.
- 5. When approved, Office of the Provost staff generate the appointment letter. If the appointment is being given to a new hire, best practice is to issue a separate letter for the named professor appointment from the letter outlining the terms of employment.
- 6. Draft letter will be shared with the dean and/or designee to confirm terms of the appointment. Once the letter is approved, Office of the Provost staff will obtain signatures.
- 7. Signed letter will be shared with the dean and/or designee to officially present to the faculty member. The hard copy of the letter will be mailed either to the dean, the dean's designee, or the newly appointed faculty member.
- 8. Board of Trustees Committee on Academic Affairs will be informed of the appointment at their subsequent meeting. The Office of the Provost will be responsible for including the appointment in their board materials.