

Virginia Commonwealth University School of Medicine
Endowed Chairs and Professorships
Guidelines for Review

The School of Medicine enjoys private endowment resources to support the work of its faculty. These endowments are intended to assist faculty in pursuing excellence in scholarly efforts in the School that otherwise may not be possible. Endowments are also used to attract, recruit, reward and retain outstanding faculty who have distinguished themselves through their teaching, research, scholarship, service, creativity and innovations.

All endowed Chairs/Professorships in the School of Medicine shall follow these guidelines.

I. Types of Endowed Appointments

The University recognizes the following appointment categories for private endowed support: Endowed Chair, Endowed Distinguished Professorship, and Endowed Professorship. The University Policy that governs these appointments can be viewed at:

<http://www.assurance.vcu.edu/Policy%20Library/University%20Policy%20Private%20Support%20for%20Endowed%20Chairs%20&%20Professorships.pdf>

II. Appointment Criteria

Consistent with University Policy, Section 3.2, “The appointee of an Endowed Chair must be a Full Professor, while appointees to Professorships must be at least an Associate Professor. Exceptions to these academic rank requirements may be recommended by the Provost or Vice President for Health Sciences”. Exceptions include endowments established for career development open to any

academic rank. The appointees must have outstanding achievement in areas of research, scholarship, teaching, clinical practice, service in their field or other areas consistent with the intent of the endowed position, goals of the University and School, and whose contributions are recognized nationally and/or internationally. Appointees must also have a track record of commitment to students and trainees, and participation in School and University affairs. The letter of appointment must outline the expected performance criteria upon which the merit review will focus.

III. Terms of Appointment

Appointments to an endowed Chair/Professorships are made for five years, with renewal of the appointment contingent upon the incumbent's academic leadership, scholarly productivity, and initiative consistent with goals of the appointment as described under Section V. The holder shall have a record of outstanding achievement appropriate to the discipline as a teacher, scholar or practitioner, and exemplary professional citizenship. The appointment letter should delineate performance criteria. Upon changes in employment status, and/or retirement, the appointment terminates.

IV. Appointment Approval Process

a. Nominations

Nomination may be made by self, department chair or by any faculty member in the School. Attendant to the University Policy, Section 3.0, the dean will “work with the department chair and appoint a search committee or use existing standing school/department search committees if appropriate” for the selection. The Dean makes the appointment following completion of the approval process.

b. Nomination Portfolios

Each portfolio shall contain a University Cover Memo with signature page, a copy of Endowment Agreement/Will or other documentation that created the endowment, statement from Medical College of Virginia Foundation of current market value of endowment, the department chair's letter of recommendation, Curriculum Vitae of nominee and letters of recommendation/evaluation of nominee from internal and external evaluators.

The Portfolio is forwarded to the Office of Faculty Affairs, and on to the School's Standing Committee. The Standing Committee submits a letter of recommendation to the Dean. The Dean's recommendation and Portfolio are forwarded to the Vice President of Health Sciences, University Committee, and the President of the University.

V. Review and Reappointment

Appointees to endowed Chairs/Professorships shall be reviewed formally every 5 years per the University Policy on Private Support for Endowed Chairs and Professorships Section 3.4. The process shall be as outlined below:

The review will be two tiered, at the department and Dean's level. The first phase of review is conducted by a department chair appointed review committee, consisting of three-tenured/collateral faculty, at the rank of Professor, from the incumbent's department. The incumbent is expected to demonstrate outstanding performance and effectiveness consistent with the School's objectives to include active research, securing external grants and contracts, mentoring and assisting in the development of junior faculty, participation and support of undergraduate, graduate and graduate medical

education programs, contributing to the building of teams for research and/or clinical practice and the quality of leadership provided to the department and University. This review should also communicate how the endowment has been used with respect to the performance criteria outlined in the letter of appointment. Tier II consists of a committee consisting of an academic outside the school, two endowed chairs/professors from the school, and a non-voting faculty representative from the dean's office.

Upon receiving the evaluations from both committees, the Dean will submit a summary of the evaluations and a recommendation to the Vice President for Health Sciences.

VI. Revocation of an Endowed Appointment

An endowed appointment can be revoked at any time in cases of personal or professional misconduct, failure to adhere to standards for research, scholarly work, teaching, service, clinical practice, and in the case of conduct inconsistent with the intent of the endowment and/or institution.

VII. Annual Reporting

Incumbents of endowed positions should receive feedback concerning their performance with respect to endowment criteria during their Annual Performance Review. Incumbents are also expected to participate in stewardship activities as requested by the MCV Foundation.