

**Appointment and Review of Endowed Chairs and Eminent Scholars
Curry School of Education
Guidelines**

Owner:	Dean: Robert Pianta		
Effective:	1/1/2016	Date of Next Review:	
Related Policies:	http://provost.virginia.edu/chairholder-policy		
Related Procedures:			
Purpose:	<p>The Curry School of Education recognizes accomplishment of senior scholars through the awarding of endowed chaired and eminent scholar professorships. As per the Provost's policy statement on Endowed Chairs (see below) these prestigious honors are awarded to a University faculty member who has achieved the highest level of performance and recognition. This policy outlines the process for appointment, review, and reappointment for all chaired professorships, both on-going and term-limited.</p> <p>http://provost.virginia.edu/chairholder-policy</p>		
Scope (Applies to):	Teaching and Research Faculty who have attained the rank of at least associate professor and are eligible per the donor language and University Policy for appointment to a chaired professorship.		
Definitions:	<p><i>Endowed Chairs:</i> A named professorship established for scholars who are full or associate professors at the University of Virginia provided to supplement state-funded salary and to recognize excellence in a school or field of study.</p> <p><i>Eminent Scholars Chairs:</i> Named endowed professorships recognized by the State Council of Higher Education's Eminent Scholars Program.</p>		
Policy Statement:	Curry chaired professorships are held by the most accomplished and highest level of consistently performing scholars. Faculty appointed to chaired professorships undergo a rigorous review and appointment procedure consistent with University policy. All non-rotating chaired appointments are for five year renewable terms. The length of rotating chairs is determined by the enabling language. Every five years the holder of the endowed chair is reviewed. The chair holder prepares a dossier, as described below, and submits this to the dean for review.		

Procedures:	<p>Chaired Professorship Review Committee:</p> <p>All chair holders in the Curry School serve on the Endowed Chair Review Committee and identify a member to serve as the Chairperson of this committee. The committee is responsible for reviewing all chair appointments and reappointments to ensure on-going excellence in the accomplishments of chair holders.</p> <p>Nomination Process for Chaired Appointments:</p> <p>In most cases, the current Dean is the nominator; if the current Dean is the nominee, then another senior faculty holding an endowed chair makes the nomination.</p> <p>Upon nomination, the Dean asks the candidate to provide a dossier including:</p> <ul style="list-style-type: none"> a) Curriculum vitae, b) Three to five scholarly products, and c) A list of five potential external distinguished colleagues who will be asked by the Dean's Office to evaluate the nominee based on his/her CV. The list should include name, title, employer name, phone number, and e-mail address. <p>The committee reviews nominees for all chairs, including new and rotating chairs. The nominee's dossier includes the documents submitted by the nominee, the nomination letter, and at least three peer review letters from external distinguished colleagues, requested and provided by the Dean to the committee.</p> <p>The committee conducts its review and evaluates the nominee in light of the overall goal of the specific chair (if relevant) with 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 and service to UVA and the Curry School. The committee sends a written report to the Department Chairperson and Dean outlining the qualifications of the nominee(s) along with its recommendations. The Department Chairperson provides an endorsement or non-endorsement of the nominee to the Dean. If the nominee is a Department Chairperson, then the Associate Dean for Research & Faculty Development provides the endorsement or non-endorsement of the nominee to the Dean. Based on these recommendations, the Dean makes the final Curry recommendation to the Provost for final recommendation to the Board of Visitors.</p> <p>Review and/or Renewal of Chaired Professorships:</p> <p>All faculty are reviewed annually, including those holding endowed chairs. In addition, every five years the holder of a chair is reviewed through a process coordinated by the Endowed Chair Review Committee. Prior to the end of the</p>
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appointment period (for rotating chairs) or the five-year review period (for non-term chairs) chair holders up for review will receive notification of review from the dean and should submit a dossier that includes:

- a) Letter from chair holder summarizing progress to date (with a particular emphasis on scholarship and contributions to the field) and alignment with the purpose of the chair,
- b) Three to five scholarly products,
- d) Curriculum vitae, and
- e) Annual reports for the last two years.

The committee conducts its review and evaluates the chair holder in light of the overall goal of the specific chair (if relevant) with a particular emphasis on the chair holder's scholarship and contributions to the field; the scholarship should be of exceptional quality and exceptional impact. Other secondary factors that may be considered include teaching and service to UVA and the Curry School.

The committee sends a written report to the Dean outlining the qualifications of the nominee(s) along with their recommendations. The Department Chairperson also provides an endorsement or non-endorsement of the chair holder to the Dean. If the chair holder is a Department Chairperson, then the Associate Dean for Research & Faculty Development provides the endorsement or non-endorsement of the nominee to the Dean. Based on these recommendations, and any additional information the Dean deems important, the Dean makes the final recommendation to the Provost regarding the reappointment (in the case of rotating) or continuation (in the case of non-rotating) of the chair.

When a person on the committee is under review, the candidate is recused from the committee as it relates to his or her own review.

Appointment and Reappointment Documentation and Communication:

Upon approval by the Board of Visitors of the original appointment, the Dean provides written notification of the appointment and the associated terms. Professorships will be awarded with five year terms. The exact dates of the term for a professorship will be specified in writing at the time of appointment along with notice that renewal is contingent upon successful completion of a formal report and review. Terms must be consistent with donor language if specified.

Faculty reappointed to chairs or those who have undergone and completed a successful review will receive written notification from the Dean of that outcome, including reappointment and any associated terms.

Removal for Cause and Notification:

A faculty member may be removed from a chaired professorship for:

- 1) Failure to adhere to the intent of the professorship.
- 2) Failure to meet the standards for the highest levels of performance as outlined in the Curry Policy on Load Planning and criteria established by the Curry Benchmarking Guide.

The Dean has the discretion to request review of a chair holder's work at any time to determine if performance is consistent with the aforementioned Curry standards and/or the enabling language. The review will follow the standard reappointment review process as outlined above.

If the Dean decides not to recommend reappointment, the Provost Office will be advised of the decision and the facts supporting the removal recommendation. The Provost will review the recommendation, conferring with the Dean as necessary. Once a decision is made, the chair holder and his or her department chair will be notified in writing of such decision.

Voluntary Relinquishment:

A chair holder may voluntarily relinquish his/her chair at any time and for any reason by submitting his/her intention in writing to the Dean.

Curry School Chair Support Funds Guidelines:

A chair holder 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 chair holder will remain eligible.

Unexpended budget balances at the end of the fiscal year will carry forward to the new year, provided the professor remains in the chaired professorship. Balances may not be carried forward for more than three years, unless approved by the Dean.

Outstanding encumbrances at the end of the fiscal year must be paid from the budget allocation for the subsequent year. If the chair holder vacates the chair with outstanding expenses, the department must cover the deficit.

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

EXCEPTION: Unexpended chair support funds will remain available to retired professors for one year after retirement to support ongoing projects. A retiring chair is strictly defined as a professor retiring from employment at the University while appointed to a chaired professorship, and who is appointed emeritus at the time of retirement.

	<p>Expenditure Limitations:</p> <p>Funds allocated under this program may be used for wages. With the Dean's approval, these funds could be used to support the salary of persons filling established faculty or staff positions (i.e., buy-out).</p> <p>Funds must be used solely in support of research or to support the scholarly work of the chair holder. The awards provided to chair holders may not be used to support purely social functions. Equipment purchased from the research support funds remains the property of the University of Virginia.</p> <p>If a professor holds more than one Chair, s/he is only entitled to one research support fund.</p>
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