

Endowed Chair Review Guide

In accordance with Academic Personnel Manual 191 (<https://aadoocs.ucdavis.edu/policies/apm/apm-191.pdf>) and local UCD 191 (<http://manuals.ucdavis.edu/APM/191.htm>), endowed chair holders are to be reviewed during the final period of the specified end date of the current appointment, or in the fifth year of the current period during which a review has not taken place, whichever is sooner. The Office of Academic Personnel tracks endowed chair review dates and initiates this review process. It is the policy of Academic Personnel to begin the review approximately 9 months prior to the current end date to insure timely notice of the decision to reappoint or not to reappoint.

Apart from the Associate Vice Chancellor for Academic Personnel and the endowed chair holder's home department, the confidential review committee constitutes the main advisory body for endowed chair appointment renewals. To populate the committee, the Associate Vice Chancellor for Academic Personnel submits a list of suggested names to the Vice Provost of Academic Personnel for review and approval. Using the suggested committee list as a guide, the Vice Provost then constitutes the committee. Once the committee is established, the Office of Academic Personnel sends out solicitation letters to the proposed committee members, providing them with a copy of the endowed chair mission along with a description of the evaluation process.

On behalf of the Associate Vice Chancellor for Academic Personnel, the Office of Academic Personnel notifies the department chair of the impending review and begins soliciting letters from various constituents, urging the various evaluators to emphasize the following areas of accomplishment in their comments:

- The degree to which activities specific to the endowed chair as designated by the donor and approved by the University as well as goals to which the endowed chair holder committed, were fulfilled.
- The activities of the chair holder in support of the teaching and research/creative activities of the department and campus.
- The quality of the intellectual leadership provided to the department and campus by the chair holder.
- The degree of enhancement of the academic life on campus as a whole.
- The progress of the chair holder in scholarly activities, teaching, and University and public service as expected for faculty at the same academic rank.

The home department invites the chair holder to write a personal statement addressing the individual topics above. The individual chair holder should also provide in his/her letter:

- A description of the accomplishments achieved during the current review period and the chair holder's near-term goals during the next review period should reappointment occur.
- A summary of the use of funds during the current review period and a financial prospectus of the Chairship and planned funding use for the next review period.

Additionally, the chair holder's home department chair is required to write a letter on behalf of the department addressing the topics above. The department letter should also include the following:

- A summary of departmental consultation and vote
- A recommendation on reappointment

The Office of Academic Personnel also invites all faculty within the chair holder's home department to comment on areas of personal knowledge as well, with particular emphasis on first-hand knowledge which address the previously listed areas of emphasis.

Extramural letters are optional, but will be solicited upon request for endowed chair renewals in the same manner as with a faculty promotion. The endowed chair holder is invited to submit names of external reviewers to augment the external reviewer list of the department chair. External letters are solicited by the home department, and are submitted to the Office of Academic Personnel in conjunction with the departmental review letter and other supporting documentation.

If applicable, the Director of a Center associated with the endowed chair is also invited to write a letter addressing the particular areas of interest as outlined above.

When submitting the renewal packet to the Office of Academic Personnel, the following materials are required:

- A signed Candidate's Disclosure Statement
- The extramural letters, stamped "CONFIDENTIAL".
 - Submit an example of the solicitation letter with list of all referees, including academic title and expertise of each referee. (sample letter attached)
 - This list should identify those nominated by the candidate and by the department.
- List of all student evaluations submitted
- Teaching, Advising, and Curricular Development Record
- List of Service Activities
- Complete list of publications
 - indicate with an asterisk (*) those publications for which reprints are attached
 - In-Press items must have letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Place acceptance letters or emails behind the in-press list in the dossier. The term in-press designates works that have been accepted for publication without revisions. Book contracts are not considered as "in-press"
 - Explanation of joint-authored works including roles of authors and significance of research.

The dossier must be submitted to the Academic Personnel Office no later than August 31st of the last academic year of the current appointment period. Once the dossier is received from the department, the Academic Personnel Analyst will assemble the packet for the committee. The Associate Vice Chancellor for Academic Personnel attends the first fifteen minutes of first meeting to give the committee their charge.

Upon receipt of the review committee's recommendation, the Office of Academic Personnel, the Associate Vice Chancellor summarizes all materials and presents the case to the School of Medicine Dean. The Dean reviews the materials and, once a decision is reached, a letter is submitted by the Dean and AVC the Chancellor recommending either reappointment to a new term (for up to a maximum of five years) or informing the Chancellor of the recommendation for non-renewal.

The Dean and Associate Vice Chancellor's recommendation along with the entire case is then forwarded to the Chancellor for final decision.

Please feel free to contact Lisa Reevesman at lareevesman@ucdavis.edu if there are any questions.