



Procedure Governing Appointments or Re-Appointments of Endowed Chairs and Distinguished Professorships

This document refers to appointments or re-appointments of Endowed Chairs or Distinguished Professorships already established at Cleveland State University and relates to faculty members who are already employed at the University. The appointment of a faculty member to Endowed Chair or Distinguished Professorship at Cleveland State University constitutes the highest honor that can be accorded to a member of the professoriate. The availability of such positions is dependent upon external support.

Qualifications

Eligible faculty are, in general, full professors who have reached eminence in a field of study that reflects outstanding contributions to a discipline and a level of productivity that has been demonstrated for an extended period of time. National and, where appropriate, international recognition in a field is expected.

Materials Required for Consideration

The supporting dossier must include:

1. A cover letter from the relevant dean making the nomination for appointment or re-appointment. This letter should set forth the record of achievements upon which the nomination is based and indicate that there has been appropriate faculty consultation in the nomination process.
2. The nominee's current curriculum vitae.
3. Narrative statement of qualifications and supporting documentation.
4. The list of at least five (5) external reviewers.

Appointment or Renewal

1. Appointments and re-appointments to endowed chair or distinguished professorship are made by the Provost on the recommendation of the faculty member's college dean and an ad hoc Review Committee of five full professors appointed by the Provost, normally at least three of whom are from the faculty member's college. Other arrangements may apply if specified by the guidelines agreed between the Donor and the University.
2. Generally, each appointment is limited to the college, school or department in which the faculty member holds tenure, unless otherwise dictated by the research and/or mission and scope of the position, and agreed by the Provost.
3. Appointments or renewals should be granted for a period of five years, unless otherwise specified by the guidelines agreed between the Donor and the University. Endowed administrative chairs (*i.e.*, an endowed deanship or an endowed department chair) are awarded *ex officio* to the incumbent in an administrative post. Endowment directed to the specific faculty member named in endowment agreement is perpetual, as long as the honored faculty member remains at the University.
4. Except in cases where the appointment carries a 51 percent or more administrative assignment, appointees will belong to the AAUP faculty bargaining unit, and will have full membership rights in the bargaining unit of their department or primary department. However, appointment and re-appointment decisions are not grievable.
5. The advancement to this prestigious appointment will not alter the manner in which salaries, teaching assignments and academic matters are determined in the faculty member's department and/or college, unless alterations are required by the agreed upon guidelines.