

Baruch College Endowed Chair Guidelines

I. Chair Responsibilities

While all members of the faculty are expected to demonstrate a standard of excellence in the performance of their various duties at the College, the prestige and perquisites traditionally associated with endowed chairs make a performance of distinction especially incumbent upon those so appointed. Chaired faculty should thus aspire to serve as models of excellence, not only for students and colleagues, but also for the College's external constituents.

II. Establishment of Chair

The establishment of a newly-created chair requires specific approval by the CUNY Board of Trustees. This is achieved through introduction of a specific board resolution, which is reviewed first by the Board Committee on Academic Policy, Programs and Research (CAPPR). The Dean of Faculty and Staff Relations, in consultation with the Provost and the Vice President for College Advancement, will prepare the appropriate resolution.

After approval by the CUNY Board of Trustees, the selection process can only be initiated when there are sufficient endowment funds to supply adequate financing for the position. Such verification of funding requires the approval of the Vice President for Administration and Finance, in consultation with the Vice President for College Advancement. Based on available funding and anticipated market conditions, the Provost, in consultation with the Dean, will determine the appropriate salary range for the position and the amount of support funding to be provided.

Before the recruitment process begins, a job description that clearly defines the nature and purpose of the chair and the chair occupant's work responsibilities will be developed by the Dean and approved by the Provost.

III. Criteria

The following criteria will govern appointment of individuals to endowed chair positions.

1. Endowed chairs and professorships will generally be awarded to tenured faculty at Baruch College. In special circumstances individuals holding the title of Distinguished Lecturer may be appointed to an endowed chair position; in such cases they are, however, precluded from including the term "Professor" in their title. Existing faculty, as well as faculty being recruited for vacant faculty positions, may be considered, subject to the wishes of the individual or organization funding the endowment.

2. Recipients will be selected on the basis of a distinguished and sustained record in the areas of teaching, scholarship, and service. Emphasis will be placed on substantial and continued contributions. The specific emphases between teaching, research, and service can depend upon the nature and purpose of the chair and the specific chair occupant's work responsibilities.
3. No person who is a candidate for an endowed chair may participate in any part of the selection process, and any candidates holding administrative appointments, whose office is a designated part of the selection process, will pass their duties on to the next higher administrator in rank.

IV. External Recruitment

The recruitment of new faculty as endowed chair holders will follow the normal recruitment and P&B guidelines for all faculty positions, with the following additional requirements:

1. Two holders of endowed chairs (or CUNY Distinguished Professors or Baruch Presidential Professors), appointed by the Dean in consultation with the Provost, will be included on the search committee, at least one of which will come from outside of the department in which the appointment will be made.
2. The Dean will be an ex-officio member of the search committee, without vote.
3. All finalists for an endowed chair position will be provided with the approved description of the responsibilities of the endowed chair holder and informed that endowed chair holders are subject to periodic reviews. The Dean will ensure that chair candidates have been informed that (1) continuation as a chair holder is separate from tenure as a member of the faculty, and (2) endowed chair holders are subject to periodic reviews that could possibly remove them from the chair and that a reduction in compensation may accompany this removal.

V. Internal Recruitment

On occasion, such as when prescribed by the funder of the endowment, candidates for the chair may include or be limited to internal candidates. Such cases require the prior approval of the Provost and will be subject to the following procedures.

1. The Dean, after consultation with the Provost, will communicate to all eligible faculty the availability and nature of the endowed chair appointment, including the information provided under section IV.3, encouraging those so interested to apply for the position.
2. The Dean will appoint a faculty committee to review materials for internal candidates, where a majority of the committee members are current chair holders. The dean will be an ex-officio member of the committee, without vote.
3. The Committee's recommendation will be reviewed by the Dean and the Provost, and the final recommendation will be submitted to the President for action.

VI. Application Materials

External applicants will submit the following materials to the Dean for review by the search/selection committee.

1. A current curriculum vitae
2. Representative samples of recent publications, scholarship, and creative works as requested.
3. A statement of professional plans consistent with the purpose and nature of the endowed chair.
4. Copies of recent student evaluations and peer reviews, where available.

After review of the materials, the search/selection committee will interview the most qualified applicants. All finalists should also meet separately with the Dean and the Provost. The Dean, after consultation with the Provost, **may** solicit letters of recommendation assessing the candidate's qualifications for the position. These letters should include an evaluation of the candidate's scholarship, teaching, and service. After the conclusion of the interview process, the committee will forward its recommendation to the Dean and the Provost.. The final recommendation will be communicated to the President by the Dean and Provost. The formal appointment will be accomplished through the normal P&B process.

VII. Periodic Reviews

Periodic reviews will be conducted of the professional activities of endowed chair holders. These reviews are to ensure that chair holders are performing in accordance with the purpose and nature of the chair at a level consistent with general expectations for endowed chairs.

- A. Annual Review.** On an annual basis each chair holder will provide the Dean with a brief report that will (1) record the accomplishments of the chair, (2) explain how funds were spent, (3) list goals and plans for the future, and (4) discuss any concerns related to the role of the endowed chair. This report is due in the Dean's Office by the first work day in October. The Dean will review this report and will notify the chair in writing, prior to the first work day in December, concerning the results of the review, with a copy to the Provost. Copies of the report and the Dean's review will also be provided to the Vice President for College Advancement to serve as the basis for an annual stewardship report to be provided to the funder of the endowment.
- B. Reappointment Review.** The initial appointment of an endowed chair holder will be for a five year period. Prior to reappointment the performance of incumbents of endowed chairs will require a more thorough review. These reviews will be conducted during the fall term of the fifth year of their appointments. Chair holders will be notified in writing of the impending review at the end of the spring term preceding the review. Review materials will be due in the Dean's Office by the first work day in October.

The endowed chair holder will submit the following materials to the Dean for the reappointment review.

1. A summary report documenting the accomplishments of the incumbent in the areas of teaching, scholarship, and service.
2. A current curriculum vitae.
3. Publications, scholarship, and creative works produced during the current term of appointment in the chair as requested by the committee.
4. A statement of future professional plans as they relate to the purpose of the endowed chair.

At the conclusion of the review process, prior to the first work day in December, the Dean will recommend to the Provost reappointment for another five years or termination of the appointment. In the latter case, the incumbent will be notified in writing by the Dean of the reasons for the negative recommendation. Since annual written reviews will have been provided by the Dean at the conclusion of years one, two and three, the reasons for a negative recommendation should be consistent with issues raised in prior reviews, particularly with the review provided at the end of year three.

The Dean's recommendation at the conclusion of a review will be communicated to the Provost, who will then convey it to the President. The incumbent and the Dean will then be notified in writing of the President's decision on the appointment. In the case of a decision not to reappoint, the incumbent will vacate the chair at the end of the spring semester of that academic year.

VIII. Implementation

These guidelines will apply to any new endowed chairs approved by the CUNY Board of Trustees subsequent to February 1, 2006, as well as any existing chairs that are currently unfilled. Furthermore, the annual evaluation process will be introduced for all chair holders, with initial reports due in the 2006-2007 academic year. The reappointment reviews will be implemented for existing chairs on a staggered basis agreed to by the Provost and the Deans.