Endowed Chair and Professorship Guidelines
April 2005 (revised May 2011)

Purpose of Endowed Chairs and Professorships
The purpose of endowed chairs/professorships is to recruit and retain faculty with outstanding scholarly record who will provide scholarship and leadership that enriches their department, the College, and the University.

Qualifications of Endowed Chair and Professorship Candidates
Endowed chair/professorship candidates are expected to have an established record of outstanding intellectual achievement in research and education, as measured by scholarly activity, an international professional reputation, and a demonstrated ability for leadership.

Expectations of Endowed Chair and Professorship Holders
The endowed chair/professorship holder is expected to continue outstanding scholarly activity. This may include scholarship in discovery, integration, application, or teaching. Measurement is based on impact and contribution to the profession and to the holder’s department.

The endowed chair/professorship holder is expected to provide leadership, on an ongoing basis and in the broadest sense possible, throughout his or her term as an endowed chair/professorship holder. Examples of this leadership include the development of multi-investigator programs and multi-disciplinary laboratories, the development of innovative educational programs and curricula, the encouragement of interactions between faculty members in teaching and research, the recruiting and supervision of high-quality graduate and undergraduate students, and the recruiting and mentoring of new faculty members.

Integral to the position are fostering and maintaining extra-departmental collaborations with the College as a whole, the University at large, and external industry and international partners. Through these tasks, the holder will build and/or enhance the reputation of the department, the College, and the University.

The endowed position holder is also expected to operate within his or her department(s) as a regular faculty member. This involves full interaction with other faculty members, a teaching load involving both undergraduate and graduate courses, and responsibilities for student supervision and committee assignments. The endowed chair/professorship holder’s activities, teaching load, other assignments, and any modifications in compensation arrangements will be reviewed annually with the Dean and/or relevant department chair(s), subject to departmental and College policy and existing agreements.

Chair and Professorship Best Practices for Donor Stewardship
Another important responsibility of an endowed professorship or chair is communication with and stewardship of the donor. Meaningful stewardship of chairs and professorships requires a special partnership with College of Engineering advancement staff, and includes three essential components: consistent use of endowment title; informing donors about news regarding appointees and their programs, and creating an annual progress report.
As the holder of a Professorship or Chair, you are asked to do the following:

- **Copy appropriate College of Engineering advancement staff on any correspondence with donors**, to ensure a good record of communication and to avoid duplication.

- **Use your endowment title consistently** (in letterhead, business cards, publications, and directories) including the endowment name with faculty title.
  
  Example:
  
  Richard E. Ladner  
  Professor, Department of Computer Science and Engineering  
  Boeing Professor in Computer Science and Engineering

- **Keep advancement staff posted on news and recognition opportunities.** If you receive significant awards or large grants, are mentioned in the media, or if a press release is written about you, please have your department send a copy of the story or release, or a link to the media source, so that we can inform donors of the news.

- **Notify advancement staff of any opportunities for major donors to visit** your lab, clinic, or teaching facility.

- **Prepare an annual progress report each January.** This one- or two-page document should give donors a brief progress report on the activities in your program. A sample letter and writing guidelines are available on the College of Engineering website in MyCoE. (Go to Faculty Resources, Endowed Chairs & Professorships, Templates & Forms.). Please send your report as an email attachment to esteward@u.washington.edu, or mail to Box 352180, Attention: Donor Relations Manager, College of Engineering.

Thank you for partnering with us to provide meaningful stewardship to our donors. If you have questions, please contact Lisa Schachter, Donor Relations Manager, at 543-6129 or lschacht@uw.edu.

**Budget Information for Endowed Chairs and Professorship Holders**

The Fiscal Business Office housed in the Dean’s office will provide budget numbers and guidelines to holders of endowed chairs and professorships.

**Term of Endowed Chairs and Professorships**

Endowed chairs and professorships are typically appointed for a specific term, subject to an evaluation at intervals of not more than five years. This evaluation is based on the accomplishments of the endowment chair/professorship holder relative to the guidelines listed in this document and any particular guidelines relevant to that specific endowed position. Renewal of the appointment will be based on the guidelines outlined in the specific endowment agreement, on the recommendations of the review committee, and the decision of the Dean and/or relevant department chair. A recommendation for renewal must be well established, based on specific accomplishments relative to the guidelines, with final approval made by the Dean where applicable.