

College of Arts and Sciences Endowed Chair policy September 2020

Overview

Stony Brook University (SBU) and the Stony Brook Foundation (SBF) are committed to the tradition and importance of endowed chairs, including endowed professorships, in recognizing and fostering academic excellence among University faculty. All endowment funds and their payouts are to be used for the enrichment of University programs.

Appointment

FACULTY APPOINTMENT PROCEDURES

The designation of a faculty member for appointment to an endowed chair is made by the College in accordance with the standards and procedures of this policy, and any specific requirements of the endowment gift agreement. Appointments to endowed chairs may be used to recruit or retain outstanding faculty already appointed in the College.

Appointments to endowed chairs are made in accordance with regularly established University procedures for new faculty appointments (see [here](#)).

For faculty already appointed in the College, an ad-hoc appointment committee of three full professors representing departments closely related to the proposed Chair holder's discipline shall be appointed by the CAS Dean to evaluate the merit of eligible full-time tenured faculty. Following this review and upon recommendation of the committee, the CAS Dean will appoint a faculty member.

TERM OF APPOINTMENT

An endowed chair may be filled by one individual for an indefinite period (subject to periodic review) or for a prescribed period, unless otherwise provided in the terms of the gift use agreement. Most commonly, the CAS Dean will consider a term of appointment to be five years that is renewable upon substantive review.

The CAS Dean may decide to reassign an endowed chair in accordance with campus procedures, including consultation with the Provost. In such cases, the Dean or the Dean's designee will provide notification to the current chair holder.

FIVE-YEAR REVIEW PROCESS

The chair holder must undergo a substantive review before the end of a five-year holding term in order to have the position renewed.

The Dean will convene a standing review committee of distinguished faculty drawn primarily from departments in which endowed positions are located. Members of this committee will serve for three years. The committee's recommendation is advisory to the Dean. (This committee does not make recommendations about initial appointments to endowed positions.)

The review committee will review the chair holder's dossier that summarizes five years of prior scholarly activity. This dossier includes

- A full vitae. The vitae should clearly indicate which activities occurred since the last appointment as endowed chair holder, e.g., with highlighting or colored font.

- A scholarship narrative. The statement should be a description of the candidate's scholarly work using language that is accessible to the non-specialist. The statement should be substantial enough to give the readers a sense of the scope, significance, and future trajectory of the chair holder's work.
- An ancillary activities narrative. This section should be included if required by the endowment terms that will typically be outlined in a chair holder's letter of offer.
- Annual summaries. The annual summary reports for use of endowment funds should be attached.

The completed dossier with the dated signature of the chair holder should be submitted to the Department Chair or Center Director, who will forward to the Dean as a single native (not scanned), electronic pdf file.

The review committee will provide the Dean a short summary letter with the committee's recommendation. The Dean may solicit additional feedback from internal stakeholders including the Provost, Department Chair, SVP of Advancement, or their designees.

The Dean will meet with the endowed chair holder to convey the Dean's recommendation for reappointment.

Endowment Funds Management

PAYOUT

Fund payout is defined as the dollar amount for current expenditure made available from an endowment held by the SBF. Typically, these payments are made in October.

USE FOR ENDOWED CHAIR

Fund payout is provided to holders of endowed chairs to support teaching, research, and service activities of a chair holder. Such allowable expenses may include, but are not limited to:

- Travel
- Equipment
- Wages for research and graduate assistants (*fringe benefits should be budgeted according to current Budget Office policies*)
- additional salary research compensation (see also [ARC](#)) of the holder
- summer salary of holder (*fringe benefits should be budgeted according to current Budget Office policies*)

In addition, fund payout may be used to support the base salary of the chair holder as permitted by the gift agreement.

Unless expressly permitted by the gift use agreement, fund payout may not be used to support sabbatical supplement.

The Dean or other designated unit leader will require the chair holder to submit an annual plan of activity for use of the endowed position funds via their Department Chair or Director. This plan must be in concordance with the terms of informal offers made at the time of hiring or appointment to the endowed chair.

Expenditures must be made in accordance with the gift terms and a budget recommended annually by the endowed chair holder to the department chair. The dean must approve the budget proposal in the normal [budgetary process](#), in coordination with the Department Chair or Director. The budget

may normally not exceed one year of anticipated endowment payout. The October payout is used as the base budget amount for the subsequent fiscal year.

If an unexpended balance remains at the end of the year, rollover of the remaining available balance to the next fiscal year requires the Dean's approval and should be included in the submitted budget proposal.

BASE SALARY

Base salary is defined as CBM salary rate paid to a faculty member for his or her teaching, research, service, and other University duties during the course of the year. The use of endowment payout may be used to supplement the base salary of the professorship holder in accordance with University [ARC](#) policy and campus procedures.

ANNUAL USE SUMMARY

The chair holder must also provide an annual summary of the uses of the funds not to exceed 2-3 pages. The summary must specifically address how the expenditures supported the research, teaching, and service of the chair holder in accordance with the gift use agreement. The Dean then determines if sufficient progress and activity have occurred before reallocation of new funds for the chair holder's use.

Timelines

FUNDS MANAGEMENT

Oct 15	Endowment interest is paid into account by SBF
December 1	Submission of budget with planned expenditures and annual plan of activity for the subsequent fiscal year to the Chair/Director and forwarded to the Dean
Dec-Jan	Department Chair/Director meets with Dean for annual budget review of Department and endowment accounts (<i>delayed until Jan-Feb 2021 for AY 21-22</i>)
June 30	Chair holder submits final summary of past year of expenditures and the annual summary of activities supported by the endowment, not to exceed 2-3 pages, to the Chair/Director who forwards to the Dean.

FIVE-YEAR REVIEW

In the fifth year of appointment as endowed chair:

February 1	Endowed chair dossier is submitted to Dean's office by Department Chair/Director
March 1	Five year review initiated by Dean's review committee
May 15	Review committee recommendation provided to the Dean
May 31	Dean meets with endowed chair
June 15	Dean makes recommendation to Provost on reappointment

Revised 24 Sep 2020