

<b>Policy Identification Number</b>	
<b>Policy Title</b>	Endowed Chairs
<b>Classification</b>	University
<b>Approval Authority</b>	Board of Trustees – Education, Faculty and Student Affairs Committee
<b>Responsible Entity</b>	Provost’s Office
<b>Policy Owner</b>	Provost

**I. Policy Statement**

The appointment of an endowed chair is intended to be the Medical University of South Carolina's most prestigious recognition of continuing scholarly achievement and distinction.

**II. Scope**

This policy applies to all colleges and departments of the University.

**III. Approval Authority**

Board of Trustees

**IV. Purpose of This Policy**

To ensure the request for the Endowed Chair conforms with the intent of the Medical University.

**V. Who Should Be Knowledgeable about This Policy**

President  
Provost  
Deans  
Department Chairs  
Chief Executive Officer of the MUSC Foundation

**VI. The Policy**

Endowed chairs have been established to attract and retain outstanding faculty who have distinguished themselves through their teaching, research, and scholarly writing. Appointment of an endowed chair is intended to be the Medical University of South Carolina's most prestigious recognition of continuing scholarly achievement and distinction. In the selection of an individual for an endowed chair, teaching ability, character, industry, dedication, promise, research, scholarly writing, and the best interests of the University are taken into consideration. To perpetuate and ensure the honorific nature of an appointment to an endowed chair, the University's Executive Vice President for Academic Affairs reviews nominations for all new appointments and conducts periodic reviews of all chairholders. These reviews are consistent with the highest standards envisioned with the establishment of the chairs.

**Criteria for Appointment and Reappointment to Endowed Chairs**

A. Quality and number of scholarly and/or creative works.

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- B. Enhancement of the University's reputation through regional, national and international recognition of the professional work.
- C. Quality of University teaching.
- D. Service to the University and to the profession which distinguishes the individual and University.
- E. Appropriate professional and personal conduct.

**Procedure for Making the Initial Appointment to a Newly Established Chair**

The Chief Executive Officer of the MUSC Foundation shall advise the Executive Vice President for Academic Affairs of the availability of a newly endowed chair and the department and/or college in which an appointment may be made.

The Executive Vice President for Academic Affairs shall solicit and receive nominations of candidates for the new chair. All nominations must pass through normal academic channels (e.g., department chairman and dean) and each academic officer should attach a confidential recommendation to each nominee's portfolio.

Each Nominee's portfolio should include the following :

1. A nomination statement delineating how the nominee meets the criteria for appointment.
2. A current curriculum vitae.
3. A bibliography of the nominee's publications and/or creative works.
4. A listing of the nominee's scholarly presentations, performances and/or exhibitions.
5. A listing of the nominee's professional, public, and University service activities.
6. A record of the nominee's teaching effectiveness.
7. Confidential recommendations from academic officers.

Statements or endorsements from faculty or other sources may be included in the portfolio if desired. The department chairman or dean, as appropriate, will ensure that each portfolio is complete prior to forwarding it to the Executive Vice President for Academic Affairs.

The Executive Vice President for Academic Affairs will review all nominations and make a recommendation to the President.

The President will make recommendation on the appointment to the Board of Trustees. The Board of Trustees' decision regarding all appointments is final. Copies of the appointment letter will be distributed to the Executive Vice President for Academic Affairs, the appropriate dean, the Chief Executive Officer of the MUSC Foundation and information services. Deans will announce appointments to the faculty in their respective colleges.

**Procedure for Making an Appointment to a Vacant Chair**

When an existing chair is vacated for reasons other than the normal expiration of a chairholder's appointment, the Executive Vice President for Academic Affairs will solicit nominations of candidates for the vacancy as if the vacant chair were a newly established chair. Accordingly, the procedures outlined in filling an initial appointment will be followed in filling the vacancy.

New appointments to a leadership position, in which an endowed chair is attached to a competitive

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recruitment, shall be deemed to have fulfilled the requirements of the selection process for appointments to a newly established or vacant chair described above.

### **Periodic Review of Chairholders**

Chairholders with "open-ended" appointments will be reviewed every five (5) years. Chairholders with "term" appointments will be reviewed during the final year of the appointment period. Responsibility for conducting all reviews rests with the appropriate dean, in cooperation with the Executive Vice President for Academic Affairs. Chairholders will be notified of the review process during the Spring semester of the final year for "term" appointments and during the Spring semester every fifth year for "open-ended" appointments.

The Executive Vice President for Academic Affairs may employ various means to review chairholders. These may include, but are not limited to, the following:

1. Evaluation of the portfolio submitted by the chairholder.
2. Evaluation by internal ad hoc committee.
3. Evaluation by external referees.
4. Other evaluation mechanisms, as determined by the Executive Vice President for Academic Affairs.

Upon receipt of notification of the review, each chairholder will assemble a portfolio which includes the following as a minimum:

1. A current curriculum vita.
2. A listing of publications, presentations, awards, honors, performances and exhibitions.
3. A personal statement of the chairholder.

Although accomplishments during the chairholder's entire career may be noted, special emphasis should be given to those achievements that have occurred during the current period under review.

The chairholder's portfolio will be forwarded to the dean via the department chairman, if appropriate. Confidential recommendations to the department chairman and the dean will be appended to the portfolio prior to forwarding it to the Executive Vice President for Academic Affairs for consideration. At the conclusion of the review, the Executive Vice President for Academic Affairs will recommend to the President one of the following (as appropriate to the chairholder under review):

1. Reaffirmation of the chairholder to continue in an "open-ended" appointment, or
2. Reappointment of the chairholder to another "term", or
3. That additional candidates be sought for appointment to the chair.

Reaffirmation and reappointment will be recommended by the Executive Vice President for Academic Affairs only when it is clear that the standards and criteria for holding a chair have been met. Reaffirmation and reappointment to a chair carries with it recognition of the chairholder's continuing scholarly achievement and distinction.

### **Revocation of a Chair Appointment**

An individual who is named to an endowed chair may not have this appointment involuntarily revoked prior to the normal expiration of the term of appointment except for cause.

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Cause includes, but is not limited to, the following:

- Personal or professional misconduct detrimental to the image of the University.
- The failure to uphold high standards for scholarly work, teaching and service.

Responsibility for determining whether or not there is sufficient evidence to recommend revocation of a chair appointment rests with the appropriate dean and the Executive Vice President for Academic Affairs who may employ any of the means outlined under **Periodic Reviews of Chairholders** in arriving at the recommendation.

The final decision to revoke a chair appointment rests with the President of the University.

**Payments for Endowed Chairs**

Payments for endowed chairs are set annually by the MUSC Foundation and are made quarterly to the Medical University for appropriate uses, as determined by the University, in connection with the chair's purpose.

The payments for endowed chairs are coordinated by the Executive Vice President for Academic Affairs in conjunction with the appropriate dean.

Chairholders shall provide an annual report to the MUSC Foundation describing how the funds provided have been used.

**VII. Special situations**

**VIII. Sanctions for Non-compliance**

**IX. Related Information**

**A. References, citations**

**B. Other**

**C. Appendices**

**X. Communication Plan**

**XI. Definitions**

**Terms of Appointment**

**Open-Ended** - the appointment period of the chairholder is unspecified in accordance with the agreements which established these chairs. This type of appointment will be designated an "open-ended" appointment; however, chairholders are subject to review every five years.

**Term** - Beginning July 1, 1988, any new appointment or reappointment to a chair will be for a specific term not to exceed five (5) years except where the memorandum of agreement which established the chair precludes a specific term. This type of appointment will be designated a "term" appointment.

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During the final year of term appointment, a review will be conducted. Dependent upon this review, the chairholder may be appointed for an additional five (5) years.

**XII. Review Cycle**

Every 5 years

**XIII. Approval History**

<i>Approval Authority</i>	<i>Date Approved</i>
Board of Trustees	December 19, 1988
Board of Trustees	October 17, 1997
Board of Trustees	April 13, 2018

**XIV. Approval Signature**

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Executive Officer

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Date

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Title