



BOISE STATE UNIVERSITY

University Policy 11030

Endowed Positions

Effective Date

2009

Last Revision Date

September 2014

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-4421

Vice President for University Advancement, (208) 426-3276

Scope and Audience

This policy applies to all university employees and business units associated with endowed deanships, chairs, professorships and lectureships.

1. Policy Purpose

To establish guidelines for Endowed Deanships, Chairs, Professorships and Lectureships.

2. Policy Statement

The gift of an endowed faculty position is the most significant way to provide valuable support for the continuing achievements of faculty members of the highest distinction. At universities nationwide, an endowed position is regarded as the ultimate recognition of faculty achievement. Endowed positions are to be created in areas that contribute to strategic initiatives identified by Boise State University, are powerful recruitment and retention tools and are important markers for a university's prestige and attractiveness to potential faculty.

3. Responsibilities and Procedures

3.1 Endowed Deanship

- a. An endowed deanship is intended to support the scholarship, teaching, research, outreach and public service activities of the college.
- b. Such an endowed position supports the work of the academic unit and not the work of the individual administering the unit.
- c. The position is held ex-officio by the administrator only while serving in that position.
- d. Minimum gift: \$4,000,000

3.2 Endowed Chair

- a. An endowed chair is intended to provide special recognition to the individual faculty member to whom the title is awarded:
- b. It is held for a specific term of 5 years, renewable.
- c. During the term, endowment earnings are used by the university to supplement departmental support of the faculty member's scholarship and responsibilities in teaching, research and service.
- d. The endowment earnings may be used to help establish a new salary line, for part of the base salary or for a salary supplement to an existing salary line, subject to approval by the Provost.
- e. In addition, endowment earnings may be used for graduate assistant stipends, travel expenses, research support and for such other purposes as may be reasonably related to the purpose of the endowment.
- f. Minimum gift: Presidential Chair \$3,000,000; Chair \$1,500,000.

3.3 Endowed Professorship

- a. An endowed professorship provides valuable supplemental funding for an individual faculty member's use in teaching, research or service activities.

- b. It is held for a specific term of 5 years, renewable.
- c. The endowment earnings may be used to for a salary supplement to an existing salary line, subject to approval by the Provost.
- d. An endowed professorship may be used as a recruitment and retention tool, or to encourage and reward stellar work.
- e. Minimum gift: \$500,000.

3.4 Endowed Lectureship

- a. An endowed lectureship provides supplemental funding to support the scholarship, teaching, research, outreach and public service activities of a college, department or program.
- b. Such an endowed position supports the work of the academic unit and not the work of the individual administering the college, department or program.
- c. It is held for a specific term; or may be held on a visiting basis.
- d. The position is held ex-officio by the holder only while serving that program, as determined by the appointing authority.
- e. Minimum gift: \$250,000.

3.5 Establishment and Management of Endowments

- a. Proposals for endowed deanships must be approved by the President, Provost and Vice President for University Advancement (VPUA) prior to submission to a prospective donor. Proposals for endowed chairs, professorships and lectureships must be approved by the Dean, Provost and VPUA.
- b. Signed fund agreements will determine the maximum time allowed to receive full gift funding.
- c. A donor may expressly assign an endowment to a particular academic unit. The university will accept donor assignments to particular subject matters within academic units only after consultation with and approval by the Dean and Provost. Donor assignments may be

refused by the university on the premise that acceptance would not further the academic mission of the university or unit.

- d. The Boise State University Foundation manages all endowed funds according to an investment policy established and monitored by the Investment Committee of the Boise State University Foundation Board of Directors. The investment policy calls for a percentage of the earnings on endowment funds to be available for spendable earnings. The percentage is based on the average market value of the endowment over a three-year period.

3.6 Spending of Endowment Earnings

- a. Spendable earnings are available to be spent by the endowed position holder using normal university and University Foundation disbursement procedures.
- b. No funds are provided until the position is filled.
- c. The provision of university matching funds to create a new salary line with an endowed chair endowment will be considered on a case-by-case basis, subject to availability of funds and approval of the Provost.

3.7 Appointments

- a. Appointments to endowed deanships, chairs and professorships may be made by the Provost in accordance with University personnel policies and procedures.
- b. Appointments to endowed lectureships may be made by the Provost or deans.
- c. The renewal process will include documentation regarding the contributions of the position holder to the strategic initiatives identified by the university.

3.8 Stewardship of Donors

- a. UA Donor Relations is charged with recognizing and stewarding gifts to the university in partnership with the unit benefitting from the endowment gift.
- b. Donor Relations will coordinate public announcements, events and press releases in partnership with the position holder, the unit and the Office of Communications and Marketing.

- c. Donor Relations will coordinate annual reports to donors with content to be provided by the position holder.
- d. Ongoing contact between the position holder, the benefitting unit and the donor is encouraged.

3.9 Un-awarded Endowed Positions

- a. The Provost (or designee) shall review endowed chairs and professorships that remain vacant for a period of two consecutive years, once the endowment is fully funded, to ensure that the university is meeting its obligation to fulfill the terms of the gift, including the expenditure of endowment revenues in support of the donor's intent. Generally, endowment income shall not be permitted to accumulate for more than three years.
- b. In the event an established, fully-funded chair or professorship has remained vacant for two years or more, or should the income accumulate for more than three years, the Provost shall ascertain the reason and take appropriate corrective action consistent with the terms of the gift agreement.
- c. Evolution in academic objectives and organization, and in the scholarship, research, teaching, outreach and public service emphases are part of the normal life of a university. It may rarely occur that restrictions contained in a gift agreement reasonably need to be amended.
- d. In the event that an amendment becomes necessary, UA and the University Foundation must ensure that absent unusual circumstances, the gift agreement contains the donor's recognition and permission for alternate use of the endowment and payout funds. UA will contact the donor or representative of the donor to formally amend the agreement if necessary.
- e. The appropriate vice president shall review endowed lectureships for which endowment revenues remain unexpended for a period of two consecutive years and will take appropriate corrective action.

3.10 Endowed Administrator/Coach (non-academic units)

- a. An endowed administrator or coach provides supplemental funding to support a department or program.

- b. Such an endowed position supports the work of the non-academic unit and not the work of the individual administering unit or program.
 - c. It is held for a specific term.
 - d. The position is held ex-officio by the holder only while serving that program, as determined by the appointing authority.
 - e. Minimum gift: \$1,500,000.
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Revision History

January 2012; September 2014