



REVIEW PROCEDURES **ENDOWED PROFESSORSHIPS AND CHAIRS**

I. PURPOSE

During the last year or for a time period no greater than five (5) years of the appointment of a faculty member holding an endowed professorship or chair in the College of Engineering, a review will be conducted of the holder's activities during the period of appointment. These guidelines describe the College of Engineering procedures for reviewing the appointments.

II. PROCEDURE

- Prior to the expiration of the appointment, the Dean of Engineering will appoint an advisory committee to assess the performance of the holder during the term of appointment.
- The committee will meet with the Department Head as part of the review process.
- The committee will meet with the holder of the endowed chair or professorship as part of the review process.
- The committee will provide its assessment to the Dean including an evaluation of the holder's activities and accomplishments and a recommendation regarding reappointment.
- After reviewing the committee's assessment and discussing it with the holder's Department Head, the Dean will make a decision regarding reappointment.

III. COMMITTEE MEMBERSHIP

The advisory committee will consist of four (4) members:

- an Associate Dean
- two tenured full professors, at least one of whom is tenured in the College of Engineering
- a Department Head

Members will be appointed for two-year terms which are staggered so that the terms of two members expire each year. Terms are renewable. The Dean will appoint the chair of the committee from the above members.

IV. EVALUATION FACTORS

In evaluating the performance of the holder, the committee will consider the following:

1. Terms and conditions specified in the formal University guidelines for the particular professorship or chair.
2. Performance record of the holder during the period of the current appointment, including but not limited to:
 - a. brief narrative statement (3 page max) of major activities during the past five years, how the chair or professorship funds were used, and plans for the future
 - b. list of research projects including title, sponsor, funding level and period of performance
 - c. list of instructional activities including enrollment and SRTE scores
 - d. list of undergraduate and graduate student supervision
 - e. list of publications, presentations and other scholarly works
 - f. list of internal and external leadership and professional service activities
 - g. other indicators of national/international visibility and reputation you may wish to provide
3. Other
 - a. interaction with the donor of the professorship or chair
 - b. such other factors as the Dean or Department Head may identify as being appropriate