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**APPENDIX L****THE UNIVERSITY OF ALABAMA****CRITERIA AND PROCEDURES FOR APPOINTMENTS****TO ENDOWED CHAIRS AND PROFESSORSHIPS****Introduction**

*Endowed chairs and professorships enhance the quality of programs in higher education through both the recognition and contributions of the chair holders and professors. The positions are among the highest and most prestigious appointments in academe and they honor significant scholarly or creative achievement and academic excellence. Distinguished scholars who hold these positions make significant contributions to the research and teaching missions of the University. Moreover, they increase the visibility of the University and aid in attracting additional high-quality faculty, superior students, and external resources for research, instruction, and service.*

**Criteria and Procedures\***

*Criteria for appointments to endowed chairs and professorships must reflect the highest ideals of academic excellence and scholarly or creative achievement. While all appointments to these positions are made by The University of Alabama Board of Trustees, procedures for recruitment must be consistent with the University's Affirmative Action Plan, stipulations of the endowment, and other administrative procedures established in the various academic units. Involvement of the faculty, students, and others as may be appropriate is essential in the review and recommendation of candidates for endowed chairs and professorships.*

**I. General Criteria for Appointments**

*The following general criteria will be used in the review and recommendation of candidates for endowed chairs and professorships:*

- 1. Convincing evidence of outstanding teaching performance and effectiveness.*
- 2. An outstanding record of productive research, publication, creative activity, and scholarly achievement appropriate to the discipline and fields of specialization.*
- 3. Evidence of a continuing record of exemplary academic and professional citizenship appropriate to the discipline or profession.*
- 4. Evidence of achievement of a professional status at the national or international level which will enhance the stature of the University's faculty.*

*With respect to these criteria, each successful candidate should present a record sufficiently consistent in quantity and/or quality to warrant the expectation of continued performance and contributions at an outstanding level. Generally, specific qualifications required for particular endowed chairs or professorships will be based on these criteria. Position announcements will include specific qualifications and these qualifications will be employed by the search committee in the review and recommendation of candidates.*

**II. Procedures for Recruitment of Candidates for Endowed Chairs\***

*Procedures for recruitment and recommendation of candidates for endowed chairs will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements as well as stipulations of the endowment. While The University of Alabama Board of Trustees makes all appointments to endowed chairs, recommendations to the Board will be made only after considering (1) the evaluations and advice of the faculty of the department, school, or college, and (2) the advice of a search committee, as described below:*

- 1. When a new endowed chair is established or when a vacancy occurs, the dean shall meet with the faculty of the academic unit before deciding on the nature of the search and the size and composition of a search committee. Faculty members from the academic unit will be appointed by the dean and will constitute a majority of the search committee. Other members of the search committee will be appointed by the dean in consultation with the Provost/Vice President for Academic Affairs. Usually, the Provost/Vice President for Academic Affairs will appoint a staff member from the Office for Academic Affairs to serve as a non-voting member on the search committee and to provide liaison and logistical support. Giving due regard to advice and concerns expressed by the faculty, the dean will designate a faculty member appointed from the academic unit to chair the search committee.*
- 2. The search committee, working in cooperation with the dean and the Office for Academic Affairs and with appropriate participation from constituent groups, shall announce and advertise the position in a manner appropriate to the nature of the search, and coordinate the review and evaluation of candidates for the position. Throughout the search process, the committee shall solicit, encourage, and provide for faculty participation and the participation of other constituent groups. Faculty should have ample opportunity to review the credentials of qualified*

*candidates provided that the search committee may protect the identity of candidates who request confidentiality during the initial screening process. On the basis of faculty evaluations and its own judgment, the search committee will reduce the list of candidates to those deemed to be best qualified for the position. The committee and the dean will select those to be interviewed from this reduced list. Interviews scheduled should allow for discussions with the President, the Provost/Vice President for Academic Affairs, deans, chairpersons, search committee members, faculty, and, where appropriate to the nature of the search, with students, alumni, and others, including the Chancellor or designated representatives.*

*Following these interviews, and other information gathering procedures appropriate to the nature of the search, every reasonable effort should be made to obtain the views of the faculty in the academic unit and appropriately interested constituent groups. The advice of the faculty may be determined by individual written evaluations, by an expression of faculty sentiment at a called faculty meeting, or by such other means as the search committee may consider appropriate. General support of the faculty in the academic unit normally will be necessary for further consideration of a candidate. In cases where the appointment includes the award of tenure, action by the tenured faculty in accordance with normal procedures in the academic unit is necessary before the dean makes a recommendation to the Provost/Vice President for Academic Affairs and President.*

*3. It shall be the responsibility of the search committee to submit to the dean both a summary of evaluations and advice received from the faculty on each person interviewed and the search committee's own advice. The dean makes a recommendation to the Provost/Vice President for Academic Affairs and President who, in turn, recommend the candidate to the Chancellor and The University of Alabama Board of Trustees. In the event the search committee and dean do not find a successful candidate for presentation to the Provost/Vice President for Academic Affairs and President, the search process normally shall be continued until a candidate acceptable to the search committee and dean and to the faculty is successfully recruited. Except in extraordinary circumstances, the Provost/Vice President for Academic Affairs and President shall recommend to the Board the appointment of an endowed chair from those candidates who have general faculty support. If it should become necessary to reopen the search, the dean and the search committee may confer to establish further direction; if it appears desirable, a new search committee may be formed. Appointments to endowed chairs in all cases are made by The University of Alabama Board of Trustees.*

### **III. Procedures for Recruitment of Candidates for Endowed Professorships\***

*Procedures for the recruitment of endowed professorships generally will follow those for the recruitment of endowed chairs. Procedures will conform to the Affirmative Action Plan of the University and all prevailing federal and state regulatory requirements as well as the stipulations of the endowment. While The University of Alabama Board of Trustees makes all appointments to endowed professorships, recommendations to the Board will be made only after considering (1) the evaluations and advice of the faculty of the department, school, or college and (2) the advice of a search committee. Exceptions to the recruitment procedures for endowed chairs may occur under the circumstances described below:*

*1. In some cases, income from the corpus for an endowed professorship may not be sufficient to justify a national or international search to fill a new or vacant position. In these cases, the dean may organize an internal search for candidates from within the department, school, or college. The dean will meet with faculty in the academic unit to determine the size and composition of the search committee. Faculty members from the academic unit will be appointed by the dean and will constitute a majority of the search committee. Other members may be appointed to the committee by the dean in consultation with the Provost/Vice President for Academic Affairs. The dean may choose to chair the committee or may designate a faculty member appointed from the academic unit to chair the search committee. The responsibilities of the search committee and the procedures for recommendation of the candidate are similar to those for recruitment and recommendation of an endowed chair. Appointments to endowed professorships in all cases are made by The University of Alabama Board of Trustees.*