

## **Coggin College of Business Endowed Professorships Policies & Procedures**

The faculty, staff, and administration of the Coggin College of Business recognize that scholarly and creative activities (both inside and outside of the classroom) include basic and applied research, the scholarship of teaching and learning, community-based research, external funding, technology transfer, and other forms of creative activity associated with faculty members' respective disciplines. The University of North Florida strongly values and vigorously supports research and creative endeavor for two reasons: 1) that engaging undergraduate or graduate students in research is one of the most effective means of stimulating learning; and 2) that UNF faculty are well qualified to make important contributions to basic and applied knowledge.

Consequently, the Coggin College of Business (College) at the University of North Florida has allocated significant endowment resources to help faculty members pursue excellence in activities that enhance the distinction of the College. Endowments are used to reward, recruit, and retain faculty already performing at high levels and enable them to make even more significant contributions to their discipline and the University than would otherwise be possible. Endowments also may be awarded to support faculty appointed to positions involving significant ongoing college-level service (e.g., flagship director, center director, etc.). The authority to nominate a faculty member to the Provost for appointment to an endowed professorship rests with the Dean, whose decision must be based, in part, on his/her interpretation of the mandates of the individual gift agreement(s) and the needs of the College. Once appointed, the endowed professorship holders should regard themselves as "stewards" and expect to be accountable to the spirit and purposes of the endowment.

### **1. Endowment Levels and Fund Usage**

The College classifies endowed professorships using three levels of endowment corpus. Level 1 professorships are funded from endowments having corpus of less than \$500,000 – usually about \$300,000. Levels 2 and 3 have corpuses between \$500,000 and \$1,000,000, and greater than \$1,000,000, respectively. Level 1 and Level 2 professorships are used to retain and reward tenured internal faculty who typically have served at the associate or full professor rank and have demonstrated a sustained high level of accomplishments. Level 3 endowed professorships are used primarily to recruit nationally or internationally renowned scholars from outside of the College. However, internal faculty members currently holding lower-level professorships can, at the Dean's discretion, be nominated to the Provost for advancement to higher level professorships. Consequently, internal faculty members whose career-long productivity leads to national or international acclaim may advance to a Level 3 endowment appointment.

Endowment distributions may be used by professorship holders for a variety of purposes including, but not limited to, salaries and benefits for the holder and/or assigned staff, equipment purchases, professional development, travel, student support, administrative overhead, or other expenses necessary to support scholarly activities, curriculum development, publications, and recruitment expenses associated with the position.

Criteria and procedures for nominating, appointing and reappointing candidates to endowed professorships are summarized in paragraphs 2 through 9 below.

## **2. Eligibility, Nomination, Documentation, and Assessment**

### a. Eligibility

In order to qualify for any of the above awards, an internal candidate must be a tenured faculty member in the Coggin College of Business at the rank of associate or full professor.

### b. Nomination Procedures

The nomination process commences when the Dean announces to the faculty the availability of one or more open endowed professorship position(s). Department chairs and other faculty members may nominate interested faculty members for these positions. Faculty members themselves may self-nominate. In some cases, the Dean may want to offer the benefits of a higher level endowed position to a faculty member currently holding a lower level endowed position—which would then make the latter one of the announced opening(s).

### c. Documentation

Next, each faculty member who wishes to move forward submits a nomination letter, condensed current vita, and other significant evidence of qualification for the position (total package not to exceed ten (10) pages using 1” margins and a 12-point font size) to his or her department chair. At a minimum, the nomination letter should provide a brief overview of significant evidence supporting the candidate’s qualifications. The department chair then submits the nomination letter, condensed current vita and other supporting evidence to the Faculty Committee of the College for its consideration.

### d. Composition of Faculty Committee

The Faculty Committee selected to review nomination packets will consist of at least one (1) tenured faculty member from each academic department. The Dean will consult with the department head in each academic department to determine the Faculty Committee representative, and faculty member service is voluntary. If an academic department is unable to name a voluntary Faculty Committee representative, the Faculty Committee will consist of representatives of academic departments who are able to name a voluntary Faculty Committee representative.

### e. Assessment Procedures

After reviewing the evidence supporting each candidate’s qualifications, the Faculty Committee members meet to discuss the relative strengths of the submitted evidence and choose one or more candidates for recommendation to the Dean. Assessments of qualified candidates made by the Dean and members of the Faculty Committee should focus primarily on evidence pertaining to the selection criteria described in paragraphs 3 and 4 below. The Faculty Committee may narrow

the list of qualified candidates on the basis of the evidence presented in nomination letters, condensed current vitas, and other accompanying evidence, or may at its discretion, request additional evidence derived from a candidate's regular annual evaluation review process. The Faculty Committee may also request additional documentation about other impact factors (see 3a below) and/or a candidate's list of recent publications. The Dean decides which, if any, candidate(s) shall be nominated to the Provost. The Dean's nomination(s) are then forwarded to the Provost for confirmation.

### **3. Selection criteria and terms for endowed positions**

Endowed positions are conferred upon faculty members who have demonstrated a sustained high level of accomplishments in the College. Appointments to endowed professorships are for a fixed term of five years, with the expectation of a 1-term renewal upon confirmation that the holder continues to demonstrate the teaching, academic leadership, scholarly productivity, service, and initiative expected for the position. At the end of two terms (ten years), endowed professorships will be reopened to all eligible Coggin faculty who wish to apply. At the discretion of the Provost and Dean and with prior notice to the faculty, an endowed professorship may be awarded for the duration of full-time service of the distinguished professor as a faculty member at UNF.

For endowed research positions, selection criteria that the Faculty Committee normally will consider are:

- (a) Publications and other impactful scholarly endeavors;  
  
Impact and quality of scholarship should be assessed on the basis of (in order of importance): (i) citations and ranking of the applicant (Google Scholar, Harzing's Publish or Perish, as well as sources that are discipline-based such as journal ranking and quality (as relevant to the applicant's focus/subfield); (ii) impact factors of journals; (iii) additional indicators of journal quality, such as examples of top scholars who published articles in the same journal; (iv) publisher or host institution; (v) external peer review letters, (vi)...other?
- (b) Research awards and prizes from professional and student organizations and foundations;
- (c) Grants in support of research, study, or creative works related to research;
- (d) Offices held in national and international learned or professional societies related to research;
- (e) Editor, Associate Editor, or committee service in learned or professional societies related to research;
- (f) Development of or leadership in programs related to research;
- (g) Invited papers on research presented to conferences or professional groups;

- (h) Non-compensated development of a Flagship, a Center, or leadership in special programs related to research that has attained regional esteem by SUS schools; \*
- (i) Non-compensated services related to research such as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations; \* and
- (j) Evidence of research distinction and/or extraordinary research at the university or in the community.

\* Non-compensated equals no monetary stipend and/or course release(s) for research activities.

For endowed teaching positions, selection criteria that the Faculty Committee normally will consider are:

- (a) Publications and other impactful scholarly endeavors in support of teaching;
- (b) Teaching awards and prizes from professional and student organizations and foundations;
- (c) Grants in support of teaching activities, study, or creative works related to teaching;
- (d) Offices held in national and international learned or professional societies related to teaching;
- (e) Committee service in learned or professional societies related to teaching;
- (f) Development of or leadership in programs related to teaching;
- (g) Invited papers on teaching presented to conferences or professional groups;
- (h) Non-compensated development of a Flagship, a Center, or leadership in special programs related to teaching that has attained regional esteem by SUS schools; \*
- (i) Non-compensated services related to teaching such as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations; \* and
- (j) Evidence of teaching distinction and/or extraordinary teaching at the university or in the community (e.g., student teaching evaluations, etc.).

\* Non-compensated equals no monetary stipend and/or course release(s) for teaching activities.

For endowed service positions, selection criteria that the Faculty Committee normally will consider are:

- (a) Publications and other impactful scholarly endeavors related to service;

- (b) Service awards and prizes from professional and student organizations and foundations;
- (c) Grants in support of service activities, study, or creative works related to service;
- (d) Offices held in national and international learned or professional societies related to service;
- (e) Committee service in learned or professional societies related to service;
- (f) Development of or leadership in programs related to service;
- (g) Invited papers on service presented to conferences or professional groups;
- (h) Non-compensated development of a Flagship, a Center, or leadership in special programs related to service that has attained regional esteem by SUS schools; \*
- (i) Non-compensated services related to service such as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations; \* and
- (j) Evidence of service distinction and/or extraordinary non-compensated service to the university or community. \*

\* Non-compensated equals no monetary stipend and/or course release(s) for service activities.

#### **4. Reappointments**

Reviews for reappointments of endowed professorship holders are conducted in the month after the five year anniversary date following the most recent appointment. The holder shall supply the Faculty Committee, which is responsible for conducting the review, with documentation of evidence consistent with the criteria set forth in paragraph 3 a-j above on or before the five year anniversary date, which demonstrates the faculty member's significant contributions since the most recent appointment. The Faculty Committee shall communicate the results of this professorship performance review, including a formal vote and related narrative, in a brief report to the Dean within two months of the five year anniversary date following the most recent appointment.

#### **5. Special Provisions**

Those sitting professorship holders as of the date of adoption of this policy (hereafter referred to as preexisting holders) will be reviewed in accordance with the procedures and at the renewal date specified in their (re)appointment letters at the time of their most recent (re)appointment. Thereafter, like all professorship recipients designated or appointed after adoption of this policy, preexisting holders will be subject to the terms and procedures in this policy.

Those preexisting holders whose (re)appointment letters at the time of their most recent (re)appointment specify a renewal date but do not specify procedures for reappointment will be subject to the terms and procedures in this policy as of the policy's effective date.

Those preexisting holders whose (re)appointment letters at the time of their most recent (re)appointment do not specify a renewal date or procedures for reappointment are acknowledged to have been awarded an endowed professorship for the duration of full-time service of the distinguished professor as a faculty member at UNF.

Nominees for endowed professorships who are members of the Faculty Committee must recuse themselves from all deliberations for appointment or reappointment to a professorship.

Those professorship holders who leave UNF, retire, teach as emeriti faculty, or in some other way leave the College of Business will be removed from their professorship unless the Dean deems otherwise. As per University policy, a retiring faculty member who is eligible to retain the title of professorship typically receives no funding with that designation.

## **6. Grievance Procedure**

A grievance may be filed by an applicant as long as he or she is not alleging a violation, misinterpretation or misapplication previously and unsuccessfully grieved. The grievance must be filed within 10 working days from the Dean's official announcement of the selected winners.

The grievance must be filed in writing and submitted to the Dean, who will appoint a Faculty Committee to review the grievance and make a recommendation regarding its merits prior to the Dean responding to the applicant.

## **7. Conflicts with Trust Agreements**

If the language in this policy is in conflict with the language in any UNF Trust Agreement, the Trust Agreement language is binding.

## **8. Offer Letters for Appointments**

The terms of the appointment should be carefully outlined in an offer letter approved by the Dean and the Provost before it is sent to the candidate for the position. The offer letter should come from the Dean with a copy to the Provost. The letter should include the college's regular performance review schedule, noting that appointments of indefinite duration are subject to such reviews (e.g., every year or every five years) for the purpose of confirming that the individual is making a continuing contribution to the college and university.

## **9. Annual Report to Donors**

Holders of endowed professorships are required to prepare a brief report (2 page maximum) to give to the Dean and living professorship donors. The brief report should address what the endowed professorship support has allowed the holder to accomplish in the prior calendar year with respect to research, teaching, and service, respectively.