

Guidelines for the Evaluation of Endowed Chairs and Professors

June 10, 2004

In support of our goals to be a workplace of choice and a national leader in research and scholarship, UMKC strives to assure that all individuals appointed to endowed chairs and professorships are outstanding leaders in scholarship, teaching, and service. Endowed chairs and endowed professorships are among the most prestigious positions in the university and are reserved for the most distinguished scholars and leaders. Individuals appointed to these positions are expected to enhance the quality of the university's academic programs through their contributions to teaching and scholarship. These positions also enhance the reputation of the university and help to attract top quality students and faculty members.

Faculty members holding endowed chair and professorship positions are subject to the normal faculty review procedures established by the University. In general, this includes procedures and policies related to tenure, promotion, and merit salary increases. In addition, occupants of these positions are subject to cumulative reviews that focus on multi-year accomplishments as they relate to the responsibilities and expectations associated with the endowed position.

Faculty members holding endowed chairs/professorships are expected to perform at a high level commensurate with the status and importance of these positions. The primary criterion for evaluating faculty members holding these positions is outstanding scholarship and/or teaching within their professional fields consistent with the goals of their school or college. They are also expected to be academic leaders that exemplify the highest scholarly and ethical standards, and that serve as models for intellectual honesty, constructive engagement, and respect for the opinions of others. In addition to the general criteria, endowed chairs/professors are expected to fulfill the requirements specified in their letters of appointment. It is understood that the specific expectations for and contributions of the faculty member holding the position will depend on the academic field and the expertise of the individual.

Annual Reviews:

Each endowed chair/professor is subject to an annual performance review. This review will normally be conducted at the department level in a manner consistent with the policies and procedures that apply generally to faculty evaluations. The faculty member is expected to submit to his or her supervisor an activity report that summarizes accomplishments during the previous twelve month period. The annual report will form the basis for an evaluation meeting between the supervisor and faculty member, during which the accomplishments of the previous year and the expectations for the next year will be discussed. The evaluation and expectations will be summarized and communicated in writing to the faculty member and to the dean.

Cumulative Reviews:

Endowed chairs/professors are subject to performance reviews that are cumulative over a multi-year period. These reviews will be conducted at the time specified in the initial appointment letter or the endowment agreement. In those cases where a review is not

mandated in the appointment letter or the endowment agreement, a cumulative review shall be conducted if there have been two or more unsatisfactory annual reviews of the endowed chair or professor within any previous five year period. The primary purpose of the cumulative review is to ensure that the goals of the endowed position are being met and that the individual holding the position is fulfilling the expectations of sustained, high level performance.

At the request of the dean, the faculty member must submit to his or her supervisor (such as department chair or division head) and to the dean an activity report that summarizes accomplishments during the cumulative review period and a plan for future activities and accomplishments. In those years in which the cumulative report is required, it may replace the annual report. The supervisor will submit his or her own evaluation of the candidate to the dean, who will be responsible for initiating the review procedures.

For the purposes of conducting the cumulative review, the dean of the school or college will establish a review committee with the approval of the provost. Preferably, the committee should consist predominately of full professors and distinguished members of the faculty, such as Curators' Professors, Distinguished Teaching Professors, Endowed Chairs and Endowed Professors. The committee may also include faculty members from other universities and representatives from other organizations. The committee will be provided with the cumulative report from the candidate, the supervisor's evaluation, and other pertinent documents that it may request, such as copies of publications, reports, and previous activity reports. The committee may also schedule a meeting with the endowed chair/professor or other individuals to discuss the accomplishments and plans of the candidate and expectations for the position. To complete the evaluation, the committee will submit to the dean an evaluation report. The dean will subsequently prepare his or her own evaluation and provide a written copy to the candidate. When appropriate, deficiencies and corrective actions will be identified and communicated to the candidate. If, in the dean's opinion, the candidate is not fulfilling the expectations of the endowed position, the dean shall inform the candidate that a recommendation to the provost has been made to terminate the appointment to the endowed position. Following such a recommendation to terminate the appointment, the candidate shall have the opportunity to provide additional supporting documentation to the provost prior to a final decision. The provost's decision regarding the possible termination of the chair or professorship appointment will be conveyed to the candidate.

Resignation/termination

Endowed chairs/professors may resign these appointments at any time by informing the dean of the school or college in writing of the date that the resignation is effective. Endowed chairs/professors who resign, retire, or who are terminated from the university will also be terminated from their endowed chair/professorship positions.