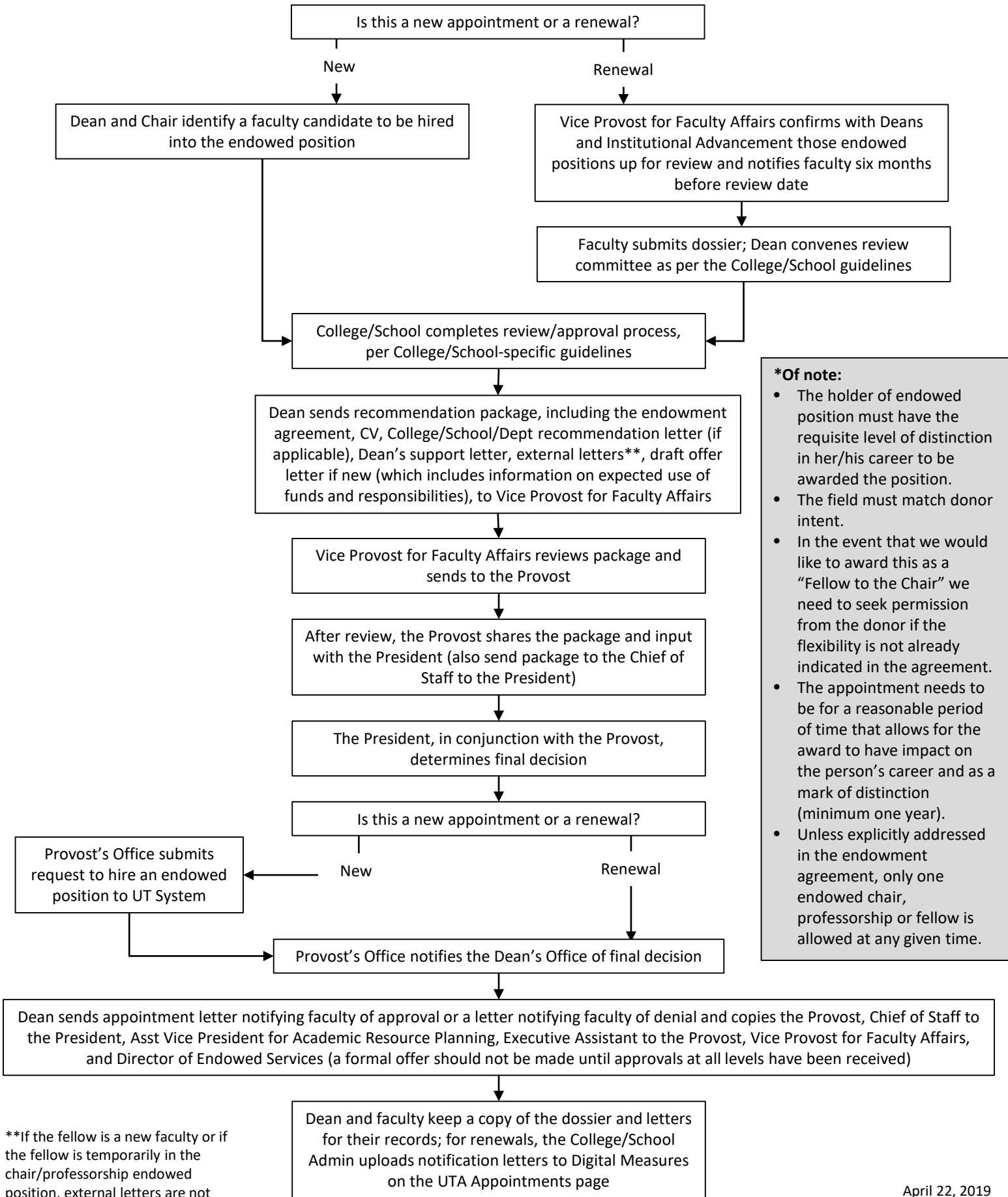


# Process to Appoint New and Renew Current Endowed Chairs, Professorships & Fellows

*This process chart is meant to guide members of the Offices of the Dean, Provost and President on the review/approval process to appoint new and renew current endowed positions or temporary fellows.\**



**\*Of note:**

- The holder of endowed position must have the requisite level of distinction in her/his career to be awarded the position.
- The field must match donor intent.
- In the event that we would like to award this as a "Fellow to the Chair" we need to seek permission from the donor if the flexibility is not already indicated in the agreement.
- The appointment needs to be for a reasonable period of time that allows for the award to have impact on the person's career and as a mark of distinction (minimum one year).
- Unless explicitly addressed in the endowment agreement, only one endowed chair, professorship or fellow is allowed at any given time.

\*\*If the fellow is a new faculty or if the fellow is temporarily in the chair/professorship endowed position, external letters are not necessary.