Preamble: Endowed chairs exist to recognize individuals of international stature who have demonstrated the highest levels of excellence in their fields. Endowed positions are not entitlements and should not be filled simply because they are open. Endowed Chairs serve as an excellent instrument for recruiting exceptional outside faculty candidates and as role models for other professors to emulate. The guidelines for a Chaired Professor take as a given that the candidate meets the criteria for Full Professorship outlined in the SEAS Promotion and Tenure Guidelines.

Candidates for Chaired Professorship should possess the following qualities:
1. National and International stature
2. Demonstration of the highest level of excellence and recognition in their field
3. National and international awards
4. Invited lectures such as Keynotes, Distinguished Lectureships
5. Leadership in national professional societies
6. Policy advice to government
7. Innovative contributions to professional practice
8. Significant contributions to the field
9. Seminal accomplishments in new and emerging technologies
10. Recognition by peer chair-holders at other leading universities

SEAS Review Process:
Each year, in consultation with the Dean’s Endowed Chaired Advisory Committee, the Dean will evaluate the status of open endowed chairs and decide whether a call for internal nominations will be made.

Departmental Process:
A departmental committee appointed by the Departmental Chair consisting of three endowed chair holders (not necessarily all from the same Department) will review the nominations and submit a recommendation to the Departmental Chair. Upon completion of the internal review process, the Chair will forward internal nominations to the Dean.

Chaired Professors Committee Process:
The Chaired Professors Committee will review nominations and forward their recommendations to the Dean.

Dean’s Responsibility:
The Dean will share the list of viable candidates with all SEAS Chaired Professors and solicit their comments. SEAS Chaired Professors will be given two weeks in which to submit comments to the Dean before outside letters of reference are requested. After outside letters of reference are received, the Dean will review the candidates.
Once the Dean approves a candidate, a package goes to the Provost which includes:

1) Nomination letter  
2) Letter of recommendation from the Department Chair if appropriate  
3) Letter of recommendation from the Dean  
4) Report from SEAS Chaired Professors’ Committee  
5) Outside letters of support with short bios of letter writer  
6) CV  

Once the Provost approves, then the nomination must go to the BOV for approval.