

Vanderbilt University School of Medicine Endowed Chair Nomination and Appointment Procedures

Endowed chairs are among the most valuable and timeless assets of the University. As such, a nomination and appointment process for those who will occupy endowed chairs must be rigorous and transparent, assuring that endowed chair resources are supporting our most distinguished faculty. The following procedures will be overseen by the Senior Associate Dean for Faculty Affairs (SADFA).

1. Members of the Executive Faculty (department chairs and center directors), and the Dean of the School of Medicine, may nominate an individual for an endowed chair. The nomination should be provided in writing to the Dean of the School of Medicine and the SADFA. If the Dean is providing the nomination, the letter of nomination will be addressed to the SADFA. The letter should provide not only the qualifications of the individual, but other circumstances impacting upon the recommendation, including matters of retention, recruitment, or promotion. In addition, any restrictions on the chair fund should be noted, and the qualifications of the individual to satisfy these restrictions should be mentioned.
2. Faculty at other institutions must be recruited to Vanderbilt before they can be nominated to occupy an endowed chair; however, for individuals under recruitment to Vanderbilt who will likely be nominated to occupy an endowed chair upon joining the faculty, letters of support obtained in the process of appointment to the faculty may be utilized also for the process of appointment to the endowed chair, with the advice of the SADFA.
3. The nominator should recommend to the SADFA the names of at least seven faculty members to serve on an endowed chair review committee. The Dean will consider these recommendations in appointing a committee of up to five members. The committee membership will usually be comprised of associate professors and full professors holding an endowed chair. No more than two of the committee members may be from the nominator's or candidate's primary department. It is desirable that committees should include women and underrepresented minorities, and faculty from both of clinical and basic science departments. The Executive Faculty member nominating the individual will not serve on the review committee.
4. The Dean will name the committee chair and send a memorandum, copied to the SADFA, to the appointment committee members asking them to serve and providing the review committee's charge.
5. The Office of Faculty Affairs will staff the committee as necessary, in coordination with the review committee chair. This includes receiving nominations, providing relevant endowment documentation pertaining to chair restrictions, distributing credentials of the nominee(s) to the committee, securing letters of support for the nominee(s), scheduling committee meetings, etc.
6. The review committee will meet and solicit no fewer than five letters in support of the nominee. No more than two of these letters may be from members of the Vanderbilt faculty. Any letter solicited in support of the candidate's appointment to the Vanderbilt faculty or in support of promotion as a Vanderbilt faculty member may be utilized to endorse a nomination for an endowed chair so long as the letter was written within three years of the date upon which the endowed chair will become effective. Within three months of its appointment and charge, the committee will send a report to the Dean which includes: 1) summary information of the

- committee's assessment of the nominee(s), and 2) In cases where there is more than one candidate nominated, a rank order the candidates with rationale for the ranking.
7. The findings of the review committee will be reviewed by the SADFA and the Dean.
 8. In the event that the review committee endorses the nomination and the Dean concurs, the Dean will send a letter to the Chancellor summarizing the findings of the committee, and recommending a nominee for appointment to the endowed chair. If the final nominee chosen by the Dean differs from the recommendation of the appointment committee, an explanation must be provided.
 9. In the event that the review committee does not endorse the nomination, the nominator will be so apprised and afforded an opportunity to appeal the review committee's decision to the Executive Committee of the Executive Faculty (ECEF). Should an appeal be pursued, the decision of the ECEF will be conveyed to the SADFA and the Dean.
 10. In the event that the ECEF endorses the nomination and the Dean concurs, the Dean will send a letter to the Chancellor summarizing the review process, and recommending the nominee for appointment to the endowed chair.
 11. Upon approval by the Chancellor, the Dean will notify the appointment committee members and the nominator(s) of candidate(s) of the decision regarding the appointment, and will thank them for their participation in the nomination and appointment process.
 12. The Medical Center and University Development officers and Medical Center and University Communications officers will be alerted and will participate in the development of internal and external announcements, donor communications and celebration activities. The Dean will send a congratulatory letter to the incumbent which will specify the chair title (s)he may use and the term of the appointment to the endowed chair. The duration of any such appointment to an endowed chair will not exceed seven years and will be determined mutually by the Dean and the Department Chair/Center Director responsible for the management of the endowed chair. The Chief Administrative Officer is notified so that the endowed fund payout may be budgeted and allocated to the appropriate Department or Center.
 13. Endowed chairs will be reviewed for renewal at the interval specified at time of appointment. The Department Chair/Center Director responsible for the management of the endowed chair will consult with the SADFA regarding the reappointment and the SADFA will make one of two recommendations to the Dean: 1) that the endowed chair holder be reappointed, or 2) that the Dean appoint a committee of not fewer than five faculty members who hold endowed chairs to review an incumbent's scholarly productivity and academic contributions since last appointment to the endowed chair and then make a recommendation regarding reappointment. In the latter event, not more than two of the review committee members may hold their primary faculty appointment in the same department. After receipt of a recommendation regarding reappointment, the Dean will determine whether the incumbent chair holder will be reappointed. As with first appointment, the term for renewal of an endowed chair will be specified at the time of reappointment.