

Vanderbilt University Medical Center (VUMC)
Endowed Directorship Nomination and Appointment Procedures

Endowed directorships help ensure that VUMC continues to fulfill its mission for excellence by augmenting the funding available for leaders in clinical care, research and training. A directorship enables a highly regarded physician-scientist or clinical leader to improve outcomes for patients. Strong leadership will attract, support, and inspire outstanding clinicians, researchers, and educators to apply collaboratively their skill and ingenuity to the relentless pursuit of VUMC's goals across its clinical enterprise.

A nomination and appointment process for those who will occupy endowed directorships must be rigorous, yet transparent and nimble, assuring that endowed directorship resources are supporting our most visionary program, laboratory, or clinical area leaders. The Chief of Clinical Staff, or designee, will oversee the following procedures:

1. VUMC Clinical Service Chiefs and Center Directors, and the President/Chief Executive Officer (CEO) of VUMC may nominate an individual for an endowed directorship.
 - The nomination should be provided in writing to the CEO and held confidential until the nomination process is completed and candidate is approved.
 - If the CEO is providing the nomination, the letter of nomination will be addressed to the Chief of Clinical Staff.
 - The letter should be accompanied by the candidate's curriculum vitae and specify 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 directorship fund should be noted, and the qualifications of the individual to satisfy these restrictions should be mentioned.
 - The nominator should also recommend the names of at least three Vanderbilt (VU or VUMC) faculty to serve on the endowed directorship review committee
2. Persons at other institutions must be recruited to VUMC before they may be nominated to occupy an endowed directorship.
3. The Chief of Clinical Staff must endorse the nomination letter. After his/her endorsement, the CEO, or designee, will, within two weeks of receiving the nomination, appoint a review committee of up to three members. One of the committee members must be from the nominator's or candidate's primary department. Customarily the reviewers will be persons serving in appointed leadership roles. It is desirable that committees should include diverse representation. The nominator will not serve on the review committee.
4. The following individuals will always serve in role of the committee chair, dependent on the nature of the directorship for which the candidate is nominated:
 - Chief of Clinical Staff for any directorship related principally to clinical practice or clinical training, where the nominee is a member of the VUMC medical staff.
 - Executive Vice President for Research for any directorship related principally to research or research training.
 - Executive Chief Nursing Officer for any directorship related principally to nursing administration, practice, or training.
5. The CEO and Chief of Clinical Staff shall provide for staff to support the work of the committee.

6. The review committee and/or nominator will secure not fewer than three letters of evaluation, and may also elect to solicit other input from within VUMC in furtherance of the committee's review. For nominees who have been hired/appointed or promoted within the past three years or who have been appointed previously to a VUMC endowed directorship or to a Vanderbilt University endowed chair, the review committee may elect to rely on existing documentation in its review of the nomination. Not later than six weeks after its appointment and charge, the committee will send a report to the CEO 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 of candidates with rationale for the ranking.
7. The Chief of Clinical Staff and the CEO will review the findings of the review as conveyed in the committee's report.
8. If the final nominee chosen by the CEO differs from the recommendation of the review committee, an explanation must be provided to the committee chair.
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 CEO. The CEO will consult with the Deputy CEO and Chief of Clinical Staff before reaching a decision, which will be final.
10. Upon approval by the CEO, the Chief of Clinical Staff 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. The nominator will be responsible for sharing the news with the candidate.
11. The VUMC Vice President for Development Services will be alerted and will be responsible for the internal and external announcements, donor communications and equity of celebration activities.
12. There may be individual celebrations hosted by the incumbent's department to include the donor where applicable.
13. VUMC Development will host an annual or biennial celebration of new directorships as appropriate.
14. The CEO will send a congratulatory letter to the incumbent that will specify the directorship title which (s)he may use and the term of the appointment to the endowed directorship. The CEO and the Clinical Service Chief/Center Director responsible for the management of the endowed directorship will determine mutually the term of any such appointment to an endowed directorship.
15. The Chief Operating Officer and Chief Financial Officer will be notified so that the endowed fund payout may be budgeted and allocated to the appropriate department or center through the gift agreement approval process.
16. The CEO and the applicable Clinical Service Chief/Center Director will review endowed directorships for renewal as needed. Consultation with the Chief of Clinical Staff, or designee regarding the reappointment will be required and the Chief of Clinical Staff will recommend to the CEO whether the endowed directorship role be reappointed.

Note on the Formal Naming of Endowed Directorships

The CEO, Clinical Service Chiefs or Center Directors may propose the formal name of a new internally funded endowed Directorship at the time of nomination to be approved by the CEO or designee. The name may be in honor or memory of an individual contributor in the field with preference given to distinguished former VUMC faculty or staff. The honoree must be a non-active faculty or staff member. (See *Gift Acceptance and Endowment Policy*)