

## Reappointment Process for Endowed Chairs, Endowed Professorships, and Ohio Eminent Scholars

Revised: November 2018

### Context:

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University policies state that endowed chairs, endowed professorships, and Ohio Eminent Scholars must be appointed to terms not to exceed five years, renewable, and that “the dean must conduct a formal review prior to submitting an individual for reappointment to an endowed chair.” The purpose of the guidelines below is to lay out the college’s process for formal review for reappointment.

### Review Process:

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1. **Annual review.** Each year, as part of the existing required annual review process, the faculty member’s department chair or school director will conduct an annual review of his or her accomplishments and will forward it to the college.
2. **Reappointment review.** At the beginning of the final year of appointment, the chair or director will request that the faculty member provide (a) a current c.v.; (b) a progress report of major accomplishments during the current term (1-2 pages); and (c) a statement of goals for the next term (1-2 pages). In cases where the faculty member undergoing review is a department chair or school director, the divisional dean will appoint another chair or director in the division to conduct the reappointment review.

After examining items (a), (b), and (c), the chair or director will write a recommendation about renewal to the divisional dean. The candidate will be given the opportunity to respond in writing to it. If any other review process is spelled out in the unit’s Appointments, Promotion and Tenure document, that process may be used.

The divisional dean will review the materials generated in the department review and write an independent recommendation about prospective reappointment. The candidate will be given the opportunity to respond in writing to it.

The executive dean will examine all of the materials collected during the review and will make the final decision at the college level. Reappointments will be subject to the approval by the Office of Academic Affairs and the Board of Trustees.