

**Endowed Chair and Professorship
Evaluation and Review Process**

April 2005 (revised July 2018)

Endowed Chair and Professorship Evaluation Criteria

This list of criteria exists to: (1) communicate the performance expectations to the holder of an endowed chair/professorship at the time of the appointment and (2) inform the review committee of the endowed chair/professorship of criteria to be used in evaluating the holder's performance. Excellence in all aspects is expected, but extraordinary performance in some dimensions may compensate for weaknesses in others.

Evaluation criteria and expectations for holder of an endowed chair or professorship:

1. Impact and contribution of research and education activities to the holder's department, the profession, and society at large.
2. Enhance both academic and research programs in the holder's department.
3. Establish and/or expand collaborative partnerships within the holder's department, the College of Engineering, other units at the UW, industry and/or international partners.
4. Develop and provide an innovative curriculum for both undergraduates and graduates.
5. Recruit and mentor students, both undergraduates and graduates, as well as new faculty colleagues.
6. Build and/or enhance the reputation of the holder's department, the College of Engineering, and the UW.
7. Donor stewardship and appropriate budget management.

Documentation for Renewals/Appointments

Nominations for a new endowed position must include the candidate's up-to-date CV, statement of research and educational objectives, and summary of his/her teaching record. The department chair should provide a statement outlining the candidate's departmental, field, and societal impact.

Renewal documentation must include the materials mentioned above, as well as a summary of accomplishments during the prior endowment period, a brief document detailing how the endowment terms and evaluation criteria were met, a forward-looking education and research statement, and documentation of donor

stewardship, where applicable. For endowments managed by departments, an internal review process is expected, and documentation of the results of that review should be provided to the standing committee along with the other documentation. For endowments managed by the college, holders are encouraged to provide a short list of references to aid the committee in performing its review.

Review Process

The Endowed Appointments Committee, appointed by the Dean, reviews all new college-level appointments and college and department-level renewals within the College according to common standards. This standing committee makes a written recommendation to the Dean. The Dean has final approval of the holder selection.

For all endowment renewals and college-level appointments:

- The committee chair must be at a faculty rank equivalent to or higher than that of the endowed chair/professorship holder being reviewed.
- The review committee should use the above criteria and any other criteria deemed applicable.
- The committee will provide a written report of its findings, including a specific recommendation regarding appointment or reappointment, to the dean.

Additional review steps may be taken at the discretion of the committee.

- The committee may consult with individuals within the UW, at other institutions, or in industry who can provide useful input on the endowed chair/professorship holder's work. These individuals may include, but are not limited to, references provided in the appointment documentation.
- The committee may choose to meet in person with the nominee/holder.

Timing for Appointing/Renewing

Renewals are processed each regular academic quarter. Renewal submissions should be done early, ideally no later than six months prior to expiration, due to the lag needed to process endowment appointments through both the College level review and the Provost's office. College level review begins the second week of each

regular academic quarter; the second week of the quarter serves as the deadline for delivery of renewal materials to the College for review that quarter.

For new appointments managed by the College, a general call for nominations will be made to department chairs. There is no fixed deadline for new appointments to endowments managed by departments, but departments should expect the process to take approximately six months.

For appointments made as part of the hiring process, an expedited review process will be used, consisting of a review of the documentation by the chair of the standing committee and one other member, producing a written report and specific recommendation to the dean.