UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title: 659 *Endowed Chairs and Professorships*		
Existing Policy Number and Title: 659 *Endowed Chairs and Professorships*		
Approval Process*		
☒ Regular	☐ Temporary Emergency	☐ Expedited
☐ New	☐ New	☐ New
☒ Revision	☐ Revision	☐ Revision
☐ Deletion	☐ Suspension	
	Anticipated Expiration Date:	
*See UVU Policy 101 *Policy Governing Policies* for process details.		

Draft Number and Date: March 5, 2026, Stage 2 Draft

President's Council Sponsor: Steven Clark and Kyle Reyes **Ext.** 5189

Policy Steward: Kat Brown, Melanie Lafranca **Ext.** 8517, 6468

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: 11/11/2025

University Entities Review

Entrance Date: 5/11/2026

Close Feedback: 9/25/2026

University Community Review

Entrance Date: _____

Open Feedback: _____

Close Feedback: _____

Board of Trustees Review

Entrance Date: _____

Approval Date: _____

POST APPROVAL PROCESS

Verify:

- ☐ Policy Number
- ☐ Section
- ☐ Title
- ☐ BOT approval
- ☐ Approval date
- ☐ Effective date
- ☐ Proper format of Policy Manual posting
- ☐ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual

Name: _____

Date posted and verified: _____

UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Endowed Chairs and Professorships	**Policy Number**	659
Section	Academics	**Approval Date**	
Subsection	Faculty	**Effective Date**	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Attracting and retaining world-class faculty is critical to the quality of educational experience provided by any post-secondary institution. One way to accomplish this objective is through the establishment of endowed chairs and professorships. There is no greater honor that a distinguished faculty member can achieve than to hold an endowed chair or professorship.

2.0 REFERENCES

2.1 UVU Policy 232 *Honorary and Gift-Based Namings*

2.2 UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*

3.0 DEFINITIONS

3.1 Endowed chair: A permanently funded faculty position that provides full salary and benefits plus financial support for teaching and scholarly activities.

3.2 Endowed professorship: A stipend given to a faculty member to supplement their salary and provide financial support for professional and scholarly endeavors.

3.4 Gift agreement (memorandum of agreement): A legally binding document between the University and the donor that specifies the endowment amount, purpose, naming rights, and conditions for use of funds.

3.5 Endowment principal and payout: The endowed corpus is invested and held in perpetuity. Earnings ("payout") are distributed annually to support the designated position in accordance with university spending and investment policies.

4.0 POLICY

4.1 Establishment and Naming

Policy 659 *Endowed Chairs and Professorship*

4.1.1 The establishment of any endowed chair or professorship requires approval by the President, the Provost, the Vice President of Institutional Advancement, the appropriate dean, and the chair of the department and is dependent upon available endowed funds.

4.1.2 The subject area of the endowed chair or professorship must align with the mission and academic plan of the University, the school or college, and the department.

4.1.3 An endowed chair or professorship may be named in honor of the donor or honoree proposed by the donor in accordance with UVU Policy 232 *Honorary and Gift-Based Namings*.

4.1.4 No endowed position shall bear the name of an individual or entity inconsistent with the University's values or interests.

4.2 Funding Requirements

4.2.1 An endowed chair requires an endowment of sufficient size to provide full or significant salary and program support in perpetuity.

4.2.2 An endowed professorship requires a smaller, but sustainable, endowment to provide salary stipend and/or research support.

4.2.3 Endowments may be established through cash gifts, irrevocable pledges, or other acceptable instruments.

4.2.4 Each endowed position must have a signed gift agreement outlining purpose, funding level, and use consistent with university and donor expectations.

4.2.5 President's Council determines the minimum endowment required to establish an endowed chair or professorship. Adjustments to these amounts may be considered on a case-by-case basis. Any deviation from these amounts requires approval by the Vice President of Institutional Advancement and the Provost.

4.2.6 The Vice President of Institutional Advancement and the Provost review the minimum amount every five years and provide their recommendation to President's Council on maintaining or modifying the minimum amount.

4.2.7 Annual endowment payouts must be used in accordance with donor intent and university fiscal policy.

4.3 Appointment, Term, and Expectations of Recipients

4.3.1 Endowed chairs and professorships are reserved for tenured and tenure-track faculty members who have demonstrated exceptional academic and professional achievement and who hold a continuing appointment.

4.3.2 Searches and appointments follow a transparent and equitable selection process consistent with university hiring and promotion policies (see UVU Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions*).

4.3.3 An endowed position is normally awarded for a fixed term of five years and is renewable following a review of performance and continued alignment with donor intent and university priorities.

4.3.4 Faculty appointed to an endowed chair or professorship are expected to do the following:

4.3.4.1 Demonstrate continued excellence in teaching, research, creative activity, and service, as negotiated at the time of the appointment.

4.3.4.2 Mentor junior faculty and students, contribute to departmental and university initiatives, and represent the University in national and international arenas, as negotiated at the time of the appointment.

4.3.4.3 Use endowed funds solely for purposes authorized by the gift agreement and university fiscal policy.

4.4 Administrative Oversight

4.4.1 The Office of the Provost maintains an official roster of endowed chairs and professorships, including funding level, appointee, term, and status.

4.4.2 The Vice President of Institutional Advancement ensures compliance with donor agreements and stewardship reporting.

4.4.3 The Provost and the Vice President of Finance oversee investment, payout, and spending compliance.

5.0 PROCEDURES

5.1 Proposal and Approval

5.1.1 After consultation with the appropriate department chair, the dean submits a proposal with justification, draft gift agreement, funding plan, and confirmation of alignment with academic priorities to the Provost and Vice President of Institutional Advancement.

5.1.2 Proposals must be reviewed by the Provost and the Vice President of Institutional Advancement.

5.2 Review and Renewal

5.2.1 The appointee shall report an annual and end-of-term expenditure reports to the chair, dean, and Provost; unspent balances shall carry forward in accordance with institutional guidelines.

5.2.2 Appointee shall report an annual and end-of-term review to the Provost.

5.3 Search and Appointments

4.5 When an external search for an endowed chair is undertaken, the established university procedures and college practices for Policy 306 *Recruitment, Selection, and Hiring of Faculty Positions* and Policy 637 *Faculty Tenure* if relevant, shall be followed.

5.3.1 The dean, in consultation with the Provost and appropriate department chair, shall award the endowed chair or professorship to the selected faculty member.

5.3.2 The dean shall issue a formal appointment letter, which must specify term length, expectations, funding level, and renewal process.

5.3.3 Appointments to endowed positions shall be for five years**.** Shorter or longer terms may be approved under exceptional circumstances.

5.3.4 Reappointment requires a comprehensive review of the appointee's performance, contributions to the University's mission, and continued donor alignment.

5.3.5 Every appointee must submit an annual report to the dean describing use of endowment funds and outcomes.

5.3.6 The dean shall conduct a formal review no later than sixty (60) days before the end of the endowment term and determine whether the endowed position will be renewed or rotated.

5.4 Vacancy, Reallocation, and New Appointment

5.4.1 When a chair appointee retires, resigns, or is no longer eligible, the endowed position reverts to vacant status pending new appointment or reallocation.

5.4.2 The Vice President of Institutional Advancement and the Provost shall review vacant, fully funded endowed positions that remain unfilled for more than three years to determine whether to reassign the position to another recipient or reallocate or modify the endowed funds.

5.4.3 All reallocation or modification of endowed funds shall follow donor intent, legal requirements, and approval from the Vice President of Institutional Advancement as appropriate.

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	**Action Taken**	**Authorizing Entity**
June 25, 2002	Approved in the regular policy process.	UVU Board of Trustees
September 30, 2021	Non-substantive changes; policy renumbered from 634 to 659.	Policy Office and General Counsel
	Revised policy approved in regular policy process	UVU Board of Trustees

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POLICY TITLE	Endowed Chairs and Professorships	**Policy Number**	659
Section	Academics	**Approval Date**	June 25, 2002
Subsection	Faculty	**Effective Date**	June 25, 2002
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 Attracting and retaining world-class faculty is critical to the quality of educational experience provided by any post-secondary institution. One way to accomplish this objective is through the establishment of chairs and professorships. There is no greater honor that a distinguished faculty member can achieve than to be invited to hold an endowed chair or professorship.

2.0 REFERENCES

3.0 DEFINITIONS

3.1 Endowed chair: A permanently funded faculty position that provides full salary and benefits plus financial support for teaching and scholarly activities. An endowed chair requires an endowment of sufficient magnitude to provide the financial requirements of the chair in perpetuity.

3.2 Endowed professorship: A stipend given to a faculty member to supplement the basic salary and provide financial support for professional and scholarly endeavors. An endowed professorship can be funded annually for a specific period of time or in perpetuity through the establishment of an endowment.

4.0 POLICY

4.1 An endowed chair or professorship may be named in honor of the donor or honoree proposed by the donor following the guidelines specified in UVU Policy 232 *Honorary Names and Named Gifts.*

4.2 Establishment of an endowed chair or professorship is subject to approval by the President, Senior Vice President of Academic Affairs, and the dean of the department.

~~**4.3** The subject area of the endowed chair or professorship must be consistent with the mission and the academic plan of the University and school.~~

~~**4.4** The dean and department chair shall develop a memorandum of agreement with the donor outlining:~~

~~1) The criteria for awarding the endowed chair or professorship;~~

~~2) The amount allocated for salary and scholarly work;~~

~~3) The period of time of the award; and~~

~~4) The performance expectations which may include publications, public lectures, an annual report to the dean, etc.~~

~~**4.5** The endowed chair or professorship shall be awarded by the dean in consultation with the department chair and donor. When an external search for an endowed chair is undertaken, the established university procedures for hiring shall be followed.~~

~~**4.6** The minimum amount required to establish an endowed chair is $2,000,000.~~

~~**4.7** The minimum amount required to establish an endowed professorship is an annual gift of $10,000 or an endowed gift of $200,000.~~

5.0 PROCEDURES

~~**POLICY HISTORY**~~		
~~Date of Last Action~~	~~Action Taken~~	~~Authorizing Entity~~
~~June 25, 2002~~	~~Approved in the regular policy process.~~	~~Board of Trustees~~
~~September 30, 2021~~	~~Non-substantive change: policy renumbered from 634 to 659.~~	~~President's Council and General Counsel~~

UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY 659 EXECUTIVE SUMMARY	
Policy Number and Title: Policy 659 *Endowed Chairs and Professorships*	
Date:	May 7, 2026
Sponsor:	Wayne Vaught
Steward(s):	Kat Brown
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Amanda Cooke
Embedded Attorney:	Click here to enter the name of the embedded attorney.

Issues/Concerns (including fiscal, legal, and compliance impact):

This policy needed to be updated. See below for updates that were made.

Suggested Changes:

Summary of changes:

- Updated the approval process for awarding an endowed chair or professorship. Section 4.1.1 now requires approval from the President, the Provost, the Vice President of Institutional Advancement, the appropriate dean, and the chair of the department.
- Changed the amount required to establish an endowed chair or professorship. Section 4.2.5 now says that President's Council determines the minimum endowment required to establish an endowed chair or professorship, and that the Vice President of Institutional Advancement and the Provost review the minimum amount every five years.
- Added a review and renewal process, a search and appointments process, and a reallocation and new appointment process.

Proposed Drafting Committee: Kat Brown (Academic Affairs), Nizhone Meza (Academic Affair), Melanie LaFranca (Institutional Advancement), Liz Sowards (Institutional Advancement), and Alex Phillips (Institutional Advancement)

Target Date for Stage 1 Draft to Enter Stage 2: 5/11/2026