University of Washington
Academic Human Resources, Office of the Provost
85 Gerberding Hall, Box 351270, Seattle, WA 98195

CHECKLIST & PROCESS: ENDOWED PROFESSORSHIP or CHAIR

OVERVIEW

This outlines the steps and approvals needed in order to appoint a faculty member as a named holder of an endowed professorship or chair. This checklist is intended to accompany, not replace, correspondences that normally would be submitted in making an appointment to an endowed position. Please send originals of all documentation. *NOTE: The term "unit" refers to the school, college or department with administrative authority for this endowment. The term "fund administrator" refers to the president, provost, chancellor, dean, director, or department chair named in the endowment agreement as administrator of the fund.*

ENDOWMENT/PROPOSED HOLDER DETAILS

Official Name of Endowment _____

Budget Number of Endowment Principal 99- _____

Name of Proposed Holder _____

Department of Proposed Holder _____

Proposed Start Date of Endowment Appointment _____

Term of Endowment Appointment _____

Name, Title, Unit of Fund Administrator _____

_____

_____

FUND ADMINISTRATOR APPROVAL

__ Fund administrator has reviewed the endowment agreement and all related amendments or addendums for terms of the gift in regard to intent of the donor(s), named holder selection procedures, authorized expenditures, etc.

__ Fund administrator submits candidate's biographical statement. Please see guidelines at: http://www.washington.edu/admin/acadpers/procedures/endowments_and_professorships/endowments_bio.html

__ Fund administrator confirms that minimum funding needed to establish the endowment has been received and invested and submits fully signed copy of endowment and all related amendments or addendums, nominee CV, appointment committee report (if applicable), and letter of recommendation (from dean to president) for review.

_____ _____

Fund Administrator Date

PROVOST APPROVAL

Please forward applicable documentation and checklist to Academic Human Resources (Box 351270) for review by the Provost in preparation for action by the Board of Regents.

__ Academic Human Resources verifies agreement name and agreement status with Stewardship office.

_____ _____

Provost Date

BOARD of REGENTS APPROVAL

__ Board of Regents votes on appointment of named holder to professorship or chair.

__ Approved __ Denied

_____ _____ _____

Board of Regents Date Board of Regents Meeting Date

NEXT STEPS

__ Provost prepares letter of concurrence to the Chancellor or Dean.

__ Academic Human Resources prepares letter from the president to the named holder regarding the appointment.

__ Academic Human Resources notifies Stewardship Office of Board of Regents action.

__ Chancellor, Dean or Department makes official announcement of appointment.