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

CHECKLIST & PROCESS: ENDOWED FACULTY FELLOWSHIP

OVERVIEW

This outlines the steps and approvals needed in appointing a faculty member as a named holder of an endowed faculty fellowship. This checklist is intended to accompany, not replace, correspondence that normally would be submitted in making an appointment to an endowed position. *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.*

ENDOWED FELLOWSHIP HOLDER DETAILS

Official Name of Endowment _____

Budget Number of Endowment Principal _____

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 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..

__ Provost reviews named holder nomination for compliance with terms of the gift.

__ Approved __ Denied

_____ _____

Provost Date

NEXT STEPS

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

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