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

CHECKLIST & PROCESS: PROFESSORSHIP (TERM)

OVERVIEW

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

ENDOWMENT/PROPOSED HOLDER DETAILS

Official Name of Agreement _____

Budget Number of Current Use Agreement Funds _____

Name of Proposed Holder _____

Department of Proposed Holder _____

Proposed Dates of Professorship Appointment _____ through _____

Name, Title, Unit of Fund Administrator _____

_____

_____

FUND ADMINISTRATOR APPROVAL

__ Fund administrator has reviewed the 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 agreement has been received and invested and submits fully signed copy of agreement 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 reviews named holder nomination for compliance with terms of the gift. If the Provost concurs, nomination is submitted on behalf of the President to the Board of Regents.

_____ _____
Provost Date

BOARD of REGENTS APPROVAL

__ Board of Regents votes on appointment of named holder to professorship (term).
__ 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 confirms with Stewardship Office appointments following Board of Regents approval.

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