College of Business

Council of Endowed Chairs and Professorships (CECP)

Selection and Performance Review Committees

In accordance with the *Handbook of Operating Procedures* Policy AA-FT-PO6, all endowed position holders will comprise the College’s Council of Endowed Chairs and Professors (CECP). One of the roles of the CECP is to provide faculty input and oversight for endowed chairs and professorships.

Two functions of the CECP are to assist in the formation and deliberation of (1) selection committees and (2) performance review committees.

1. For both selection and performance review purposes, committees will be comprised of three persons. One person will be a full professor from the reviewed endowed position holder’s department. A second person will be an endowed position holder in the College of Business and a third committee member will be a full professor from another department in the College of Business, ideally chosen from a discipline similar to that of the chair or professorship holder. All members of the committees shall be tenured senior faculty serving within the University. At least one and preferably two of the committee members shall be faculty who do not hold an endowed position and who are active in research. For both selection and performance review committees the Dean of Business will identify and select committee members and recommend their appointment to the Provost and President after consultation with the chair or professorship holder.
2. Selection committees are involved in making recommendations to the President through the Dean and Provost concerning candidates for appointment to endowed chairs and professorships in the College of Business. For outside appointments, recruitment and selection is a two-stage process. First the departmental faculty committee conducts the normal faculty search and makes a recommendation through the normal channels. If this first stage yields one or more candidates eligible for an endowed position, or in the case where the Dean is nominating an internal candidate, a selection committee as described above will be assembled to recommend the awarding of a chair or professorship to the Dean of Business, who in turn, will make a recommendation to the Provost and President. Selection criteria will include an external assessment by a nationally known/recognized scholar and may include factors specified in the endowment agreement and other information that can be used to evaluate a candidate’s research, teaching, service and/or professional practice experience.
3. Performance review committees conduct performance reviews of endowed chair and professorship holders every five years to ensure continuing outstanding performance, again forwarding their recommendations to the President through the Dean and Provost. Deferral of a review requires a recommendation from the Dean and must be approved by the President. The chair or professorship holder shall be given written notification three months in advance of the review, and will submit a three-page statement describing their accomplishments over the past five years, copies of all annual review reports since the last formal review, and a recent C.V. The chair or professorship holder may provide any other additional materials he or she deems appropriate. Performance information can be evaluated by the committee from various sources, including the endowment agreement, initial appointment or reappointment letter, and input from the Department Chair. An external assessment by a nationally known/recognized scholar will be included. The committee may recommend, reappointment, non-reappointment, or a more detailed review.

The committee will make its recommendation, and the chair or professorship holder will have access to the report and the opportunity to respond in writing to the report. The Dean will receive both the recommendation and the response, and will add her/his comments to the committee report, after considering additional administrative input as appropriate. The chair or professorship holder will have access to this report, and again have the opportunity to respond in writing, before the report is forwarded to the Provost and President. If the chair or professorship holder is not reappointed, the chair or professorship shall become vacant at the end of the upcoming academic year (the May 31st after the decision has been made).

1. Performance review for individuals holding endowed chairs or professorships in conjunction with an administrative appointment will be conducted directly by their assigned supervisor.