

<b>SUBJECT</b>	<b>WSU School of Medicine Endowed Charis and Professorships Review Process</b>
<b>DESCRIPTION</b>	Policy and procedures relating to the 5-year evaluation of Endowed Chairs and Professors
<b>EFFECTIVE</b>	August 21, 2014
<b>REVISED</b>	12/4/2012; 2/6/2016; 1/3/2017; 5/19/2021; 9/9/2021

**I. Statement of Purpose**

Endowed Charis and Professorships held by WSU School of Medicine (SOM) faculty or chairs will be reviewed every 5-years or whenever the assignment of the recipient is substantially altered. The Office of Faculty Affairs and Professional Development (OFAPD) will maintain the calendar of required reviews. To ensure timely notice of the decision to reappoint, defer or not reappoint, reviews will begin no later than three months prior to the expiration date. Re-appointment of an endowed chair/professorship is contingent on a satisfactory review.

**II. Endowed Chair/Professorship Process**

**a. Process:**

Endowed chairs/professors will be reviewed in accordance with the terms of the endowment agreements, including the criteria and conditions of the recipient's appointment. These reviews will evaluate how well the endowed chairs/professors have met these terms during the review period.

Before the review, OFAPD will notify the endowed chair/professor of the upcoming review and will give the holder sufficient time to prepare a review packet of relevant materials (section b.2 & b.3). A review will be conducted by an Endowment Review Committee consisting of:

- Executive Vice Dean – Chair
- Vice Dean for Research – Member
- Vice Dean for Faculty Affairs – Member
- Faculty Member (appointed by the Dean) – Member
- Senior Director, OFAPD – Ex-Officio

The committee will review the submitted packet and submit a letter to the Dean evaluating the degree to which the endowed chair/professor has fulfilled the criteria of the endowed position, and recommending for or against renewal of the appointment.

After considering the dossier and the evaluation, the Dean will submit their recommendation for renewal to the Provost (see d).

**b. Review Packet**

The committee will receive a review packet which includes:

1. Summary of expectations outlined in the MOA
2. Current curriculum vitae of the endowment holder
3. A personal statement by the endowment holder of no more than five pages that includes:
  - a. A description of the accomplishments achieved during the appointment as endowed chair/professor and how the goals of the endowment have been met during the review period
  - b. A description of how resources that support the endowment have been used, during the review period, to meet the criteria of the endowed position
  - c. Plans for the next term of appointment, including planned funding use for the next review period
  - d. Any other relevant issues that should be considered during the review process
4. A review letter from the chair of the department in which the endowment is held (if applicable). The letter should describe accomplishments, challenges and a recommendation. If the candidate is a department chair, then a letter from the Dean may be included

**c. Review Criteria**

Criteria for satisfactory review include the following, as applicable:

- Fulfillment of activities specific to the endowed chair/professorship, that have been designated by the donor and approved by the University
- Fulfillment of goals set by the endowed chair/professor
- A continuing record of scholarly activity and outstanding achievement, appropriate to the discipline, as a teacher, scholar or practitioner, and exemplary professional citizenship
- Leadership in the Department, School and/or University
- Pursuit of activities that enhance the reputations of the SOM and the University

**d. Recommendations by the Dean to the Provost**

The Dean's recommendation is forwarded to the Provost for final decision. In accordance with the MOA, the Dean may recommend one of the following:

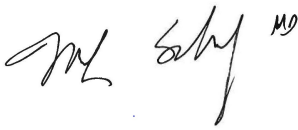
- Renew the chair/professorship appointment for up to 5 years or the period of time required by the endowment memorandum
- Offer a one year extension pending the appointment of a permanent chair or while additional information is obtained
- Non-renewal

The recommendation should include an explanation and justification for the action.

**e. Revocation of an Endowed Appointment**

An endowed chair/professorship may be terminated if changes occur in the assignment of the holder such that they are no longer in the position intended for the endowment. An endowed chair/professorship may also be revoked at any time, in cases including but not limited to, personal or professional misconduct, failure to adhere to accepted standards for research, scholarly work, teaching, service, or clinical practice, or in the case of conduct inconsistent with the intent of the endowment and/or institution.

Approved by the Dean: 9/9/2021

A handwritten signature in black ink, appearing to read 'M. Schweitzer MD', with a stylized flourish at the end.

Mark E. Schweitzer, M.D.  
Vice President, Health Affairs  
Dean, Wayne State University School of Medicine