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3 94-04
4 May 16, 1994
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8 **Policy for Certain Named Endowments at CSULB**
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10 This policy was recommended by the Academic Senate on April 14, 1994 and received the
11 concurrence of the President on May 2, 1994.
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14 **1.00 Preamble**
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16 California State University, Long Beach recognizes that endowments provide an important
17 role in achieving the educational goals of the institution as expressed in the University's
18 Mission Statement, which recognizes teaching, scholarly and creative activity, and
19 community service as the faculty's three major responsibilities. Endowments can well
20 advance these three activities by providing students and faculty additional opportunities
21 to interact with outstanding teachers and scholars who will offer classes and conduct
22 research that will augment and stimulate the teaching and learning experience. Since
23 endowments represent support that does not derive from the traditional budget process,
24 but from active University- wide efforts at fund raising, an integrated approach must be
25 maintained from initial contact to completion of an endowment. The Guidelines, therefore,
26 assure the rights of faculty, the donor, the University, and the honoree.
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29 **2.00 Funding**
30

31 The total funds provided for any endowment must be sufficient that the income will cover
32 the anticipated costs. The exact amount required will vary depending on the type of
33 position and the anticipated yield level. Therefore, the Office of University Relations and
34 Development must be consulted about the amount needed to establish the particular
35 endowment.
36

37
38 **3.00 Types of Individually Named Endowed Funds**
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40 Fully-Funded Endowed Chair -- Total funds must be sufficient to provide at least for the
41 salary plus fringe benefits of a full professor, top step. Named endowed Chair positions
42 will be established primarily within broadly defined disciplinary or interdisciplinary areas.
43 Appointment to Endowed Chair positions are made in accordance with the Guidelines set
44 out below and with Trustee and Academic Senate procedures. These positions may be
45 named by the sponsor (e.g., the Susan Smith Chair of History). Normally, the funds
46 available in excess of the amount needed for salary and fringe benefits would be used to
47 support research or creative activity and teaching.
48

49
50 3.20 Partially-Funded Endowed Chair -- A donor may be encouraged to donate funds
51 toward the establishment of a fully-funded endowed chair position even if the funds at the
52 donor's disposal do not amount to the required amount. A donor may give funds (at least
53 50% of the amount needed for a fully funded endowed chair) to be invested until the fund
54 is sufficient to provide for a fully endowed chair position. During this investment period,
55 funds may be added to the endowment, but the income may not be withdrawn for other
56 uses except by explicit directive of the donor. When the fund has become sufficient, the

57 named endowed chair position will be announced to the public and the position filled, as
58 outlined in Section 4 below.

59
60 3.30 Special Professorships -- Special Professorships will be established primarily within
61 broadly defined disciplinary or interdisciplinary areas. Donors may donate funds to
62 establish a Special Professorship to support the ongoing research or creative activity and
63 scholarship of a professor already at CSULB. Special Professorship funds may be used to
64 pay a part of the salary and/or fringe benefits of the holder for one year or more. Such
65 funds may be used to buy assigned time from teaching, for travel, equipment, student
66 support, and other such amenities that support the research and teaching of the
67 professor. The term of the Special Professorship shall be stated at the time of
68 appointment. Such positions may be named by the sponsor (e.g. the Susan Smith
69 Professor of History).

70
71 Endowment funds may be used to buy reimbursed time for Special Professors. The funds
72 may also be used to purchase instructional or research equipment and supplies, or to
73 fund assistants for these purposes.

74
75 3.40 An endowment may be established for a college, academic unit, or special area of
76 research. Faculty teaching in areas designated by the donor shall determine how such
77 research or instructional support funds shall be spent, in consultation with the College
78 Faculty Council or the Executive Committee of the Academic Senate. Such research funds
79 may be named by the donor (e.g., the Susan Smith Faculty Research Fund).

80
81 3.50 Special Lectures or Lecture Series -- Endowments may be established for the
82 purpose of establishing lectures or lecture series, including events or a series of events in
83 the performing arts, for the enrichment of the learning process at CSULB. Any conditions
84 governing an on-going lecture series shall be reviewed by the College Faculty Council,
85 College Dean(s), the Executive Committee of the Academic Senate, and the Vice
86 President for Academic Affairs. The President of the University, upon consideration of all
87 the recommendations, shall approve/disapprove the offer of donation and the conditions
88 attached to the gift. Such series may be named by the sponsor (e.g., the Susan Smith
89 Special Lecture Series).

90
91 3.60 Other Endowments -- This policy shall not preclude endowments for other purposes.

92
93 3.70 Limited term donations -- A Special Professorship or Special Faculty Support Fund
94 may be established for a limited term, with a pledge by a donor of annual gifts sufficient
95 to provide the necessary support. The existence of the named position will cease at such
96 time as the funding is exhausted.

97 98 **4.00 Policy Guidelines**

99 100 4.10 Establishment of Endowed Chairs and Special Professorships

101
102 4.11 Acceptance of funds and establishment of either an Endowed Chair position
103 or a Special Professorship for a specific department or equivalent academic unit
104 shall require in the first instance the review by and recommendation of the
105 academic unit(s) if the endowed chair is (inter)disciplinary-based and the review
106 by and recommendation of the faculty council if college based. That initial phase
107 shall be followed by a review by and recommendation of 1) the College Dean(s),
108 2) the Executive Committee of the Academic Senate, and 3) the Vice President for
109 Academic Affairs. The Chair of the Academic Senate and the Vice President for
110 University Relations and Development shall consult and be consulted at all levels
111 of the process. The President of the University, upon consideration of all the
112 recommendations, shall approve/disapprove the offer of a donation, including the

113 conditions attached to the gift by both the donor and the designated faculty
114 bodies. Such conditions shall not include provision for the donor to play any role in
115 the selection and/or evaluation of the occupant of the Endowed Chair or Special
116 Professorship.

117
118 4.12 Acceptance of funds and establishment of either a University-wide Endowed
119 Chair or a University-wide Special Professorship shall require the review and
120 written recommendation of the Executive Committee of the Academic Senate and
121 the Vice President for Academic Affairs. The Vice President for University Relations
122 and Development shall consult and be consulted throughout this process. The
123 President of the University, upon consideration of all the recommendations, shall
124 approve/disapprove the offer of donation, including the conditions attached to the
125 gift by the donor and the faculty.

126
127 4.13 Normally, the identity of the donor and the source of supporting funds shall
128 be made known. When a donor wishes to remain anonymous, the identity of the
129 donor shall be revealed only to the President, the Vice President for Academic
130 Affairs, the Vice President for University Relations and Development, and the Chair
131 of the Academic Senate.

132 133 4.20 Appointment of Individuals to Endowed Chairs and Special Professorships.

134
135 Recommendations for appointment of individuals to either Endowed Chair positions or
136 Special Professorships shall originate in the academic unit or units. Subject to the donor's
137 intent, Title 5, regulations of the Office of the Chancellor, the Memorandum of
138 Understanding, any relevant law, and the stated mission of the academic unit or units and
139 the University, the academic unit or units shall set the criteria and standards by which the
140 Endowed Chair or Special Professor shall be named. Criteria shall include evidence of
141 teaching effectiveness, ability to participate in both undergraduate and graduate
142 programs, and the ability to communicate effectively with an ethnically and culturally
143 diverse community.

144 145 4.30 Terms and Conditions of Employment

146 4.31 Faculty in Endowed Chair positions and Special Professorships shall be
147 expected to participate in the instructional and research program of the University.

148
149 4.32 Appointment to an Endowed Chair position may be temporary, probationary
150 or with tenure, and must be in accordance with current personnel policies. The
151 type of appointment for a particular Chair shall be determined by the President in
152 consultation with the appropriate faculty and administrators prior to the initiation
153 of recruitment for each appointment.

154
155 4.33 Appointment to a Special Professorship may be for a specified term of one or
156 more academic years.

157
158 4.34 Appointment to an Endowed Chair shall be the result of a national search
159 unless exempted by the President. In special circumstances, depending on the
160 nature of the position, a more limited search may be authorized by the President.

161
162 4.35 Occupants of Endowed Chairs or Special Professorships shall be subject to
163 periodic evaluation or performance review in accordance with University policies
164 and collective bargaining agreements, depending on the type of appointment held.
165 Evaluation shall be on the basis of criteria stated at the time of appointment if
166 different from normal faculty performance criteria.

167
168 4.36 At the end of the term of appointment to an Endowed Chair or a Special

169 Professorship, if the appointment is not renewed the appointee shall retain tenured
170 or probationary status as a member of the faculty if granted or held at the time of
171 appointment, but without the supplemental benefits conveyed by the appointment.
172

173 4.37 Endowed Chairs and Special Professorships shall be so designated in official
174 correspondence and in University bulletins and other publications. A temporary
175 appointee to an endowed chair shall have the working title [name of chair]
176 Professor of [discipline] or other appropriate title approved by the President. A
177 probationary or tenured holder of an endowed chair or special professorship shall
178 be similarly recognized during the term of appointment.
179

180 5.00 Implementation

181
182 5.10 Funds for an endowed chair may be used to supplement state funding, to reimburse
183 the university for some portion of the faculty member's time, or to replace state funding
184 for the position entirely. Endowed chairs that do not use serialized (state funded)
185 positions differ in several important ways from endowed chairs where the holder of the
186 chair is in a serialized position. These differences affect both the funding needed and the
187 conditions under which the holder of the chair can be appointed.
188

189 If the chair does not use a serialized position:

- 190 (a) the position cannot be used for a tenure appointment;
- 191 (b) funding for the position must be sufficient to pay for benefits and overhead costs as
192 well as for salary;
- 193 (c) the salary is not limited by the faculty salary schedule; and
- 194 (d) appointment of a person currently on the faculty would amount to a break in service,
195 and would not count toward seniority or retirement credit.

196
197 If the chair uses a serialized position:

- 198 (a) the position must be available in the College's regular budget;
- 199 (b) there is a limit on the salary that can be paid;
- 200 (c) the time worked and salary earned count toward service and retirement credit; and
- 201 (d) the endowment can be used to reimburse the department for hiring replacement
202 faculty to teach classes. This is managed through Independent Operations.
203

204 5.20 Advertisements for endowed chairs normally should not specify whether the
205 appointment is to be for 9 or for 12 months, but should leave this to be negotiated. When
206 a serialized position is used, a 9-month appointment, supplemented by special consulting
207 appointments during summer and winter breaks, may provide higher total income than a
208 12-month appointment. However, some people might prefer the 12-month appointment
209 because all of the income counts toward computation of retirement income; special
210 consultant income is not counted in that computation.
211

212 **6.00** No part of this document is intended to supersede the traditional or legal rights of the
213 faculty.
214

215 **7.00** This document shall be reviewed during the fall semester of the 1997-98 academic year.
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219 **Effective: IMMEDIATELY**
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