**California State University, Long Beach Policy Statement**

**94-04
May 16, 1994**

 **Policy for Certain Named Endowments at CSULB**

 **This policy was recommended by the Academic Senate on April 14, 1994 and received the concurrence of the President on May 2, 1994.**

**1.00 Preamble**

California State University, Long Beach recognizes that endowments provide an important role in achieving the educational goals of the institution as expressed in the University's Mission Statement, which recognizes teaching, scholarly and creative activity, and community service as the faculty's three major responsibilities. Endowments can well advance these three activities by providing students and faculty additional opportunities to interact with outstanding teachers and scholars who will offer classes and conduct research that will augment and stimulate the teaching and learning experience. Since endowments represent support that does not derive from the traditional budget process, but from active University- wide efforts at fund raising, an integrated approach must be maintained from initial contact to completion of an endowment. The Guidelines, therefore, assure the rights of faculty, the donor, the University, and the honoree.

**2.00 Funding**

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

**3.00 Types of Individually Named Endowed Funds**

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

3.20 Partially-Funded Endowed Chair -- A donor may be encouraged to donate funds toward the establishment of a fully-funded endowed chair position even if the funds at the donor's disposal do not amount to the required amount. A donor may give funds (at least 50% of the amount needed for a fully funded endowed chair) to be invested until the fund is sufficient to provide for a fully endowed chair position. During this investment period, funds may be added to the endowment, but the income may not be withdrawn for other uses except by explicit directive of the donor. When the fund has become sufficient, the named endowed chair position will be announced to the public and the position filled, as outlined in Section 4 below.

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

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

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

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

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

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

**4.00 Policy Guidelines**

4.10 Establishment of Endowed Chairs and Special Professorships

4.11 Acceptance of funds and establishment of either an Endowed Chair position or a Special Professorship for a specific department or equivalent academic unit shall require in the first instance the review by and recommendation of the academic unit(s) if the endowed chair is (inter)disciplinary-based and the review by and recommendation of the faulty council if college based. That initial phase shall be followed by a review by and recommendation of 1) the College Dean(s), 2) the Executive Committee of the Academic Senate, and 3) the Vice President for Academic Affairs. The Chair of the Academic Senate and the Vice President for University Relations and Development shall consult and be consulted at all levels of the process. The President of the University, upon consideration of all the recommendations, shall approve/disapprove the offer of a donation, including the conditions attached to the gift by both the donor and the designated faculty bodies. Such conditions shall not include provision for the donor to play any role in the selection and/or evaluation of the occupant of the Endowed Chair or Special Professorship.

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

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

4.20 Appointment of Individuals to Endowed Chairs and Special Professorships.

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

4.30 Terms and Conditions of Employment

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

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

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

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

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

4.36 At the end of the term of appointment to an Endowed Chair or a Special Professorship, if the appointment is not renewed the appointee shall retain tenured or probationary status as a member of the faculty if granted or held at the time of appointment, but without the supplemental benefits conveyed by the appointment.

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

**5.00 Implementation**

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

If the chair does not use a serialized position:
(a) the position cannot be used for a tenure appointment;
(b) funding for the position must be sufficient to pay for benefits and overhead costs as well as for salary;
(c) the salary is not limited by the faculty salary schedule; and
(d) appointment of a person currently on the faculty would amount to a break in service, and would not count toward seniority or retirement credit.

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

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

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

**7.00** This document shall be reviewed during the fall semester of the 1997-98 academic year.

**Effective: IMMEDIATELY**