University Endowed Chairs, Professorships and Faculty Fellowships

POLICY STATEMENT

Gifts are accepted by the University of North Dakota (UND/University) via the UND Alumni Association and Foundation (UNDAAF) for the purpose of creating endowed positions (e.g., chairs, deanships, professorships, and faculty fellowships). Such gifts recognize and augment support for outstanding faculty and academic units, and cannot be used to make up budget/fund deficits.

REASON FOR POLICY

UND strives to maintain the highest standards of stewardship and fiduciary responsibility for endowed positions to support the work and increase the effectiveness of the scholar who has received this designation.

SCOPE OF POLICY

- President
- Provost/Vice President for Academic Affairs
- Vice President for Health Affairs
- Deans, Directors & Department Heads
- Endowed Faculty
- Other: UNDAAF

RELATED INFORMATION

<table>
<thead>
<tr>
<th>SBHE Policy 100.6 - Authority and Responsibility of the State Board of Higher Education, Chancellor and Institution Presidents</th>
<th><a href="https://ndusbpos.sharepoint.com/w:/s/NDUSPoliciesandProcedures/EcN38QDKdiNLsRCajkR5cowBM-N14a4SivMU-XXS-g-7JA?e=vjFV8c">https://ndusbpos.sharepoint.com/w:/s/NDUSPoliciesandProcedures/EcN38QDKdiNLsRCajkR5cowBM-N14a4SivMU-XXS-g-7JA?e=vjFV8c</a></th>
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<tr>
<td>UNDAAF Guidelines for Endowed</td>
<td>Contact UND Alumni Association &amp; Foundation</td>
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</tbody>
</table>
PRINCIPLES

Overview

This policy sets forth the roles and responsibilities of each party as they work to create endowed positions. Endowed faculty positions are crucial for recruiting and retaining the highest-quality faculty. The greatest institutions have the best minds, the most creative researchers, and the most engaged teachers. Building a mighty base of faculty talent enriches the academic environment, which attracts the brightest students.

Endowed positions are established to honor and support the work of faculty pursuing scholarly activity in a particular field, or to honor and support excellence in leadership and administration of the college or school.

Endowment Earnings

Endowment earnings, or payout, are generally used by the University to support a faculty member’s compensation and/or responsibilities in teaching, research, outreach, and service. The endowment payout may be used for part of the base salary, or a salary supplement, subject to approval by the provost/vice president for health affairs. In addition, it may be used for graduate assistant stipends, administrative assistance, travel expenses, research support, professional development, and for such other purposes as may be reasonably related to the purpose of the endowment. The supporting expenses must be spent by the faculty member who holds the endowed position using normal University expenditure systems with approval from the provost/vice president for health affairs and appropriate dean(s).

For endowed administrative or leadership positions, the endowment payout is generally used for salary support, administrative travel, professional development, and/or for other purposes that would be deemed of considerable value in advancing the mission of the University through such administrative support and the recruitment and retention of highly qualified academic leaders to UND.

PROCEDURES

Establishment of Endowments

Naming of professorships and endowed chairs must adhere to UND’s naming policy and SBHE policy 100.6 (see Related Information).

Funding Levels

Funds to establish an endowed position must be designated as such. Minimum gift/endowment amounts must be met to qualify. These amounts are reviewed annually by UNDAAF, provost/vice president for health affairs, and the appropriate dean(s).
Endowment Agreement

All endowed positions that are supported by gift funds must have an agreement on file that governs the use of the funds. UNDAAF works with donors, deans, and the provost/vice president for health affairs, to establish and approve these agreements.

Donor Stewardship

UNDAAF in collaboration with the provost/vice president for health affairs, endowed faculty member, and the respective dean are responsible for stewarding the initial gift and maintaining a relationship with the donor.

Communication with Donor

In coordination with the provost/vice president for health affairs, deans and department chairs communicate the award of a chair, professorship, or fellowship with the donor(s)/representative(s) and provide opportunities for the faculty member and donor to meet. In coordination with UNDAAF, the endowed faculty member will periodically communicate with the donor regarding their accomplishments and activities.

Activation and Continuation of Endowed Positions

Designated Titles

It is the right of the University to designate the title of the endowed position, which will generally use one of the following formats:

- [Name selected in consultation with benefactor] Deanship of [field]
- [Name selected in consultation with benefactor] Chair of [field]
- [Name selected in consultation with benefactor] Professorship in [field]
- [Name selected in consultation with benefactor] Fellowship in [field]

An alternative title may be established by the University following consultation with the donor, the dean, provost/vice president for health affairs, and UNDAAF.

Award and Appointment

The award of an endowed position may be made by the provost/vice president for health affairs upon recommendation of the respective dean. The recommendation must be consistent with the conditions and purposes of the endowment agreement. In the event the award of an endowed position is to coincide with an offer of appointment to the faculty, the appointment must follow UND policies and procedures.

Unawarded Endowed Positions

The provost/vice president for health affairs and the appropriate dean(s) annually review all endowed positions that remain vacant. In the event an established, fully funded position has remained vacant or should the income accumulate for more than one year, the provost/vice president for health affairs and the appropriate dean(s) must ascertain the reason and take appropriate corrective action consistent with the terms of the endowment agreement. Such action may include:

- Implementing a new expenditure plan designed to fill the position or to utilize the spendable earnings fully.
- Seeking authorization from UNDAAF with the concurrence of the donor, if available, to add the accumulated unspent earnings to the fund principal in conjunction with a new expenditure plan.

Changed Conditions and Alternate Use of Endowment

If changes in the endowment emphases are necessary, UNDAAF must ensure that in absent of unusual circumstances, the endowment agreement contains the donor's recognition and permission for alternate use.
Duration or Revocation of Naming and Right to Rename

UND reserves the right to re-name or remove an endowed name at any time (see Related Information - Naming Policy).

RESPONSIBILITIES

| Deans | • Identify priorities for endowed positions  
|       | • Follow UND Naming and SBHE 100.6 policies  
|       | • Steward initial gift and maintain donor relationship  
|       | • Recommend faculty for an endowed position  
|       | • Authorize and administer the funding for endowed positions  
|       | • Review vacant endowed positions annually |
| Endowed Position Holder | • Steward initial gift and maintain donor relationship  
|                | • Communicate accomplishments and activities to donor |
| Provost/Vice President for Health Affairs | • Identify priorities for endowed positions  
|                      | • Follow UND Naming and SBHE 100.6 policies  
|                      | • Steward initial gift and maintain donor relationship  
|                      | • Award endowed position  
|                      | • Authorize and administer the funding for endowed positions  
|                      | • Review vacant endowed positions annually |
| UND Alumni Association & Foundation | • Follow UND Naming and SBHE 100.6 policies  
|                  | • Establish and approve endowment agreements  
|                  | • Steward initial gift and maintain donor relationship  
|                  | • Manage endowed funds according to investment policy |

FORMS

| Naming/Renaming Request Form | https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=7673c482-e952-4d6c-b791-304eb2922463&env=na3&acct=0b6b418b-b8d9-464a-afd1-2c657718f7b9&v=2 |

APPENDICES

There are no appendices associated with this policy.

Approval Signatures

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<thead>
<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tbody>
<tr>
<td>Campus Comment</td>
<td>Jennifer Rogers: Policy Office</td>
<td>Pending</td>
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<tr>
<td>Executive Council (1st Reading)</td>
<td>Jennifer Rogers: Policy Office</td>
<td>07/2022</td>
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