Nomination Process for Appointment of Endowed Chair or Named Professors

For Full Professors
*A faculty member must already hold the rank of Professor and either be tenured or hold a long-term clinical appointment to have a Named Professor title conferred.

*If the gift agreement ties an endowed chair or professorship to a specific position such as a dean, department chair, etc., the nomination process below is not necessary.

Nomination Process
1. Department/Unit staff initiates an Admin Post eDoc to confer the Endowed Chair/Named Professor title
   a. Use NDW Post Code
   b. Enter the Named Professor title in the description field
      Regardless of whether it is an endowed chair or professorship, the faculty title will always be
      ______________________ Professor of ________________ (Ex. Vera Bradley Professor of Oncology).
      The word “chair” and “professorship” in the gift agreement is directly associated with the funding
      level of the gift and does not reflect the academic title associated with the endowment.
2. Required documentation must be attached to the Admin Post eDoc
   a. For faculty that have been promoted to full professor and/or tenured in the last year, attach the
      final tenure/promotion approval letter from the President.
   b. For faculty that have been hired into a full professor, tenured or long-term appointment position
      in the last year, attach the approved, signed offer letter.
   c. For all other faculty, attach one PDF document that contains a letter of support from the
      Department Chair and the faculty’s curriculum vitae (CV)
3. IUSM Faculty Affairs will rout the request and documentation to the IUSM Named Professor Reviewers.
   a. Reviewers must include at least two faculty holding Named Professor titles
4. IUSM Faculty Affairs will obtain a letter of support from the Executive Associate Dean for Faculty
   Affairs, Professional Development, and Diversity (FAPDD EAD).
5. IUSM Faculty Affairs will attach the letter of support from the FAPDD EAD to the Admin Post eDoc and
   approve the eDoc.
6. IUSM Faculty Affairs will notify the IUSM Communications, IU Med Weekly, and Office of Gift
   Development of approval
7. IUPUI Faculty HR will add the new title to the IUPUI Administrative Action Report (AAR) for the Board
   of Trustee’s/President’s approval.
8. IUPUI Executive Vice Chancellor/Chief Academic Officer will distribute the official appointment letter.

For Assistant or Associate Professors
*The nomination process is not required for a faculty member at the Assistant or Associate rank. If allowed
by the Gift Agreement, he/she can be funded by the endowment; however, the faculty member will either
hold no additional title or may be given a Named Investigator or Named Scholar until promotion to full
professor and tenure/long-term appointment is achieved. At the time the promotion takes effect, the above
nomination process should be followed.

Process to confer the Named Investigator or Named Scholar title
1. Initiate an Admin Post eDoc
2. Use NDW Post Code
3. Enter the Named Investigator or Named Scholar title in the description field
   Ex. Vera Bradley Investigator in Oncology