



INDIANA UNIVERSITY

SCHOOL OF MEDICINE

Faculty Affairs, Professional Development, and Diversity

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 contract (clinical track) 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 Faculty Affairs Coordinator 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 relate to the title.
2. Required documentation must be attached to the Admin Post eDoc
 - a. For faculty that have been promoted to full professor and/or tenured or contract in the last year, *attach the final promotion approval letter from the President.*
 - b. For faculty that have been hired into a full professor, tenured contract 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 routes 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. IUPUI Faculty HR will add the new title to the IUPUI Administrative Action Report (AAR) for the President's approval.
7. 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/clinical contract 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 UHR Post Code
3. Enter the Named *Investigator* or Named *Scholar* title in the description field
Ex. Vera Bradley Investigator in Oncology