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.

*For a new hire, the following process is not necessary if the Endowed Chair or Named Professor title is included on the approved Offer Letter and the Approval of Terms. If the title was not included on the approved offer, the process below must be followed. The same external letters obtained for the hire can be used for the Endowed Chair/Named Professor dossier.

*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 Chair or designee compiles a dossier for the faculty member, in the following order:
   a. Chair’s letter of Support
   b. Six external letters of support (external to IU; at least 3 arms-length)
      i. Supporting letters must address the degree of eminence and the qualifications of the endowed title
   c. Faculty member’s curriculum vitae
2. Submit the dossier (one PDF document) to IUSM Faculty Affairs (acadadmin@iu.edu).
3. IUSM Faculty Affairs will obtain a letter of support from the Dean.
4. IUSM Faculty Affairs will submit the dossier to IUPUI Faculty HR.
5. IUPUI Faculty HR submits the dossier to IUPUI Titled Professors Review Committee, Executive Vice Chancellor/Chief Academic Officer, and the Chancellor for approval.
6. IUSM Faculty Affairs will notify the Department Chair or designee, IUSM Communications, InScope, and Office of Gift Development of approval
7. Department/Unit Faculty Affairs Coordinator initiates an Admin Post eDoc to confer the new title.
   a. Use NDW Post Code
   b. Enter the Named Professor title in the description field
      Regardless of whether this 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.
8. IUPUI Faculty HR will add the new title to the IUPUI Administrative Action Report (AAR) for the President’s approval.
9. 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

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