



**BOISE STATE UNIVERSITY**

University Policy 11030

## Endowed Positions

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### **Effective Date**

2009

### **Last Revision Date**

July 30, 2024

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-4421

Vice President for University Advancement, (208) 426-3276

### **Scope and Audience**

This policy applies to all University employees and business units associated with endowed deanships, chairs, professorships, and other endowed positions.

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## **1. Policy Purpose**

To establish guidelines for endowed deanships, chairs, professorships, and other endowed positions.

## **2. Policy Statement**

Boise State University recognizes that the gift of an endowed faculty position is the most significant way to provide valuable support for the continuing achievements of faculty members of the highest distinction, and an endowed position is regarded as the ultimate recognition of faculty achievement. Endowed positions are powerful recruitment and retention tools, important markers for the university's prestige and attractiveness to potential faculty, and should be created in areas that contribute to the university's strategic initiatives.

### 3. Endowed Deanship

- a. Endowed positions are established through private giving. Such positions are governed by the gift agreement funding the position, university policies, and the guidelines and expectations of the receiving unit. An endowed position will have goals and expectations. The holder is expected to provide an annual report to their supervisor describing their accomplishments aligned with these goals and expectations.
- b. Documents associated with endowed faculty positions may establish selection criteria agreed to between the donor and Boise State University or the particular college/school in which the endowed position is established.
- c. It is Boise State University policy to honor the intentions of the donor as agreed to in the endowing documents; however, as a matter of law, only an authorized university official can actually select a member of the university faculty. Boise State University has the responsibility and authority to confer the rank and/or tenure status according to its existing standards and by its existing procedures.

The following general definitions will apply to the principal endowment categories.

#### 3.1 Deanship

- a. An endowed deanship is intended to support the scholarship, teaching, research, outreach, and public service activities of the school or college.
- b. An endowed deanship supports the work of the academic unit and not the work of the individual administering the unit.
- c. An endowed deanship is held ex-officio by the administrator only while serving in that position.
- d. The minimum gift amount for an endowed deanship is \$4,000,000.

#### 3.2 Department Chair or Director

- a. An endowed chair/director is intended to recognize the administrator and their scholarship, as well as support the scholarship, teaching, research, outreach, and public service activities of the department/school.

- b. An endowed chair/director is held ex-officio by the administrator only while serving in that position.
- c. The minimum gift amount for an endowed department chair or director is \$1,500,000.

### 3.3 Chair

- a. An endowed chair is intended to provide special recognition to the individual faculty member to whom the title is awarded.
- b. An endowed chair is held for a specific term up to five (5) years, renewable, and may be renewed after review or may be rotated to other faculty.
- c. The endowment earnings may be used to help establish a new salary line for part of or all of the base salary, or for a salary supplement to an existing salary line. This decision is subject to approval by the Provost. The Endowment earnings may also be used for graduate assistant stipends, travel expenses, research support, and for such other purposes as may be reasonably related to the purpose of the endowment.
- d. The minimum gift amount for a presidential chair is \$3,000,000, and the minimum gift amount for a chair \$1,500,000.

### 3.4 Professorship

- a. An endowed professorship provides valuable supplemental funding for an individual faculty member's use in teaching, research, or service activities.
- b. An endowed professorship is held for a specific term of up to five (5) years and may be renewed after review or may be rotated to other faculty.
- c. The endowment earnings may be used for a salary supplement to an existing salary line, subject to approval by the Provost or for their travel expenses, research support, and for such other purposes as may be reasonably related to the purpose of the endowment.
- d. An endowed professorship may be used as a recruitment and retention tool or to encourage and reward stellar work.
- e. The minimum gift amount for an endowed professorship is \$500,000.

### 3.5 Faculty Fellow

- a. An endowed faculty fellow award provides valuable supplemental funding for an individual faculty member's use in teaching, research, or service activities.
- b. An endowed faculty fellowship is held for a specific term of three (3) years and may be renewed after review or may be rotated to other faculty.
- c. The endowment earnings may be used for a salary supplement to an existing salary line, subject to approval by the Provost.
- d. An endowed faculty fellowship may be used as a recruitment and retention tool or to encourage and reward stellar work.
- e. The minimum gift amount for an endowed faculty fellow is \$250,000.

### 3.6 Faculty Scholar

- a. An endowed faculty scholar award provides valuable supplemental funding for an individual faculty member's use in teaching, research, or service activities.
- b. An endowed faculty scholar award is held for a specific term of two (2) years and may be renewed after review or may be rotated to other faculty.
- c. The endowment earnings may be used for a salary supplement to an existing salary line, subject to approval by the Provost.
- d. An endowed faculty scholar award may be used as a recruitment and retention tool or to encourage and reward stellar work.
- e. The minimum gift amount for an endowed faculty scholar is \$100,000.

### 3.7 Administrator/Coach (non-academic positions)

- a. An endowed administrator or coach provides supplemental funding to support a department or program.

- b. An endowed administrator or coach position supports the work of the non-academic unit and not the work of the individual administering unit or program.
- c. An endowed administrator or coach position is held for a specific term and is held ex-officio by the holder only while serving that program, as determined by the appointing authority.
- d. The minimum gift amount for an endowed administrator or coach position is \$1,500,000.

#### 4. Establishment and Management of Endowments

- a. Proposals for new endowed positions require the following approvals:
  - Deanships must be approved by the President, the Provost, and the Vice President for University Advancement prior to submission to a prospective donor;
  - Department chairs/directors, chairs, and professorships must be approved by the appropriate dean, the Provost, and the Vice President for University Advancement prior to submission to a prospective donor;
  - Faculty fellows and faculty scholars must be approved by the appropriate dean and the Vice President for University Advancement prior to submission to a prospective donor;
  - Non-Academic positions must be approved by the vice president overseeing the appointing authority and the Vice President for University Advancement prior to submission to a prospective donor.
- b. Signed fund agreements will determine the maximum time allowed to receive full gift funding.
- c. A donor may expressly assign an endowment to a particular unit. The university will accept donor assignments to particular subject matters within academic and non-academic units only after consultation with and approval by the appointing authority, Provost, and relevant vice president. Donor assignments may be refused by the university on the premise that acceptance would not further the educational mission of the university or unit.
- d. The Boise State University Foundation manages all endowed funds according to an investment policy established and monitored by the Investment Committee of the Boise State University Foundation Board of Directors. The investment policy calls for a percentage of the earnings on endowment funds to be available for spendable earnings. The percentage is based on the average market value of the endowment over a three (3)-year period.

## 5. Spending of Endowment Payout

- a. Spendable payout is available to be used by the endowed position holder using normal University and University Foundation disbursement procedures.
- b. Under normal circumstances, payout will not be provided until the position is filled. However, in cases where the money will be used for the startup costs associated with the hiring of a faculty member, the Provost may authorize the College or School to use payout for such a purpose in advance of the hiring of the position. The expected types of these startup expenditures may include, but are not limited to:
  - (i.) Refurbishment, repair, or replacement, of laboratory or office space for the use of the faculty member;
  - (ii.) Scholarly activities and research expenses when sponsored or soft funds are unavailable;
  - (iii.) Research or teaching appointments/positions (e.g., research associates, graduate assistants, fellows, post-docs) compensation, benefits and support costs;
  - (iv.) Capital equipment (defined as equipment with a purchase price greater than \$5000) may be purchased on startup funds; however, due to additional accounting requirements, advance notice should be provided to Fixed Assets and Inventory Control. Thirty (30) days should be allowed for order processing.
  - (v.) Unallowable expenses include: non-research/teaching related travel or supplies; rare books (defined as books with a purchase price above \$500); works of art; gifts, donations, parties, or flowers; professional or classified staff compensation and benefits. Exceptions to unallowable expenses may be considered for expenses that strategically align with the university's objectives, arise from unforeseen events or emergencies causing undue hardship, address critical business needs, or provide significant benefit to the university as determined by the Provost or relevant vice president. Funding of professional or classified staff with startup funds may be considered by the Provost under extenuating circumstances and will require rationale as to why a teaching/research appointment (e.g., post-doc, research associate, etc.) is not appropriate, and approval of the college/school dean. Additionally, if approved, any staff position funded with startup funds should be a term appointment;
  - (vi.) Any purchases made with these funds, and must be in accordance with all Boise State University Foundation travel and financial policies.

- Equipment and other assets, such as computers, electronics, laboratory, office, and supplies purchased with the use of startup funding will remain the property of Boise State University.
  - If a faculty member wishes to acquire equipment upon leaving the University, he or she should contact the Fixed Assets and Inventory Control department. Items eligible for purchases will be assessed at their fair market value.
- c. The provision of University matching funds to create a new salary line with an endowed chair endowment will be considered on a case-by-case basis, subject to availability of funds and approval of the Provost.

## 6. Appointments

- a. Documents associated with endowed positions may establish selection criteria agreed to between the donor and Boise State University or the particular unit in which the endowed position is established. It is Boise State University's policy to honor the intentions of the donor as agreed to in the endowing documents; however, as a matter of law, only an authorized university official can actually select a member of the university faculty.
- b. Appointments to endowed deanships, department chairs/directors, chairs, and professorships may be made by the Provost in accordance with University and college/school/department policies and procedures.
- c. Appointments to endowed faculty fellows and faculty scholars may be made by the Provost or dean, or other specified appointing authority.
- d. Each academic unit must have a written selection policy for any endowed faculty position that is open to an application process (as opposed to those that are directly appointed by the Provost, dean, or other specified appointing authority - see subsections b. and c. above) and a process for recommending final candidates to the appointing authority. Such policies must be consistent with the policies outlined by the Office of the Provost and the respective college/school/department, follow relevant specific endowment language, and be approved by the dean and Provost.
- e. Appointments to non-academic positions may be made by the vice president who oversees the appointing authority.
- f. The renewal process will include a review of the position holder's performance in meeting the expectations of the endowment agreement and overall performance as an employee, as

well as documentation regarding the contributions of the position holder to the strategic initiatives identified by the university.

- g. While the expected duration of the awarding of the endowed faculty position is outlined for each award, continuation in these endowed positions are subject to review at any time by the Provost and dean.
- h. An appointment to an endowed position may be removed at any time at the discretion of the appointing authority after informing the Provost, or relevant vice president, in accordance with the procedures accompanying this policy. Reasons for removal include, but are not limited to 1.) failure to maintain performance expectations, and 2.) failure to adhere to the intent of the endowed position as specified by the unit and enabling language.

## 7. Stewardship of Donors

- a. University Advancement Donor Relations is charged with recognizing and stewarding gifts to the university in partnership with the unit benefitting from the endowment gift.
- b. Donor Relations will coordinate public announcements, events, and press releases in partnership with the position holder, the unit, and the Office of Communications and Marketing.
- c. Donor Relations will coordinate annual reports to donors with content provided by the position holder.

## 8. Un-awarded Endowment Funds

- a. The Provost, or designee, will review endowed faculty positions that remain vacant for a period of two (2) consecutive years, once the endowment is fully funded, to ensure the university is meeting its obligation to fulfill the terms of the gift, including the expenditure of endowment revenues in support of the donor's intent. Generally, endowment income is not permitted to accumulate for more than three (3) years.
- b. In the event an established, fully-funded chair or professorship has remained vacant for two (2) years or more, or should the income accumulate for more than three (3) years, the Provost will determine the reason and take appropriate corrective action consistent with the terms of the gift agreement.



- c. Evolution in academic objectives and organization, and in the scholarship, research, teaching, outreach, and public service emphases are part of the normal life of a university. Reasonable amendments to the restrictions contained in a gift agreement should rarely occur.
  
  - d. In the event that an amendment becomes necessary, University Advancement and the University Foundation will ensure that absent unusual circumstances, the gift agreement contains the donor's recognition and permission for alternate use of the endowment and payout funds. University Advancement will contact the donor to formally amend the agreement, as necessary.
  
  - e. The appropriate dean(s) or vice president(s) will review all non-academic, faculty fellow, and faculty scholar appointments for which endowment revenues remain unexpended for a period of two (2) consecutive years and will take appropriate corrective action.
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## Revision History

January 2012; September 2014; July 30, 2024