

Title/Subject: **Endowed Chair/Professor Search Procedure**

Applies to: faculty staff students student employees visitors contractors

Effective Date of This Revision: October 20, 2008

Contact for More Information: College Dean's Office

Board Policy Administrative Policy Procedure Guideline

BACKGROUND:

Due to confusion in the past regarding the application process, this procedure was developed to provide details in guiding the search committee and clarify their responsibilities of the approval process.

PURPOSE:

This procedure makes clear the necessary steps in filling the position of an endowed chair or endowed professor in a college.

DEFINITIONS:

Candidate: applicant
Semi-finalist: candidate(s) selected who are invited for an on-campus interview
Finalist: candidate recommended

PROCEDURE:

These procedures are to be used when there is a search in a college for an endowed chair/professor.

- Vice president for Development and Alumni Relations verifies that the funding level meets the CMU Board of Trustees Guidelines.
- A departmental or college search committee is appointed by the dean and approved by the provost and will include a member of an appropriate Advisory Board, if one exists.
- Search committee search procedures, including the process of selecting nominees, are approved by the dean and the provost.
- Potential nominees shall be recommended by faculty, senior officers, members of the Board of Trustees and members of an appropriate Advisory Board, if one exists.
- Dean and Search Committee approve advertisement/position description, criteria to be used in selection, and standard university language.
- Departmental or college search committee recommends semi-finalists to dean.

Authority: M. Rao, President
History: No History
Indexed as: Endowed Chair; Endowed Professor; Search for Endowed Positions

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- An appropriate advisory board (if one exists) which includes a CMU Board of Trustees member is consulted for feedback on potential semi-finalists and provides feedback to search committee and dean.
- Dean informs the provost of semi-finalists and seeks feedback.
- Provost informs the president of semi-finalists.
- Dean approves semi-finalists.
- Search Committee conducts on-campus interviews of semi-finalists.
- Search Committee recommends finalist to dean.
- Dean forwards recommendation to the provost.
- Provost and president grant final approval.
- President informs Board of Trustees.
- University announces the appointment.

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