

# GEORGIA STATE UNIVERSITY

## PROCEDURES FOR THE ESTABLISHMENT AND AWARD OF ENDOWED CHAIRS AND PROFESSORSHIPS

*To establish an Endowed Chair or Professorship in an academic unit at GSU or award a previously established Chair or Professorship to a GSU faculty member, the department must follow the steps below to request approval from the Provost. Establishment and award of Endowed Chairs and Professorships must also subsequently be approved by the Board of Regents (BOR). After approval from the Provost, the Office of Faculty Affairs will forward the request to the BOR for inclusion on the next Board meeting agenda and will inform the unit when final approval is given.*

### **Establishment of an Endowed Chair or Professorship**

- *Minimum funding levels for each type of endowment can be found [here](#).*
1. The following will be completed, scanned, and emailed to OFA by the Unit Faculty Hiring Coordinator (UFHC):
    - \* Memorandum from Dean to the Provost requesting establishment of the position.
    - \* Draft (word doc) request letter from Provost to BOR requesting establishment.
    - \* A copy of the signed GSU Foundation donor agreement.
    - \* Copy of the GSU Foundation financial statement showing the minimum deposit required for establishment.
  2. Once approved by the Provost, OFA will scan and email a copy of the approved appointment paperwork back to the UFHC. Any mention of the position in unit correspondence or in writing, must reference that the position is 'pending approval by the Board of Regents' until such approval is granted.
  3. OFA will compile and send to the BOR the necessary materials for inclusion on the next board meeting agenda. OFA will inform the department once final approval is given.

### **Award of an Endowed Chair or Professorship**

1. The following will be completed, scanned, and emailed to OFA by the Unit Faculty Hiring Coordinator (UFHC):
  - \* Faculty Hire Form ([Appendix D](#)) with full appointment, salary, and stipend details included.
  - \* Draft (word doc) request letter from Provost to BOR requesting appointment of the faculty member to the position.
  - \* Copy of the GSU Foundation financial statement showing the current deposit of the endowment.
  - \* Memorandum from Dean to the Provost requesting and justifying the appointment. **For appointment of junior faculty (below the rank of Full Professor) an exceptionally strong justification is required.**
  - \* Up-to-date candidate Curriculum Vitae (CV).
2. Once approved by the Provost, OFA will scan and email a copy of the approved appointment paperwork back to the UFHC. Any mention of the appointment to the candidate, in unit correspondence, or in writing, must reference that the appointment is 'pending approval by the Board of Regents' until such approval is granted.
3. OFA will compile and send to the BOR the necessary materials for inclusion on the next board meeting agenda. OFA will inform the department once final approval is given.

### **OFA POINTS OF PROCEDURE**

- All documents should be scanned and emailed to OFA with the exceptions of official transcript and foreign credential evaluations. Hard copies risk being delayed due to travel times and lack of accurate tracking mechanisms.
- Documents should only be sent through one channel for each transaction. Do not send hard copies after emailing a scanned version and vice versa (with the degree transcript being the lone exception).
- All questions about this procedure should be directed to the Office of Faculty Affairs. If you aren't sure, please ask!

Questions, comments, and concerns should be directed to:

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404.413.2571  
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