

Guidelines for Named Faculty Positions

I. TERM AND NOMINATION:

- A. Appointments for named faculty positions may be for a term set by the donor or, if no term is specified with in the MOU, by the dean of the college, with approval by the Provost, President, and Foundation. If no term is specified by the donor or the dean of the respective college, terms shall be for 1 year.
- B. Named deanships shall be conferred upon the sitting dean, assuming all other donor specified criteria are met. NDSU shall use existing named deanships during recruitment and hiring of a new dean. Upon being hired for a dean position, the named deanship shall be conferred upon the new dean.
- C. Named positions or chairs associated with a specific faculty position shall be conferred upon the holder of that position, assuming all other donor specified criteria are met. NDSU shall use such a position during recruitment, hiring, and retention of the position.
- D. Nominations for non-position specific named faculty positions should follow this process:
 1. Colleges develop their own nomination committees. These may be a committee which meets regularly, an ad hoc committee, or a combination depending on the requirements of the positions available. Regardless, the process and available open positions should be published and publicly available.
 2. Individuals, groups, or organizations submit their nominations to the appropriate college committee. Individuals may not self-nominate but may make their interest in an open position known to someone who may nominate them.
 3. The committee reviews nominations and selects finalists. Committee members should be impartial and may not vote or participate in discussions in nominations in which they have a personal interest. A “personal interest” arises through being nominated personally, being the nominating individual, or having another relationship with a nominee which calls into question the committee member’s impartiality.
 4. The finalist or list of finalists is presented to the college dean for selection.
 5. The dean of the college makes a final selection and presents the nomination to the Provost and President for approval and notifies the Foundation. The dean should include all nomination materials as well as a description of the process used to select the nominee and a list of committee members.

- E. The President and Provost review and provide their approval. Upon approval, the Provost's office notifies the Foundation.
 - F. Renewals of appointments must be recommended by the dean of the college, approved by the Provost, and notice must be provided to the Foundation.
 - G. Nothing in this policy shall supersede NDUS's hiring and retention policies, or state and federal law. When in conflict, those policies and laws shall control. If a perceived conflict exists, the Provost, dean of the college, selection committee representative, or other NDSU official who believes a conflict exists shall notify the Foundation.
- II. CRITERIA FOR APPOINTMENT: In addition to any criteria specified by an MOU, a named faculty position (as appropriate to the award) should have:
- A. Stimulated or substantially elevated their field through scholarly or artistic work,
 - B. Received national and/or international recognition by peers within the field, as relevant to the field and level of appointment, and
 - C. Made exceptional teaching contributions.
- III. MATERIAL TO BE SUBMITTED:
- A. Nominators should submit a letter of nomination which defines the nominee's field, describes the nominee's scholarly or artistic contribution to their field, and evaluates the quality of their teaching.
 - B. The nominee's current curriculum vitae, accompanied by an explanation from a colleague, department chair, or other administrator explaining how the vitae should be interpreted (e.g., quality of publication outlets; prestige of awards).
- IV. PUBLICITY:
- A. The Provost will notify the dean of the college and the President of the NDSU Foundation of the approval of a named appointment.
 - B. The Provost and college shall notify the recipient before public announcement but shall not disclose or discuss the announcement publicly until a time agreed upon by NDSU and the Foundation.
 - C. Publicity related to named faculty appointments shall be coordinated with the Foundation. The Foundation shall be responsible for inaugural appointments and NDSU shall be responsible for subsequent appointments. Issues related to donor wishes to

remain anonymous, campaign recognition, timing, etc., will all be considered before publicity moves forward.

- D. The Foundation is responsible for hosting a public event for inaugural appointments, with coordination between NDSU and the donor(s).
 - 1. Newly Established Faculty/Dean Endowment: The Foundation organizes an event to celebrate the donor and the first recipient of the new faculty/dean endowment.
 - 2. The donor will receive a wooden base with a medallion and the recipient will receive a shadow box with the medallion on a ribbon. There will be a program including the University President, donors and family, recipient and family, college dean, Foundation President.
- E. Colleges will coordinate with the Foundation on hosting events for subsequent appointments, which may be incorporated into annual events hosted by the college or may be individual ceremonies. Colleges and the Foundation will consider what may be appropriate to the level of appointment, stewardship of the donor, and other factors.
 - 1. Faculty being honored with a professorship or professorship will receive a silver medallion necklace in a shadow box from the Foundation.
 - 2. A college dean being honored with a named position will receive a gold medallion necklace in a shadow box from the Foundation.
- V. STEWARDSHIP:
 - A. Deans will collaborate with the NDSU Foundation to ensure that donors receive updates on the activities of the holder of the endowed chair or professorship at least annually, and as outlined under the Foundation's most current Donor Relations Guidelines.
 - B. Annual or periodic events recognizing donors of named faculty positions will be coordinated through the Foundation. To ensure appropriate donor stewardship and adequate record keeping, copies of all documentation related to any named appointments, funding agreements, and correspondence with donors will be kept on file with the Foundation.
 - C. Deans and recipients will ensure that their named position is reflected on their email signature line, business cards, any presentation or publication materials, and any other appropriate location.
 - D. Colleges will ensure that a recipient's named position is on appropriate NDSU websites, materials, faculty lists, and other appropriate locations.

- E. Colleges will provide a list of all named faculty positions and their holders of those positions to the provost's office annually.
- F. The Foundation, with assistance from the Provost's office and the colleges, will maintain a list of current named faculty position holders. Colleges shall notify the Foundation when faculty will be leaving a named position or when a term is ending.

VI. RETIREMENT:

- A. Upon retirement or end of the term of appointment, holders of term appointments will no longer carry the designation but may continue to list the appointment on their curricula vitae with the term of years clearly stated.
- B. Colleges will communicate any retirement or departures of a named faculty position to the Provost's office and the Foundation.