

Arkansas State University - Jonesboro

Effective Date: 06/24/2025

Number: 02-12

Section: Academic Affairs and Research

Subject: Endowed Positions

Policy on the Nomination, Appointment, Evaluation, and Renewal of Endowed Positions

1. Purpose

This policy outlines the procedures for the nomination, appointment, evaluation, renewal, and termination of endowed academic positions, as well as the financial and administrative processes associated with such appointments.

2. Nomination and Appointment

Candidates nominated for endowed positions must demonstrate a consistent record of excellence in scholarship, teaching, and service, in alignment with the purpose and intent of the donor.

Initial appointments are made upon nomination by a dean to the Provost. Final approval rests with the Office of the Provost. Upon approval, the appointment must be confirmed through a formal letter of appointment issued annually, outlining the terms and expectations associated with the endowed position.

3. Evaluation

Each individual holding an endowed position will undergo regular evaluation to ensure they continue to meet the high standards associated with the role. The evaluation will focus on performance in scholarship, teaching, service, and any additional criteria specified in the endowed position agreement.

Evaluations are conducted by the dean and reviewed in conjunction with the Office of the Provost. Feedback may also include input from faculty committees, department chairs, or other relevant stakeholders.

4. Renewal and Termination

Endowed positions are subject to a formal review annually. During this review, the individual's performance will be evaluated as described above. Based on the results,

the individual may either be reappointed for an additional term or the position may be terminated.

Additionally, a formal letter of renewal or non-renewal will be issued by the Office of the Provost following each review cycle.

If it is determined that the individual has committed misconduct during their term, the position may be terminated prior to the scheduled renewal review.

5. Financial Management of Endowed Funds

The availability of funds for endowed positions is determined by the Arkansas State University System Foundation. Endowment funds must meet the criteria for being deemed "spendable" before any disbursement may occur. Spendable funds are defined in accordance with Foundation policy, which includes consideration of fund earnings, preservation of the principal, and compliance with donor intent and relevant legal guidelines.

Only when endowed funds have been officially designated as spendable by the ASUS Foundation may they be allocated to support salary supplements, research, or other approved uses associated with the endowed position.