

# **Policy & Procedures for Appointing a Faculty Member to an Endowed Position at Kennesaw State University**

Per University System of Georgia (USG) policy, the Board of Regents (BOR) must approve the *establishment* of new endowed chairs, professorships, fellowships, and administrative positions before they are advertised or announced publicly. The *appointment* of an individual to an endowed position requires separate BOR approval and cannot occur if the BOR has not already approved establishment of the position. This document describes the steps that must be taken to appoint an individual to an endowed position at KSU. If establishment of the endowed position has not already been approved by the BOR, please refer to the *Policy & Procedures for Establishing an Endowed Position at KSU*.

1. Compare the candidate's credentials to the fund agreement supporting the endowment to ensure that the candidate's credentials meet or exceed the requirements stated in the fund agreement. Candidates for endowed positions must meet or exceed all requirements for the position (e.g., correct tenure status, faculty rank, research expertise, etc.). If the candidate does not meet these requirements, he/she will not be approved by the Provost for the appointment.
2. Submit the following documents to the Director of Faculty and Academic Services in the Office of Faculty Affairs via email to Lynn Lamanac ([llamanac@kennesaw.edu](mailto:llamanac@kennesaw.edu)) 4-5 weeks before a Board of Regents meeting will be held. These meetings occur monthly during the academic year (except for December) and their schedule is posted annually at the USG website (<http://www.usg.edu/regents/meetings>). Any position requests that miss the agenda deadline for a given Board meeting will be submitted for consideration at the next Board meeting (note that approval of a retroactive appointment is not guaranteed).
  - a. A complete faculty appointment package, if appointee is a new faculty member at KSU (Application, Cover Letter and Graduate Transcripts);
  - b. Support letter from Dean/VP to Provost (see required information bellow);
  - c. Current KSU Foundation fund account statement;
  - d. Candidate's CV; and
  - e. Hiring Proposal or Faculty Status Change Form (placing faculty member in the endowed position);

## **The cover letter to the Provost should contain the following information:**

Paragraph 1: Request that the BOR approve the appointment of the selected candidate to the endowed position (using full name of the position - must match fund agreement). Specify effective appointment date.

Paragraph 2: Summarize the candidate's credentials and your reason(s) for recruiting him/her for this endowed position. Include details on search procedures, faculty vote, and approvals as applicable (e.g., tenure on appointment requires departmental approval per the established guidelines, as well as separate Provost/Presidential approval).

Paragraph 3: Request that the Provost submit the request to the Board of Regents for approval.

If the Provost approves the request, the Faculty Affairs office will send the request to the BOR for review at the next Board meeting.

Questions about the endowed position appointment process should be directed to the Director of Faculty and Academic Services in the Faculty Affairs office at 470-578-6023.