

Policy & Procedures for Establishing 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 established the position. This document describes the steps schools and colleges should take to establish an endowed position at KSU. Procedures for appointing individuals to endowed positions are detailed separately (please see Policy & Procedures for Appointing a Faculty Member to An Endowed Position at KSU).

The KSU Provost and President must approve all endowed position requests before they can be submitted to the BOR. The Office of Faculty Affairs manages this internal approval process. All documents supporting an endowed position request (detailed below) should be submitted to the office of Faculty Affairs 4-5 weeks before a Board of Regents meeting will be held. These meetings occur monthly during the academic year 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.

When establishing an endowed position, several steps must be completed prior to the search or appointment of a faculty member:

Part 1: INITIAL ENDOWED POSITION DISCUSSION

The KSU Office of Development will coordinate with the dean of the college where the endowed position will be housed before accepting the gift/pledge from the donor. At this time provide information on the endowed position - where it will be housed, its purpose, duties of the appointed professor, including instruction, research, and/or service roles, and how a candidate will be identified (search or internal appointment), rank and tenure-status etc.

Part 2: PREPARATION OF THE FUND AGREEMENT

1. Once funding has been gifted/pledged from a donor, an email should be sent to Ms. Melisa Baldwin, Interim Vice President of University Advancement and Development, at mbaldw19@kennesaw.edu with the following information:
 - a. Fund Name
 - b. Benefitting Department Name and Number
 - c. Purpose of the Fund
 - d. Amount of Fund: Specify the final fund value and indicate if the endowed position will be fully funded at its creation or if it will be a pledge. If it is a pledge, specify the number of years in which the pledge will be complete (not to exceed 5 years).
 - e. Designation: i.e. Distinguished Chair, Professorship, etc. The minimum funding levels for different types of endowed positions can be found in the Board of Regents Policy Manual, Section 8.3.2.

2. The KSU Foundation will prepare a fund agreement for review and eventual signature by the donor, department head, and dean. Keep in mind that the KSU Foundation is only creating a repository for the endowment at the KSU Foundation. The office is not authorized to approve the establishment of the position.

Part 3: SEEKING THE BOARD OF REGENTS' APPROVAL

The endowment supporting the position must be fully funded (i.e. all pledges of support must be completed by transferring funds to the KSU Foundation) before the following steps can be pursued.

1. Submit the following to the Office of Faculty Affairs:
 - a. A letter from the VP or Dean to the Provost requesting that the BOR establish the endowed position (see template letter below);
 - b. A biography of the person the position is named after (if the position is named);
 - c. The fully-executed fund agreement; and
 - d. The most recent KSU Foundation fund account statement or KSU account statement.

The request letter to the Provost should contain the following information:

Paragraph 1: “The *(Name of School/College)* has completed arrangements for funding the *(official name of the endowed position – this name must match the name given to the Foundation)* I request that the Board of Regents approve the establishment of this endowed position.”

Paragraph 2: Provide information on the endowment supporting the position - funder, honoree, why established, etc. Be sure to include the amount of the endowment supporting the position (e.g., current minimum for a Professorship is \$_____). If position is named, also refer to attached biography of the honoree.

Paragraph 3: Provide information on the endowed position - where it will be housed, its purpose, duties of the appointed professor, including instruction, research, and/or service roles, and how a candidate will be identified (search or internal appointment), rank and tenure-status etc.

Paragraph 4: Request that the Provost submit the request to the BOR for approval.

If the Provost approves the request, the Office of Faculty Affairs will ask the President to verify that the endowment fund meets the KSU minimum amount required. After that, the Office of Faculty Affairs will send the request to the BOR for review at the next Board meeting.

2. Once the BOR approves a request to establish an endowed position, the Office of Faculty Affairs will notify the dean and the KSU Foundation. The endowment fund will then become active in the KSU Foundation for spending. Please note: A spending budget for the position will not be calculated, or available for use, until the establishment of the endowed position is approved by the BOR.

REVISIONS TO AN ENDOWED POSITION

Name changes, upgrades (e.g., converting a “Professorship” to a “Distinguished Professorship”), or other revisions to the terms outlined in the fund agreement require approval from the donor, unit head, Provost, President, and in some cases, the BOR. Internal approvals should be obtained before seeking the donor’s written approval, unless initially requested by the donor. These approvals must occur before a new person is appointed to the revised position. The school/college housing the endowed position should initiate this revision and approval process. Please refer to *Policy & Procedures for Modifying an Endowed Position* for more directions.

Please contact the Office of Faculty Affairs at 470-578-6023 if you have any questions about how to establish an endowed position at KSU.