

## **2005 - 2010 Five-Year Review Guidelines Endowed Professorships**

In 1999 the Council of Deans recommended a five-year review of endowed professors to discover whether and how the person holding the appointment is meeting the goals of the endowed professorship. Ideally, the review coincides with the Five Year Program Review of the unit(s) where the professor holds appointments. If this is not possible, an alternative schedule for the review will be decided in consultation with the Provost and Vice Chancellor for Academic Affairs. The guidelines for the review process follow.

The endowed professor prepares and submits to the Office of Academic Affairs six (6) copies of a three-part document that includes:

1. The original position description that defined the professorship.
2. An up-to-date curriculum vita.
3. A **five-page** (maximum) document responding to the relevant items under points I-VI below.

The materials prepared and submitted by the professor for the five-year review should reflect the unique nature of each endowed professorship.

- I. Identify how the goals of the professorship have been met in the past five years. Include, as appropriate, activities which support the UM-St. Louis mission such as:
  - a. Research, external funding, and scholarship
  - b. External funding including grants, gifts, and fee for service programs
  - c. Teaching and mentoring students
  - d. Community partnerships and service
  - e. Campus serviceInclude assessment tools and results you used to assess these activities.
- II. What annual resources benefit the endowment (funds, space, equipment, scholarships, etc)? Describe how these resources have been used in the last five years to meet the goals of the endowed position. Please assess the expenditures made and how they improved or increased the value of your work. Append a financial report indicating how endowment funds are spent and used to carry out the mission of the professorship and the wishes of the donor.
- III. Identify and provide contact information for three colleagues from the community partnerships who have knowledge of your work and an understanding of how your work meets the goals of the professorship.
- IV. Describe your plans for the next five years. Explain how the plans meet the goals of the endowment, the action plan and mission of the University of Missouri – St. Louis, and the strategic plan and mission of the University of Missouri System.
- V. What recommendations do you have for the professorship and its endowment? In what ways, if any, should the position be rethought or redefined to reflect changes, for example, in the knowledge base of your field or changes in the mission of the partner organizations?
- VI. Please take the opportunity to address in this document other relevant issues that should be considered during the review process.

## The Review Process

The review process includes both a peer review and an administrative review. Following submission to Academic Affairs of the Documents for the Review of the Endowed Professor, the materials will be distributed to the following persons:

- The chair of the unit(s) in which the endowed professor holds an appointment,
- The academic leaders of the colleges and centers in which the endowed professor holds appointments or regularly assumes responsibilities,
- The Provost/Vice Chancellor for Academic Affairs,
- Two UM-St. Louis colleagues who are full professors and/or who hold endowed professorships.

The **peer review** will be completed by the professors appointed by the Provost. These professors are asked to review the submitted documents and to meet with the colleague who is being reviewed to discuss the degree to which the goals of the professorship are being met. This meeting will coincide, when possible, with the Five Year Program Review of the unit, so that the external reviewer may participate in the review. The results of the meeting will be summarized in a letter signed by both colleagues (individual letters may be submitted) and submitted to the Provost. The letter(s) will address:

- Whether and how the goals of the endowment are being met;
- How the plan proposed for the next five years is consistent with the donor's vision and the campus mission;
- Recommendations and suggestions about the future direction of the professorship;
- Recommendations and suggestions about the review process.

The **administrative review** will be completed by those to whom the endowed professor reports and will culminate in a meeting that includes the endowed professor, the appropriate chair(s) and Center director(s), dean(s), the Vice Provost for Research (when appropriate), and the Provost. In preparation for the meeting each dean will submit a letter evaluating the record of the endowed professor by:

- Reviewing the documents submitted for the Review by the endowed professor;
- Reviewing the annual reviews submitted to date by the professor;
- Consulting with the department chair(s) of the professor;
- Consulting with the professor's community partners.

Copies of the letters from the peer reviewers and the dean(s) will be sent to the endowed professor who is being reviewed. The Provost will convene the meeting to discuss the review and its recommendations with the endowed professor. The conclusions of this meeting will be conveyed in a letter from the Provost to the endowed professor in which the Provost affirms the continuing appointment of the endowed chair or initiates action to modify the terms of the appointment to the endowed position. This process to this point will be completed before the official end of the winter semester. However, the endowed professor may submit a letter in response to the recommendations or a letter requesting an appeal of the recommendations.

*Approved December 4, 2003 by the Council of Deans.*

*Revised January 2005 to reflect changes in the administrative organization in the Office of Academic Affairs.*

*Revised May 2005 by the Council of Deans.*