



# SPH Endowed/Named Position Policy

## Reason for Policy

Gifts are accepted by the University of Minnesota Foundation for the purpose of creating endowed/named deanship, directorship, chair, professorship, or faculty fellowship positions in alignment with the Board of Regents Policy: *Namings and Renamings*. As stated in the *University Endowed Chairs, Professorships and Faculty Fellowships* administrative policy, the School of Public Health (SPH) is responsible for determining the search and selection procedures for appointing faculty members to the school's endowed/named deanships, directorships, chairs, professorships, or faculty fellowships, in compliance with University HR policy and practice.

### This policy is intended to:

1. Establish the criteria and procedures to appoint and review individuals who are granted the designation of an endowed/named position within the School of Public Health.
2. Support the school's maintenance of the highest standards of stewardship and fiduciary responsibility for endowed/named positions.
3. Support the work and increase the effectiveness of an individual who is appointed to an endowed/named position.

## Policy

Establishment of endowed/named positions in the SPH shall be consistent with the University of Minnesota Board of Regents Policy: *Namings and Renamings*, with the administrative policy on *University Endowed Chairs, Professorships and Faculty Fellowships*, with university procedures for *Approving, Planning and Appointing Endowed Chairs, Professorships, or Faculty Fellowships*, and with conditions of donor agreement.

If some aspect of this SPH policy conflicts with the university policies/procedures, the university policy/procedure will take precedence until this SPH policy is revised to align accordingly. Any endowed/named appointments established prior to the adoption of this policy will follow conditions established by the donor agreement and by the appointment letter signed by the appointee at the time of appointment.

### A. Appointment Criteria

1. Appointees to an endowed/named position must demonstrate appropriate professional and personal conduct, as defined in the Board of Regents Policy: *Code of Conduct*.
2. Appointees must demonstrate a commitment to the school's mission and values.
3. All appointments are made by the dean.
4. All recommendations to the dean for an appointment must describe how the candidate meets the donor intent language using one or more of the following criteria:

### **Scholarly accomplishment**

A distinguished and sustained record of scholarly achievement. This may be evidenced by, but is not limited to:

- Scholarly publications and other impactful disseminations such as policy briefings
- Receipt of extramural research funding
- Appointment to review panels and editorial boards
- Election or appointment as officers in national academic societies
- Receipt of university-wide, national, or international scholarly recognition awards, such as for research including community engaged scholarship and team science

### **Teaching and mentoring**

An established track-record as a distinguished teacher and/or mentor, combining excellence in educational activities with a sustained commitment to students and their academic and professional development. This may be evidenced by, but is not limited to:

- Development of novel and innovative teaching activities
- Successful mentorship of junior colleagues, trainees, and students
- Receipt of university-wide, national, or international awards recognizing teaching and/or mentoring contributions

### **Leadership, service, and/or public engagement**

A demonstrated record of investment in the growth and success of this (and/or a previous) institution, peers and colleagues, and/or communities outside academia with which the candidate is engaged. This may be evidenced by, but is not limited to:

- School or university-level service and/or leadership including leadership of academic programs
- Significant leadership positions in national or international scholarly associations or societies
- Significant engagement with international, national, tribal, state, local organizations or communities (including government agencies)
- Senior editorial positions in scholarly journals or other impactful dissemination avenues

## **B. Conditions of Appointment**

1. Endowed/named positions will be appointed for a term of no more than five years, potentially renewable, unless otherwise specified in the donor agreement or appointment conditions established at the time of appointment.
2. The appointment to an endowed/named position in the school may be made conditional upon relinquishing an existing appointment to a different endowed/named position. Typically faculty can receive disbursed funds from no more than one of the school's endowed/named positions at a time.
3. Typically, the appointment period's start and end dates align with the fiscal calendar. If the appointment period begins on some other date, it should end in alignment with the fiscal calendar; thus the initial year of appointment could have a length that is shorter or longer than one year.
4. Endowed/named position disbursements are not used to support a permanent increase in faculty base salary.

5. Consistent overspending of accounts, spending not in alignment with policies and procedures, or spending out of line with the donor intent may lead to termination of the appointment.
6. Charging a percentage of the appointee's salary (plus corresponding fringe) to the disbursements account may be allowable (or may be expected) as established by the dean at the point of appointment and as allowed by the donor agreement. Such conditions should be described in the appointment letter. As an example, the dean may require that the disbursements be used to cover a percentage of a faculty member's effort that is not covered by other revenue sources.
7. Charging an augmentation (to the appointee's base salary) to the disbursements account may be allowable (or may be expected) as established by the dean at the point of appointment and as allowed by the donor agreement. Such conditions should be described in the appointment letter. As examples, the dean may allow such a charge but limit the size of the salary augmentation and/or make it conditional on the appointee's effort already being covered by other revenue sources.
8. Recipients who resign, retire, or otherwise depart from the school automatically terminate the remainder of their terms. In general, disbursed but unspent funds must still be spent in alignment with donor intent; they may turn over to the next appointee or may be returned to the donor fund, at the dean's discretion.
9. School of Public Health faculty who are holding or have held an endowed/named position should refer to it on their CV (and in other professional documents and correspondence) with the years of the appointment (e.g., "Mayo Professor (2020-present)").
10. School of Public Health faculty who retire from the university having held an endowed/named position, and have been conferred with Emeritus/Emerita status according to the university's policy *Emeriti Title for Retired Faculty*, may request to retain the endowed/named position's title as [Position Title] Emeritus/Emerita (or other declension). In consultation with the school's senior leadership group, granting of this request is at the discretion of the dean. Previously granted requests may be retracted, at the dean's discretion, in alignment with Section F.

### C. Periodic Review

1. Unless otherwise noted in the donor agreement, each endowed/named position will be formally reviewed approximately 3-9 months prior to its end or potential renewal and at least every five years. The emphasis of the review will be on the appointee's achievements, aligned with the categories outlined in Section A above, during the period since they were appointed, last reviewed, or reappointed to the endowed/named position.
2. When specific terms or expectations are established within the endowed/named appointment letter or donor agreement, the review will address the appointee's performance related to those terms or expectations.
3. The periodic review will include an evaluation of the appointee's fiduciary accountability of the disbursed funds. Consistent overspending of accounts, spending not in alignment with policies and procedures, or spending out of line with the donor intent may lead to termination of the appointment.
4. The formal review will be carried out by the appointee's division head and in consultation with the dean. In the case that the division head holds the position, the review is carried out

by the dean. The dean and/or division head may request informal updates outside of the formal review from the appointee.

5. If a current endowed/named appointee enters a phased retirement agreement, or indicates in writing the intent to retire within one year after the current appointment end date, the review may be waived and the appointment may be extended or renewed until the effective retirement date, at the discretion of the dean in consultation with the school's senior leadership group.

#### D. Reappointments to a Renewable Position

1. The dean, in consultation with the school's senior leadership group, may consider reappointing the current appointee as long as the donor intent does not disallow this.
2. A reappointment to a renewable position should be recommended only when it is clear that the standards and criteria for holding the endowed/named position have been met and the formal review of the appointee's current term was favorable.
3. The dean, following the process outlined below and in consultation with the school's senior leadership group, will make one of the following decisions for each appointee to such a position:
  - a. The appointee is reappointed to another full term;
  - b. The appointee is reappointed to a shorter term of a specified duration;
  - c. The appointee is not reappointed.

#### E. Repeated Appointments to a Fixed Term Position

1. Fixed term endowed/named appointees are typically not appointed again to the same position.
2. The dean, in consultation with the school's senior leadership group, may consider granting a repeated appointment to the current appointee as long as the donor intent does not disallow this.
3. A repeated appointment should be recommended only when it is clear that the standards and criteria for holding the endowed/named position have been met and the formal review of the appointee's current term was favorable.
4. The dean, in consultation with the school's senior leadership group, will make one of the following decisions for each appointee of a fixed term position being considered for a repeated appointment:
  - a. The appointee is granted a repeated appointment to another full term;
  - b. The appointee is granted a repeated appointment to a shorter term of a specified duration;
  - c. The appointee is not granted a repeated appointment.

#### F. Revocation of Appointment

1. An individual who holds an endowed/named position may not have the appointment involuntarily revoked prior to the normal expiration of the term of appointment, except due to the following:
  - a. Personal or professional misconduct detrimental to the reputation of the university, as defined in the Board of Regents Policy: *Code of Conduct*.

- b. Failure to maintain standards consistent with the appointment criteria in scholarly work, teaching, and service.
2. Responsibility for determining whether or not there is sufficient evidence to recommend revocation of an endowed/named position rests jointly with the appointee's division head and the dean. In the case that the division head holds the position, the decision resides with the dean.
3. The final decision to revoke an appointment rests with the dean.

## Related Information

- [SPH Endowed/Named Position Appointment & Review Procedures](#)
- [University Endowed Chairs, Professorships and Faculty Fellowships](#)
- [FAQ: University Endowed Chairs, Professorships and Faculty Fellowships](#)
- [Procedure: Approving, Planning and Appointing Endowed Chairs, Professorships, or Faculty Fellowships](#)
- [Board of Regents Policy: Namings and Renamings](#)
- [Board of Regents Policy: Code of Conduct](#)
- [Emeriti Title for Retired Faculty](#)
- [Calculating and Planning the Distribution of PUF Endowment Income](#)
- [MN Statute - Postsecondary Education, Chapter 137, Section 137.022, Subd 3. Endowed Chair Account](#)

## Forms/Templates

- [SPH Endowed/Named Position Suggested Language for Appointment Letters](#) (docx)

## Contact(s)

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## History

### Approved and/or enacted:

- Drafted by SPH Office of Faculty Affairs (November 2025)
- Consultation with SPH Senior Leadership (November 2025), SPH FCC (December 2025), and Faculty Assembly (February 2025)
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