Process for the Nomination and Renewal of Endowed Professorships within Yale School of Medicine

YSM-DO-0004

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<th>Responsible Office</th>
<th>Office of Academic and Professional Development (OAPD)</th>
<th>Originally Issued</th>
<th>05/19/2020</th>
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<td>Responsible Official</td>
<td>Deputy Dean for Academic Affairs</td>
<td>Revision Date</td>
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Policy Sections

1. Nomination
2. Terms of Appointment & Renewal
3. Review of endowed professorships awarded prior to 2020

Scope
This policy applies to the Faculty at the Yale School of Medicine.

Policy Statement
Pending

Reason for the Policy
Pending

Definitions
Pending

Policy Sections

1. Nomination

1. The Office for Finance will provide the Dean a list of open endowed professorships and their indentures at least once a year in January.
2. Department chairs may nominate faculty for department-held endowed professorships. In consultation with the Dean or Deputy Deans for Scientific Affairs, they may also nominate faculty for centrally held endowed professorships for which the indenture is relevant to their department.

3. In addition, on an annual basis, the Dean of YSM will review with department chairs all faculty at the rank of professor on the traditional and clinician scholar tracks who do not hold an endowed chair to identify candidates for centrally held endowed professorships. Criteria will include national recognition, impact of work, grant funding, publications, and other programmatic considerations. A goal is to identify faculty for recognition proactively.

4. Offer or retention letters that include the offer of an endowed professorship must contain the following language:

You will be appointed the XXXXX Professor of XXX, subject to appointment to the faculty [if relevant] and to approval by the Corporation of Yale University. This endowed professorship pays approximately XXXXX per year, depending on institutional investments, which can be put toward your salary and benefits first and then other needs. All named professorships in the School of Medicine are for ten-year renewable terms.

5. At the time of nomination, the chair will submit a packet to the Dean for approval. The nomination packet should consist of a nomination letter, the CV of the nominee, three letters of recommendation from outside the institution, a list of other faculty in the department at the same rank who do not hold an endowed professorship, and a brief statement as to why the chair is nominating that faculty member specifically. Examples might include: Recognition of the faculty member will preempt recruitment elsewhere, or the faculty member’s research uniquely fits the indenture of the endowed professorship. At the time of nomination, the chair will convey the names of
faculty members at the rank of professor and outside the department who might serve as consultants to the Dean.

For nominees who have been recruited from outside Yale, the same recommendation letter may serve for the appointment process and for the nomination. For nominees who have been promoted or recruited within the last two years, letters of recommendation from that process may be used in support of the nomination for professorship.

6. The Dean’s review will evaluate the quality/impact of the scholarship (based on a current CV), the faculty member’s contributions to the department and School, and his or her (their) citizenship/leadership. Additional circumstances that impact the review include matters of retention and recruitment. The Dean may give conditional approval of a nomination prior to the receipt of letters of support. Only existing faculty members and recruits who have signed offer letters are eligible to receive an endowed professorship.

7. After completion of the review, the Dean will submit the nomination to the Yale Corporation, along with a letter summarizing the nominee’s qualifications.

8. Department chairs will be notified if their nominee was recommended to the Corporation and the outcome from the Yale Corporation decision.

9. Development officers, YSM and University Communications officers will be notified to coordinate announcements, communication to the donors and celebration activities. President Salovey will send a congratulatory letter to the incumbent that will specify the title and terms of the appointment to the endowed professorship. The Dean will also send a congratulatory letter.
1. Endowed professorships awarded in 2020 and subsequent years, will have a term of appointment of ten years, renewable after review, or as dictated by the restrictions of the award.
   a. At the start of the second semester of the penultimate year of an endowed professorship’s term, the staff of the Office for Academic & Professional Development will notify the holder of the professorship and the department chair responsible for management of the professorship that the professorship is due for review.
   b. The department chair will submit an updated CV of the professorship holder and a letter addressed to the Dean summarizing in 250 words or less evidence supporting the recommendation for reappointment.
   c. Renewals will be reviewed by the Deputy Dean for Academic Affairs and the Dean. Faculty members who have not submitted peer-reviewed grants or published peer-reviewed manuscripts in the last five years and who do not hold a major administrative position will be considered no longer eligible for an endowed professorship. If the holder has not had peer-reviewed funding to offset salary and research costs, including space, for the last three years, the Dean will mandate that the holder contribute space costs at the current NIH indirect rate, until such time as the holder obtains peer-reviewed funding that offsets salary and research costs. The Dean and the Deputy Dean will also consider any failures by the professorship holder to comply with Yale policies, including policies pertaining to academic misconduct, conflict of interest, discrimination, or sexual misconduct. Nothing in this policy shall supersede polices regarding Faculty Standards of Conduct in the Faculty Handbook of Yale University.

2. Funds from the endowed professorship must first be used to support salary (including over-the-cap salary) of the incumbent and are subject to any additional restrictions of the specific endowed professorship. Funds that are not needed to support salary can
be used to support scholarly efforts and other activities of the incumbent, subject to general restrictions on Yale spending.

3. When the market value permits splitting of endowed professorships, the Dean may dictate the splitting of an endowed professorship at the time of renewal, after consultation with the donor if appropriate. Considerations regarding splitting will include national recognition, impact of work, grant funding, publications, and programmatic considerations. In the case that an endowed professorship is split, the size of the remaining endowment will be dictated by the current Yale University gift policies regarding endowments for professorships or incremental professorships, dean’s positions, or director’s positions. The chair holder and relevant department chair will be given six-months’ notice to plan for alternative funding.

4. If the relevant Deputy Dean and the Dean decide that an endowed professorship should not be renewed, the decision will be submitted to the Yale Corporation for approval.

3 Review of endowed professorships awarded prior to 2020

1. Endowed professorships awarded prior to 2020 will undergo a financial review within five years after the initiation of this policy or when the annual payout from the endowment exceeds $500,000, whichever occurs sooner, and then every ten years thereafter.

2. If, at the time of the review, the incumbent is funding his or her (their) research program entirely from the endowment and if the holder does not have peer-reviewed funding to offset salary and research costs, including space, the Dean will mandate that the holder contribute space costs at the current NIH indirect rate, until such time as the holder obtains peer-reviewed funding that offsets salary and research costs.
3. When the market value permits, the endowed professorship may be split at the time of review, after consultation with the donor if appropriate. Considerations regarding splitting will include national recognition, impact of work, grant funding, publications, and programmatic considerations. In the case that an endowed professorship is split, the size of the remaining endowment will be dictated by the current Yale University gift policies regarding endowments for professorships or incremental professorships, dean’s positions, or director’s positions. The chair holder and relevant department chair will be given six-months’ notice to plan for alternative funding.

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### Special Situations & Exceptions

Pending

### Roles & Responsibilities

Pending

### Contact Information

- **Questions on Available Professorship & Associate Funding:** Contact YSM Central Academic Units, Director of Finance and Administration for YSM Dean’s Office, paul.greeley@yale.edu
- **Eligibility for Named Professorship Appointment:** Contact Office of Faculty Affairs

### Related Information

Endowed Professorship Income Distribution Policy, YSM Policy

### Revision History

- Originally Issued – Executive Group, 05/19/2020
- Revision Dates – Executive Group, 05/19/2020

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