The following guidelines are meant to clarify the terms and use of operating income on endowed and gift-funded term faculty fellowships, professorships and chairs. These guidelines were co-developed by University Advancement and the Office of the Vice Provost for Academic Personnel.

- An endowed or term chair, professorship, or faculty fellowship provides an annual allocation which may be used in accordance with the terms specified in the endowment/gift instrument ('agreement'). Unless expressly prohibited by the agreement, funds may be used for general salary, summer salary and/or salary supplement of the holder and for activities and expenses related to a holder's productivity. For endowments, the annual allocation is dependent upon market values, and is therefore subject to change.

- Chairs and Professorships are intended as a prestigious level of recognition associated with outstanding faculty performance consistent with the purpose of the endowment. Faculty fellowships are intended to support faculty who demonstrate the potential to make future contributions in their field.

- The holder shall be a qualified person of professorial rank with UW employment (includes professors, associate professors or assistant professors), and if the terms of the agreement allow, may include visiting and/or teaching professors. (Note, teaching professors may only be considered if the terms of an agreement focus on teaching/instruction and do not specify that the holder is expected to make contributions to research in their field.)

- A faculty member may hold only one faculty fellowship, professorship or chair at any given time unless a limited exception for extraordinary circumstances is approved by University Advancement and Academic Personnel.

- Persons with a clinical or affiliate faculty appointment, or who are retired faculty, including those with an emeritus status, are not eligible for appointment.

- The appointment to a Chair or Professorship shall not be limited to faculty who hold an administrative position such as a department chair, division head, or director of an organized research unit, unless it is expressly stated in the terms of the agreement. Administrators should be familiar with the agreement terms prior to recommending a suitable holder.

- General Appointment Considerations:
  - Holder and administering unit must abide by the terms of the agreement
  - All appointments are at-will and subject to the discretion of the Dean, Chancellor, or Provost (for centrally administered funds)
    - Allocated for a defined period (which may be extended consistent with the agreement) or indefinite period, but always subject to the at-will discretion
    - Appointments are subject to review at least every 5 years
  - Chair and Professorship appointments require the approval of the Board of Regents and Faculty Fellowship appointments require the approval of the Provost
• Funds not expended during the official term of the appointment may be carried forward with permission from the Dean's, Chancellor's, or Provost's office for a maximum of two years and while the holder is employed at the University. At the end of an approved extension, unspent funds will be reinvested in the endowment or may be utilized for a future holder.

• If the appointee retires from the University before the end of their term, the appointment shall cease at the beginning of retirement and operating income shall cease to accrue for the appointee's use. Unspent operating money may be carried forward with the permission of the Dean/Chancellor/Provost for a maximum of two years and be used in accordance with any terms specified in the agreement. Reemployment after retirement does not change the ineligibility status.

• If the holder separates from the University for any reason other than retirement, the appointment shall cease at the time of termination and operating income shall cease to be available for the former holder's use.

• Multiple holders may only be named to a single gift fund if it is not prohibited by the agreement terms and if the value of the gift is adequate to support multiple holders. (Note: if an agreement contains a secondary use clause, then funds in excess of the amount designated to support a holder may be used in support of other priorities and activities within the field, though individuals benefiting from such excess funds shall not be known as ‘holders’.)

• The appointee's campus/school/college/department ('unit') is responsible for monitoring expenses and staying in compliance with the terms, and expenditures are subject to periodic review. Any inappropriate expenditure or deficit will be the responsibility of the holder's unit.

• Units may accumulate unspent operating balances, with the exception of centrally administered endowments and term funds, to utilize for a future appointee with permission of the Dean/Chancellor, or Provost (or other formally named administrator from the agreement).

Donor Stewardship:

• The holder shall use the official title of the endowment/gift in connection with their name on University materials including business cards, letters, newsletters, email and websites. For example, a professor's title should include, “Susan and Robert Smith Endowed Professor” or the “Susan and Robert Smith Professor of Music” in a signature block.

• The appointee shall report to the donors and honoree of the chair or professorship at least once a year, with an update of activities made possible by the gift. Copies of letters should be kept by Deans or Chancellors and shared with the Advancement office.