




The UNIVERSITY of OKLAHOMA.
Office of the Senior Vice President and Provost

MEMORANDUM

TO: Deans, Associate Deans, Chairs, and Directors – Norman Campus

FROM: André-Denis Wright
Senior Vice President and Provost 

DATE: October 18, 2023

SUBJECT: Procedures to Fill Endowed Chairs and Professorships

The OU Board of Regents approved changes to the policy for endowed chairs and professorships at their meeting last June. With these changes in place, deans can now decide how to best fill these positions and submit these requests for Provost approval.

The templates on the following pages identify the information to include when requesting to fill open endowed chairs and professorships.

Attachments

cc: Sarah Ellis, Vice Provost for Faculty
Grey Allman, Associate Provost for Policy and Administration
Lizi Young, Director of Academic Personnel Records, Office of the Provost

Request to Fill Open Endowed Chairs and Professorships: Internal Candidates

To request Provost approval to fill an endowed chair or professorship internally, please send a memo from the Dean to the Provost detailing the following information:

1. Summary of Vacant Endowment(s)

- Incumbent(s), if applicable
- Description of the endowed position and any relevant conditions or constraints identified in the donor agreement

2. Term(s) of appointment

- Length of term
- Effective date

3. Estimated Annual Distribution(s) of Endowment

- Include a breakdown of how this distribution will be used (salary, discretionary funds, graduate student support, summer research support, travel, etc.)

4. How you intend to fill the position

- Have you already identified an internal candidate? If so, move on to #5.
- If you have not identified an internal candidate, how do you plan to fill the position? If running a search, please include the following information:
 - i. List search committee members
 - ii. Attach search ad and identify how the college or unit plans to advertise
 - iii. Proposed timeline for search

5. Faculty Candidate's Qualifications

- Once the candidate(s) has been selected, present the faculty member's qualifications.
 - i. If a faculty member has been selected, include the qualifications with this memo.
 - ii. If making the selection through an internal search or other method, send a follow up memo once the successful candidate is identified.

6. Required Statements

- A statement that affirms that the College has the funding to cover all costs and won't require financial assistance from the Office of the Senior Vice President and Provost or additional funds from the central budget.

Once the candidate for the endowed position has been approved, an MOU must be drafted and attached to the related ePAF action. The MOU **must** include step-down details.

All requests must be approved by the college dean and be submitted to the Office of the Senior Vice President and Provost at facultyaffairs@ou.edu. For questions about completing this memo, please contact Sarah Ellis (sjr@ou.edu).

Request to Fill Open Endowed Chairs and Professorships: External Searches

To request Provost approval to fill a new or vacated regular faculty line that includes an endowed chair or professorship, please send a memo from the Dean to the Provost detailing the following information:

1. Incumbent (if applicable)

- Is this replacing a departing faculty?
- Is a vacant faculty line being used/repurposed?

2. Purpose

- How do you intend to use the line?
- Are you replacing faculty in the same area or are you filling a need elsewhere?

3. Rank

- RRT, TT, and/or tenured
- Department and field/subfield

4. Will this be a 9-month or 12-month appointment?

- If a 12-month appointment, please explain. Note: 12-month appointments are reserved for administrative or clinical positions.
- If an administrative position, step down information will be required with the offer.

5. Is there a related endowed title? If so, include the following:

- Estimated annual distribution of the endowment
- Breakdown of how this distribution will be used (salary, discretionary funds, graduate student support, summer research support, travel, etc.)
- Step down information must be included with the offer.

6. Salary

- Funding source(s)
- Minimum/Maximum

7. Start-up Details

- Amount
- Funding source(s)

8. Relocation/Moving

- Amount
- Funding source(s)

9. Disclaimer

- A statement that affirms that the College has the funding to cover all costs and won't require financial assistance from the Office of the Senior Vice President and Provost or additional funds from the central budget.

10. Advertising

- A list of intended venues for advertising the opening in order to reach the widest possible audience of qualified applicants for the position.

All requests must be approved by the college dean and be submitted to the Office of the Senior Vice President and Provost at facultyaffairs@ou.edu. For questions about completing this memo, please contact Sarah Ellis (sjr@ou.edu).