

## Pamplin Honorifics Policy

### Policy 470

Last Revised: April 10, 2020

The term *honorific* or *endowed appointment* will be used for a distinguished chair, named chair, distinguished professorship, named professorship, senior faculty fellowship, or junior faculty fellowship. Honorifics are traditionally targeted to tenured or tenure-track faculty, but on occasion the college may apply these same titles to honorifics targeted to non-tenured Collegiate Professors or Professors of Practice. The following process shall be followed when the College desires to fill a vacant honorific, except that the College may also make such an appointment to a candidate identified by an external search through the “targeted search” process. A process for administratively changing honorifics for financial reasons is also included.

Note that the university may create endowments to help support the expected cost of faculty positions that are not competitively awarded. Support from these endowments may carry titles similar to Pamplin honorifics but are not covered by this policy.

In the process below, the Dean will consult with the Pamplin Academic Committee (and other college administrators as appropriate) on the decision to fill a vacant honorific. In addition to this advice, the Dean will consider the size of the associated endowment and its projected spendable budget, the need for and availability of other funds associated with the position, and the need for additional faculty within various units in the College.

Throughout the processes described below, a committee member with a spouse or family member under consideration is not eligible to vote and must recuse himself or herself from deliberations and voting. Committee members with extremely close personal relationships that would generally appear to represent a conflict of interest are also not eligible to vote and should also recuse themselves. Friendship, mentoring, joint research and other collaboration does not normally disqualify a committee member from deliberation and voting.

#### 1. Initiating a search

The Dean shall determine when to begin the process of filling a vacant honorific. The Dean may also suspend or terminate a search.

The fund agreement associated with the honorific may impose limitations on the type of candidate (department, research area, category, rank, etc.) eligible for the honorific. The Dean may specify additional qualifications, such as designating the departments, programs, or academic disciplines which will be considered based on the needs of the college. In the following, the term *academic unit* is used to refer to a department, program, or academic discipline.

The Dean, in consultation with the Pamplin Academic Committee, shall determine whether to fill the honorific internally, externally, or to consider both internal and external candidates.

If the honorific is to be filled internally, the Dean shall assure that the position is advertised to all Pamplin faculty who could potentially be candidates. The advertisement will include the required qualifications, instructions for applying, and deadlines.

If the honorific is to be filled externally, the Dean will advertise the appointment consistent with University policies and in ways designed to reach the greatest number of appropriate candidates. If the honorific is open to both internal and external candidates, the opening shall be advertised to all the faculty members in Pamplin who could potentially be candidates as well as to potential external candidates as described above. The deadline for “full consideration” will be the same for internal and external candidates.

## **2. The search committee**

If the honorific will reside in a department, the Dean will authorize that department to initiate a search. The search will be conducted using the normal departmental search procedures with the restriction that no one who is eligible to apply for the position may serve on the search committee unless, prior to the formation of the committee, he or she informs the Department Head in writing that he or she will not be a candidate.

If the search concludes with one or more candidates acceptable to the department, the Department Head will forward a recommendation to the Dean, who will first decide whether to support the recommendation (including selecting one nominee if more than one name is recommended) and then, if his or her decision is positive, forward the nomination to the Pamplin Faculty Honorifics and Awards Committee.

If the honorific might reside in more than one department or in a unit other than a department, the Dean will appoint members to a search committee so that the majority of members represent the unit(s) where the chair might reside. No one who is eligible to apply for the position may serve on the search committee unless, prior to the formation of the committee, he or she informs the Dean in writing that he or she will not be a candidate.

The search committee is charged with reviewing applications, and possibly soliciting references, arranging for interviews, and recommending a small number of potentially acceptable candidates to the Dean. If the Dean decides to support a nominee, he or she will forward the nomination to the Pamplin Faculty Honorifics and Awards Committee.

## **3. Initiating a targeted search**

If the head of a unit searching for a faculty member believes his or her search committee has identified an exceptional candidate who cannot be recruited without an honorific, he or she may propose to the Dean that an honorific be offered. If the Dean believes that providing an honorific is potentially in the best interest of the College and if a suitable vacant honorific exists, the Dean will decide in what academic unit the honorific will reside and inform the College Academic Committee. If after this the Dean decides to move forward on an honorific, he or she will forward the nomination to the Pamplin Faculty Honorifics and Awards Committee.

## **4. The Faculty Honorifics and Awards Committee review**

The Pamplin Faculty Honorifics and Awards Committee shall give the Dean feedback on the candidate as to whether he or she is acceptable or unacceptable for the honorific. In the case of an external hire, the committee may comment on rank and tenure, but shall not make a formal recommendation on rank or tenure. The formal recommendation on rank and tenure shall come from the department in which the outside candidate’s regular faculty appointment will reside. If the honorific will reside in a department, the Pamplin Faculty Honorifics and Awards Committee members from that department shall be non-voting members in that case. In addition, any

member of the Pamplin Faculty Honorifics and Awards Committee who has voted at an earlier stage of the search process will be a non-voting committee member. Since honorifics are not cases of promotion and tenure, the requirement that department heads constitute a minority of the committee does not apply. The Dean shall make the final determination as to whether a candidate's file is to be forwarded to the Provost for appointment to a chair or professorship. The ultimate responsibility for awarding a chair or professorship resides with the President of the University and the Board of Visitors.

## **5. Administrative Changes for Financial Purposes**

The college will avoid making future commitments from endowments which are greater than can be supported in the long term. However, if the current financial commitment for an honorific exceeds the endowment capacity and if another similar appointment is available which can support the commitment, the dean will solicit input from the affected faculty member and recommend to the provost that the faculty's appointment be changed. Formally, the university would recommend to the Board of Visitors that the faculty member be awarded the new honorific and removed from the existing appointment.

## **6. Periodic Review**

All honorifics made in the Pamplin College of Business after September 1, 2014 are subject to periodic review. Unless otherwise specified in an existing Funding Agreement, reviews of appointments to junior and senior faculty fellowships will be conducted every three years.

Appointments to distinguished chairs, named chairs, distinguished professorships, and named professorships will be reviewed every five years. When allowed by the fund agreement, the title of an honorific associated with a specific endowment may be changed as a part of this renewal process, e.g., a junior faculty fellowship may be renewed as a senior faculty fellowship.

In the cases of junior and senior faculty fellowships which reside in a single department, the department is responsible for the review.

- The review will be conducted by the departmental Promotion and Tenure Committee or departmental Honorifics Committee based on the accomplishments of the fellow as specified in the letter of appointment during the review period.
- The department committee review will be submitted to the department head and will include a recommendation for continued appointment or termination of the fellowship appointment.
- With this input, the department head will make a recommendation to the Dean, who will make the final decision regarding the continuation or termination of the fellowship appointment.
- If terminated, the fellowship appointment will end at the end of the academic year of the review.

In the cases of distinguished chairs, named chairs, distinguished professorships, named professorships, and fellowships which do not reside in a single department, the review will be conducted by the Pamplin Faculty Honorifics and Awards Committee based on accomplishments of the chair or professorship holder as specified in the letter of appointment.

- The Pamplin Faculty Honorifics and Awards Committee will specify the materials that should be submitted for the review.
- The holder of the chair or professorship will assemble the required materials and provide them to his or her department head.

- The department head will append an evaluative letter including a recommendation for continuation or termination of the appointment and submit the materials to the Pamplin Faculty Honorifics and Awards Committee.
- The Committee will review the submitted materials including the department head letter and provide an evaluation to the Dean including a recommendation for continuation or termination of the chair or professorship appointment.
- The Committee evaluation and all other submitted documentation will be forwarded to the Dean, who will make the final decision regarding continuation or termination of the chair or professorship appointment.
- If terminated, the chair or professorship appointment will end at the end of the academic year of the review.

The dean will inform the faculty member in writing of the recommendation to the provost. If the recommendation is to renew, the dean will include expectations for the continued appointment in his or her letter. In the case of Faculty Fellowships within a department, the dean may delegate the task of informing the faculty member to the department head. The Dean will inform the Associate Provost for Faculty Affairs of his decision (including supporting documentation) for communication to the Board of Visitors.

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