

CHECKLIST FOR NEW APPOINTMENT TO A REGULAR, NON-ADMINISTRATIVE ENDOWED CHAIR

Once the Recruitment and Selection process has been completed (see Checklist for Recruitment and Selection to Fill an Endowed Chair), an endowed chair appointment dossier will need to be prepared and submitted. If the endowed chair appointee is a new academic hire to UC Davis, a new appointment dossier will also need to be submitted in MyInfoVault (refer to the checklist for a new appointment in the academic's title series). No announcement of the holder of the endowed chair may be made until final approval of the appointment by the Chancellor.

For an administrative endowed chair/professor, provide a letter requesting appointment to the administrative endowed chair along with a copy of the letter appointing the person to the associated administrative position.

- 1. If the endowed chair appointee is a new academic hire whose appointment action is still in progress in MyInfoVault, the department assembles and submits the endowed chair appointment dossier via paper. Otherwise, the department assembles and submits the endowed chair appointment dossier in MyInfoVault.**

Components of the dossier:

- _____ Action Form
- _____ Departmental letter from the department chair/unit head containing:
 - a) Departmental consultation and Senate vote, according to departmental voting procedures for new faculty hires (Note: If the endowment is for a Specialist in Cooperative Extension, the vote should also include other department members in that title series.);
 - b) Evaluation of candidate's potential to fulfill activities specific to the endowed Chair;
 - c) Evaluation of candidate's potential intellectual leadership to the department;
 - d) Evaluation of candidate's potential enhancement of the academic life on campus;
 - e) Evaluation of candidate's potential in scholarly activities, teaching, and University and public service
- _____ Position description and job advertisement, if applicable.
- _____ Signed Candidate's Disclosure Statement (if internal candidate)
- _____ Extramural letters are optional* (see note below)
- _____ List of all student evaluations submitted, if applicable.
- _____ Teaching, Advising, and Curricular Development Record, if applicable.

_____ List of service activities

_____ Complete list of publications and/or creative activities (APM UCD-220-Exhibit C):

- a) Indicate those materials that have been added since last approved action (draw a line), if applicable.
- b) Indicate with an asterisk (*) those publications included in the review period. (Note: these may appear above or below the line; e.g. delay in publication.)
- c) Indicate with a (X) the most significant publications.
- d) Indicate with a (+) major mentoring role publications.
- e) Indicate with a (@) refereed publications.
- f) In press items must have dated letters or emails indicating that items have been accepted for publication, unless the items are galley proofs. Attach the acceptance letters or emails to the manuscript in the supporting documents.

NOTE: The term "in press" designates works that have been accepted for publication without revision. Book contracts are not considered an "in press" item.

NOTE: If there is a link directly to the full publication (not an abstract), reprints do not need to be provided. Add the link into the article into the publication list(s) in MIV. Ensure all links are active or the dossier will be returned. If no such link can be provided, please provide a paper copy of the publication.

_____ List of contributions to jointly authored works (numbering corresponds with numbering on publications list). Identify the leadership role and contribution of the faculty member. Examples of leadership include activities such as developing the concept, inventing or applying novel analytic techniques, making key discoveries, changing the interpretation of findings, and writing substantial sections of the paper. Do not describe the role of all authors. Percent of effort should not be included.

_____ List of honors and awards, if any.

_____ List of grants, if any.

SUPPORTING DOCUMENTATION (Will be returned to the department)

Note: If there are no physical supporting documents, the department should send an email to notify the Dean's Office that the dossier is ready for review in MIV and there are no supporting documents. The same courtesy should be provided to the Senate Office and Academic Affairs when routing dossiers.

_____ Items published or in-press during the review period. Copies of submitted manuscripts may be included at the option of the candidate.

_____ Student evaluations: one complete set of original evaluations from two courses, preferably courses with the highest enrollment and preferably representing a range of courses taught (e.g., upper division and lower division). Numerical summaries or percentages in each rating category should be included with student evaluations for all courses taught during the review period or the last three years, whichever is longer. Department should retain student evaluations for other courses taught and have them available if requested by reviewers.

2. Dean's Office will upload in MIV the following for inclusion in the dossier and forward to Academic Affairs.

_____ Dean's Recommendation Letter

3. CAP reviews and makes a recommendation.

4. Vice Provost – Academic Affairs reviews and makes a recommendation.

5. Chancellor holds final decision authority.

6. Chancellor informs the appointee in writing of the description and terms of the appointment.

***Extramural letters:**

For a new hire at the associate or full professorial rank, extramural letters will accompany the appointment action for the professorial position. Extramural letters will be optional for current associate or full professors. However, the department chair, dean, review committee, and/or the Vice Provost-Academic Affairs **may require extramural letters** for a more substantive, arm's-length assessment of the candidate's record. Should this happen, Academic Affairs will notify the Dean's Office and extramural letters will be requested by the Dean.

****Faculty with Joint Appointments:**

To determine whether or not a joint department should review a proposed endowed chair appointment, the home department should consult the gift documentation. If you are unsure or have questions about a joint appointment situation, please connect with the Dean's Office. If a Dean's Office is unsure or has questions, they should reach out to Academic Affairs.