



OFFICE OF THE EXECUTIVE VICE CHANCELLOR
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DEANS
CHAIRS
ACADEMIC SENATE

Re: Guidelines for Renewal of Term Chairs:

Dear Colleagues,

As you may recall, effective January 1, 2015, all appointments to Endowed Chairs are to be made for a specified term of up to five (5) years with the possibility of reappointment based on an administrative review, unless the university-donor gift agreement dictates otherwise.

For renewable chairs that do not have a donor-stipulated requirement to rotate to another faculty member, the expectation is that re-appointment will be the norm for a chair-holder in good standing, but this will require letters from the Chair and Dean to the EVC, providing evidence of such good standing, accompanied by the candidate's most recent academic review file. A chair-holder in good standing is a faculty member (a) whose level of scholarship and/or creative activity is within or exceeds the range of other faculty members at that rank and step; (b) maintains responsible stewardship of the income from the endowment which promotes the scholarship, teaching and programmatic objectives consistent with the gift agreement, including reporting requirements; (c) generally upholds the campus principles of community. In terms of productivity, a chair-holder in good standing should generally not have received a "no-change" review, taking into account legitimate extenuating circumstances, including (but not limited to) extensive work on a long term book or research project (see [PPM 230-28](#)). In such cases, consideration for continued good standing can be documented when the candidate's academic file contains evidence demonstrating that the appointee is making timely progress on the kind of substantial research and creative projects that are likely, when completed, to justify future advancement or promotion.

Please contact Cynthia Palmer in the Academic Personnel Services Office at c5palmer@ucsd.edu or extension 43133 if you have any questions.

Best regards,

Suresh Subramani
Executive Vice Chancellor

cc: Assistant Deans