

The following are the steps required to select a candidate for the endowed chair:

Please direct correspondence to Dean King requesting that he appoint a selection committee. Email form is acceptable and preferred. Please copy Vanessa Tam on the email request.

In your request, please provide suggestions for committee membership.

- Indicate who should chair the committee.
- The committee should reflect a broad cross-section of the faculty with knowledge of the academic program(s) to be supported by the endowed chair.
- The committee should consist of at least five members, with at least 50% or more members being women and/or underrepresented minority faculty for participation on the committee.

With your input, Dean King will appoint the selection committee and request that it provide a written nomination for the candidate chosen by the committee.

- If the candidate is a current member of the faculty, the committee recommendation can be forwarded directly to me.
- If the person recommended for the endowed chair is being recruited by an external search, the academic and endowed chair appointments are concurrent and the approval of the faculty appointment must precede approval of appointment to the endowed chair.

When Dean King receives the recommendation of the selection committee and the candidate's curriculum vitae, he will forward it along with his concurrence for appropriate processing.

Final approval will be made and the appointment letter will be issued.

Once the appointment is made, details of funding and purpose of the endowed chair will be provided to the appointee.

If you have any questions, please call Vanessa Tam at 502-2754.