

## **Coggin College of Business Endowed Professorships Policies & Procedures**

The faculty, staff, and administration of the Coggin College of Business recognize that scholarly and creative activities (both inside and outside of the classroom) include basic and applied research, the scholarship of teaching and learning, community-based research, external funding, technology transfer, and other forms of creative activity associated with faculty members' respective disciplines. The University of North Florida strongly values and vigorously supports research and creative endeavor for two reasons: 1) that engaging undergraduate or graduate students in research is one of the most effective means of stimulating learning; and 2) that UNF faculty are well qualified to make important contributions to basic and applied knowledge.

Consequently, the Coggin College of Business (College) at the University of North Florida has allocated significant endowment resources to help faculty members pursue excellence in activities that enhance the distinction of the College. Endowments are used to reward, recruit, and retain faculty already performing at high levels and enable them to make even more significant contributions to their discipline and the University than would otherwise be possible. Endowments also may be awarded to support faculty appointed to positions involving significant ongoing college-level service (e.g., flagship director, center director, etc.). The authority to nominate a faculty member to the Provost for appointment to an endowed professorship rests with the Dean, whose decision must be based, in part, on his/her interpretation of the mandates of the individual gift agreement(s) and the needs of the College. Once appointed, the endowed professorship holders should regard themselves as "stewards" and expect to be accountable to the spirit and purposes of the endowment.

### **1. Endowment Levels and Fund Usage**

The College classifies endowed professorships using three levels of endowment corpus. Level 1 professorships are funded from endowments having corpus of less than \$500,000 – usually about \$300,000. Levels 2 and 3 have corpuses between \$500,000 and \$1,000,000, and greater than \$1,000,000, respectively. Level 1 and Level 2 professorships are used to retain and reward tenured internal faculty who typically have served at the associate or full professor rank and have demonstrated a sustained high level of accomplishments. Level 3 endowed professorships are used primarily to recruit nationally or internationally renowned scholars from outside of the College. However, internal faculty members currently holding lower-level professorships can, at the Dean's discretion, be nominated to the Provost for advancement to higher level professorships. Consequently, internal faculty members whose career-long productivity leads to national or international acclaim may advance to a

Criteria and procedures for nominating, appointing and reappointing candidates to endowed professorships are summarized in paragraphs 2 through 9 below.

## **2. Eligibility, Nomination, Documentation, and Assessment**

### **a. Eligibility**

In order to qualify for any of the above awards, an internal candidate must be a tenured faculty member in the Coggin College of Business at the rank of associate or full professor.

### **b. Nomination Procedures**

The nomination process commences when the Dean announces to the faculty the availability of one or more open endowed professorship position(s). Department chairs and other faculty members may nominate interested faculty members for these positions. Faculty members themselves may self-nominate. In some cases, the Dean may want to offer the benefits of a higher level endowed position to a faculty member currently holding a lower level endowed position—which would then

the list of qualified candidates on the basis of the evidence presented in nomination letters, condensed current vitas, and other accompanying evidence, or may at its discretion, request additional evidence derived from a candidate's regular annual evaluation review process. The Faculty Committee may also request additional documentation about other impact factors (see 3a below) and/or a candidate's list of recent publications. The Dean decides which, if any, candidate(s) shall be nominated to the Provost. The Dean's nomination(s) are then forwarded to the Provost for confirmation.

### **3. Selection criteria and terms for endowed positions**

Endowed positions are conferred upon faculty members who have demonstrated a sustained high level of accomplishments in the College. Appointments to endowed professorships are for a fixed term of five years, with the expectation of a 1-term renewal upon confirmation that the holder continues to demonstrate the teaching, academic leadership, scholarly productivity, service, and initiative expected for the position. At the end of two terms (ten years), endowed professorships will be reopened to all eligible Coggin faculty who wish to apply. At the discretion of the Provost and Dean and with prior notice to the faculty, an endowed professorship may be awarded for the duration of full-time service of the distinguished professor as a faculty member at UNF.

For endowed research positions, selection criteria that the Faculty Committee normally will consider are:

- (a) Publications and other impactful scholarly endeavors;  
  
Impact and quality of scholarship should be assessed on the basis of (in order of importance): (i) citations and ranking of the applicant (Google Scholar, Harzing's Publish or Perish, as well as sources that are discipline-based such as journal ranking and quality (as relevant to the applicant's focus/subfield); (ii) impact factors of journals; (iii) additional indicators of journal quality, such as examples of top scholars who published articles in the same journal; (iv) publisher or host institution; (v) external peer review letters, (vi)...other?
- (b) Research awards and prizes from professional and student organizations and foundations;
- (c) Grants in support of research, study, or creative works related to research;
- (d) Offices held in national and international learned or professional societies related to research;
- (e) Editor, Associate Editor, or committee service in learned or professional societies related to research;
- (f) Development of or leadership in programs related to research;
- (g) Invited papers on research presented to conferences or professional groups;



(b)

Those preexisting holders whose (re)appointment letters at the time of their most recent (re)appointment specify a renewal date but do not specify procedures for reappointment will be subject to the terms and procedures in this policy as of the policy's effective date.

Those preexisting holders whose (re)appointment letters at the time of their most recent (re)appointment do not specify a renewal date or procedures for reappointment are acknowledged to have been awarded an endowed professorship for the duration of full-time service of the distinguished professor as a faculty member at UNNci(d a.49w 9.28 0.)16 ( me)6 (( )Tj EMC /F