

Title/Subject: **Endowed Chair/Professor Search Procedure**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: October 20, 2008

Contact for More Information: College Dean's Office

Board Policy  Administrative Policy  Procedure  Guideline

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**BACKGROUND:**

Due to confusion in the past regarding the application process, this procedure was developed to provide details in guiding the search committee and clarify their responsibilities of the approval process.

**PURPOSE:**

This procedure makes clear the necessary steps in filling the position of an endowed chair or endowed professor in a college.

**DEFINITIONS:**

Candidate: applicant  
Semi-finalist: candidate(s) selected who are invited for an on-campus interview  
Finalist: candidate recommended

**PROCEDURE:**

These procedures are to be used when there is a search in a college for an endowed chair/professor.

- Vice president for Development and Alumni Relations verifies that the funding level meets the CMU Board of Trustees Guidelines.
- A departmental or college search committee is appointed by the dean and approved by the provost and will include a member of an appropriate Advisory Board, if one exists.
- Search committee search procedures, including the process of selecting nominees, are approved by the dean and the provost.
- Potential nominees shall be recommended by faculty, senior officers, members of the Board of Trustees and members of an appropriate Advisory Board, if one exists.
- Dean and Search Committee approve advertisement/position description, criteria to be used in selection, and standard university language.
- Departmental or college search committee recommends semi-finalists to dean.

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Authority: M. Rao, President  
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Indexed as: Endowed Chair; Endowed Professor; Search for Endowed Positions

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- An appropriate advisory board (if one exists) which includes a CMU Board of Trustees member is consulted for feedback on potential semi-finalists and provides feedback to search committee and dean.
- Dean informs the provost of semi-finalists and seeks feedback.
- Provost informs the president of semi-finalists.
- Dean approves semi-finalists.
- Search Committee conducts on-campus interviews of semi-finalists.
- Search Committee recommends finalist to dean.
- Dean forwards recommendation to the provost.
- Provost and president grant final approval.
- President informs Board of Trustees.
- University announces the appointment.

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