GUIDELINES FOR APPOINTMENT OF AN ENDOWED CHAIR
NYU STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Appointments to endowed chairs should be made in accordance with regularly established university procedures for faculty appointments. An endowed chair may be filled by one individual for an indefinite period (i.e., the duration of the individual’s tenure), or successively by a series of individuals appointed for prescribed periods (e.g., five-year renewable terms), unless otherwise provided in the donor’s gift agreement.

Appointments to an endowed chair must meet the following general criteria:

1. Candidate must be a full professor (unless otherwise indicated in keeping with the donor’s wishes).
2. Candidate merits comparison to other chair holders at the University and the academy.
3. Appointment aids in retention of key faculty member.
4. Appointment benefits NYU Steinhardt—chair holders are ambassadors to the University, the academy and society.
5. Candidate actively contributes to the NYU Steinhardt community.
6. Appointment sends a clear message about NYU Steinhardt’s priorities.

In addition, the candidate must meet any criteria outlined in the donor’s gift agreement.

The following process is followed in NYU Steinhardt in appointing existing, internal faculty to endowed chairs:

1. The dean announces the establishment of a new endowed chair and invites the relevant department chair(s) and senior faculty to nominate candidates. If the endowed chair is an administrator (chair or director), the relevant senior faculty of the department are consulted.

2. The dean calls a meeting of the Endowed Chairs Committee (ECC), comprised of all endowed chair professors and other relevant senior faculty/department chairs, to offer their advice on both internal and external appointments to endowed chairs. The ECC serves as an advisory committee to the dean and makes a recommendation regarding the candidates’ suitability for an endowed chair.
3. The dean makes recommendations to the provost and ultimately to the Board of Trustees.

The following process is followed in the case of *external searches* for an endowed chair:

1. The department chair will form a search committee in conversation with the associate dean for academic and faculty affairs, in accordance with normal faculty recruitment procedures and the donor’s gift agreement. A representative of the ECC may serve *ex officio* on that search committee. The early phase of forming the position description should occur between the department chair, search committee chair, and the associate dean for academic and faculty affairs.

2. If the person proposed for hire is to be tenured, the Dean’s Advisory Committee on Promotion and Tenure will review the application and make a recommendation to the dean, who will then make a recommendation to the provost.

3. If the person proposed for hire is for a non-tenure/non-tenure track position, the ECC will provide a recommendation to the dean about whether the candidate merits an endowed chair. (The ECC only makes recommendations with regard to eligibility for an endowed chair.) Ultimately the dean makes a recommendation to the provost, who approves/disapproves the candidate for hire.

Variations on this process may be subject to adjustment by the particular gift agreements, but no appointments will take place without review and recommendation by the relevant senior faculty and department chair.