Review of Endowed Chairs/Professorships

Endowed chairs and professorships at American University will be appointed for a renewable term of no more than five (5) years, unless otherwise specified in the agreement creating the chair.

- All holders of endowed chairs or professorships will be evaluated for possible reappointment no later than the fifth year following the most recent appointment. If the term of appointment was shorter than five years, the review will take place in the final year of the term of appointment.

- Responsibility for conducting the review rests with the Dean of the unit in which the chair/professor is appointed. The Dean may consult with Deans of other units and/or the Dean of Academic Affairs in conducting the review.

- The review will include
    - examination of the chair holder's dossier
    - evaluation by an internal ad hoc committee of three senior scholars (ideally, named chairs/professors), including no more than one from the chair holder's department and customarily at least one from outside of the chair holder's school or college
    - (optional) evaluation by external referees

- The chair holder will be notified of the upcoming review no later than the end of the spring term of the prior year, and must submit a dossier to the Dean's Office by September 15 of the final year of the term of appointment. The dossier should include, at a minimum
    - a current curriculum vitae,
    - a personal statement of past, present and intended future research, scholarly or artistic work, and teaching, and
    - copies of major publications or finished works of art from the period of appointment (in cases where a chair/professor has served for more than five years without review, only works from the last four years should be included).

- The Dean will appoint the internal ad hoc committee which will evaluate the chair holder's dossier, any statement of specific expectations for the position and external reviews (if these have been sought), and will submit to the Dean a written recommendation concerning renewal prior to the end of the fall semester. That recommendation may be (1) to renew the appointment for the stated term of the chair, (2) to defer renewal for one year while additional information is gathered, or (3) not to renew. The recommendation should include an explanation and justification for the recommended action. The Dean may meet with the ad hoc committee to discuss the recommendation.

- The Dean will consider the ad hoc committee's recommendation, and will make a recommendation to the Provost and the Senior Vice Provost and Dean of Academic Affairs. Once approved by the Provost, the decision will be communicated to the chair holder.

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