

GUIDELINES FOR USES OF EXPENDABLE INCOME AND GIFT FUNDING FOR FACULTY APPOINTMENTS

ENDOWED AND TERM FACULTY FELLOWSHIPS, PROFESSORSHIPS AND CHAIRS

The following guidance is intended to clarify standard terms and uses of expendable income and gift funding from both endowed and term faculty fellowships, professorships and chairs. These guidelines were co-developed by the Vice Provost for the Office for Academic Personnel and Faculty, and University Advancement.

Holders:

- **Funding allocation:** An endowed or term faculty fellowship, professorship or chair provides an annual funding allocation to support a distinguished faculty holder. Funds may be used for salary and related expenses unless expressly prohibited by the agreement. For endowments, the annual allocation depends on the market value of the fund and UW's spending policy and may change from year to year.
- **Multiple holders:** Multiple holders may only be named to a single gift fund if it is not prohibited by the agreement terms and if the value of the fund is adequate to support multiple holders, generally aligned with current minimums.
- **Eligibility:** Candidates must be an outstanding faculty performing in the top echelons of their disciplines or professional fields. Fellowships reward faculty, often early in their careers, who demonstrate potential for future contributions.
- **Qualifications:** A holder must be of professorial rank with a UW appointment (professors, associate professors, assistant professors). Visiting and teaching professors may be eligible if the agreement allows. Teaching professors are eligible only if research contributions are not required.
- **Clinical faculty:** Faculty on the clinical professorial track (e.g., clinical assistant professor) or professor of clinical practice track may be eligible based on the agreement and their qualifications.
- **Ineligible faculty:** Affiliate or retired faculty, including those with emeritus status, are not eligible unless specified in the agreement.

Appointment terms:

- **Agreement compliance:** The holder and administering unit must abide by the terms of the agreement, including any specialties defined. Note that donor preferences should be thoughtfully considered but are not binding in the same manner as a donor restriction.
- **Duration:** Appointments can be for a prescribed period or an indefinite period.
- **Renewability:** Appointments can be renewable or non-renewable. Renewable appointments or those prescribed for an indefinite period are subject to review every five years.
- **Discretion:** All appointments are made at the discretion of the Dean, Chancellor, or Provost (for centrally administered funds).
- **Limitations:** A faculty member may hold only one faculty fellowship, professorship or chair at any given time.

Expenditures and appointment conclusions:

- **Monitoring expenses:** The appointee's campus/school/college/department/program is responsible for monitoring expenses and compliance. Inappropriate expenditures or deficits are the unit's responsibility.
- **Secondary use:** If the agreement allows for secondary use, funds in excess of the amount designated to support a holder may be used for other priorities and activities that align with the donor's area of interest, either at the department level or the school/college as defined in the agreement. Funds used for such uses do not carry a title but may recognize support from the named endowment as appropriate.
- **Unspent funds:** Funds not expended during the official term of the appointment may be carried forward with permission from the Dean's and/or the Provost's office for a maximum of two years while the holder is employed at the University. After an extension, unspent funds will be reinvested or retained for use by a future holder.
- **Retirement:** If an appointee retires — either fully or phased — the appointment ends at the start of retirement, and income ceases to accrue for their use. Unspent funds may be carried forward, with permission, for up to two years.
- **Separation:** If the holder separates from the University for any reason other than retirement, the appointment ends, and use of expendable income ceases.
- **Accumulated balances:** Units may accumulate unspent expendable balances (except centrally administered endowments and term funds) for future appointees with permission.

Donor Stewardship:

- **Honorific title:** The holder shall use the official title of the endowment/gift in University materials (e.g., business cards, letters, websites). Example: "Susan and Robert Smith Endowed Professor."
- **Reporting:** The appointee shall report annually to donor(s), and, if appropriate, the honoree(s) about activities enabled by the gift. Copies of letters should be kept by the Dean and shared with the Advancement office.