



Endowment Appointment Process for The University of Texas School of Dentistry at Houston

February 24, 2014

The University of Texas Health Science Center at Houston (UTHealth) Office of the Executive Vice President for Academic and Research Affairs (O-EV PARA) will facilitate the endowment appointment process from receipt of nomination letters from the schools, to the President for signature, and through the Request for Budget Change (RBC) and congratulatory letter process. Details of the “Faculty Endowment Appointment Process” and associated UTHealth Handbook of Operating Procedures (HOOP) policies and procedures can be found on the O-EV PARA website at: <http://www.uthouston.edu/academics/faculty/endowment.htm>

1. The Department Chair will collaborate with the Dean of the University of Texas School of Dentistry (UTSD) to nominate an individual for either a **Faculty** or **Chair** endowment.
2. The Department Chair should also consult with the UTSD Executive Director of Development to ensure that the individual who will be nominated meets the criteria set for the endowed position.
3. For nomination of a **Faculty member**:
 - a. The Department Chair writes a letter of nomination addressed to the UTSD Appointment, Promotion and Tenure Committee (FAPTC) once the determination has been made that the individual meets the criteria set forth for the position.
 - b. The UTSD Faculty Appointment, Promotion and Tenure Committee (FAPTC) reviews the candidate and supplies a memorandum/e-mail notice to the Dean and Department Chair to recommend/not recommend the candidate for appointment to the endowed position.
4. For nomination of a **Department Chair**:
 - a. Because a Chair may not write his/her own letter of nomination, the letter may come from the Dean, the Associate Dean for Professional Development and Faculty Affairs or the individual who is providing the endowment.

- b. The Associate Deans Council will review the Department Chair's CV and letter of nomination and make a recommendation to the Dean.
5. Once the Dean receives the review from either the UTSD FAPTC or the Associate Deans' Council, the Dean prepares a nomination letter addressed to the President and the EVPARA.
 - a. The Dean signs the nomination letter and the candidate's CV is attached.
 - b. Page Two of the nomination letter has signature lines for the FAPTC Chair, the EVPARA, and the President.
 - c. The Dean forwards the nomination letter packet to the O-EVPARA for submitting to the President for approval.
6. After signed by the President the nomination letter is returned to the O-EVPARA who sends an e-mail to the school contact (UTSD Hiring Authority) attaching a PDF copy of the nomination letter packet signifying that all approvals have been obtained. The e-mail contains detailed instructions for preparing the "Endowment Holder Request for Budget Change (RBC) Appointment Letter" and Personnel Action (PA) form. The UTSD Office of Development (OD) is copied on this e-mail notice to advise that a holder has been identified.
7. The RBC will be prepared by the school and forwarded to the O-EVPARA. The department will initiate a request for a Criminal Background Check (CBC) for the holder. Upon notification that the CBC is cleared, a Personnel Action (PA) will be prepared by the school and delivered to System Data Resources (SDR) for processing.
8. Once the RBC is received by the O-EVPARA, a congratulatory letter is prepared for the President to sign. The RBC and congratulatory letter are forwarded to the President. The President will signify his approval by signing both documents and returning them to the O-EVPARA.
9. The O-EVPARA scans the RBC and sends it by e-mail to SDR requesting notification that the congratulatory letter may be released from the O-EVPARA to the OD and that SDR proceed with processing the PA.
10. The OD meets with the new holder to present the congratulatory letter and provide information about the holder's responsibilities.