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The Duke University School of Medicine Department Endowed Professorships recognize Duke faculty for their contributions to the missions of the department and SOM. This guidance describes the processes for creating and naming of a Department Endowed Professorship and for the selection and reappointment of faculty to a Department Endowed Professorship.

Note: SOM Department Endowed Professorships are distinct and separate from Duke University Distinguished Professorships. Awarding of a Department Endowed Professorship does not preclude a faculty member from being nominated for or receiving a Duke University Distinguished Professorship. However, the receipt of a Duke University Distinguished Professorship will terminate a Department Endowed Professorship.

### **Creation of a Department Endowed Professorship**

Department Chairs interested in creating a Department Endowed Professorship should follow this process:

#### **Criteria for Naming of a Department Endowed Professorship**

The individual for which a Department Endowed Professorship is named should have a substantive record of scholarship including:

- Development and dissemination of advances in the clinical care of patients
- Original research that advances knowledge and understanding
- Outstanding contributions to the educational mission, especially impact external to Duke
- Advancing the administrative operations of the institution

Additional requirements include the following.

- Consistent adherence to professionalism and research integrity standards across the entirety of the professional life of the faculty member
- Served on the Duke faculty for a minimum of 10 years and in continuous good standing

#### **Approval Process:**

- Suggestions to create a Department Endowed Professorship must be submitted to a committee of Faculty Affairs leaders for vetting and approval
  - A one-page letter authored by the Department Chair describing the request, including a brief background about the faculty member and describing how the above naming criteria are met (including a statement confirming the adherence to professionalism and research integrity standards), along with the curriculum vitae of the faculty member, is to be submitted to the Associate Dean for Appointments Promotion and Tenure (APT).
  - The Associate Dean for APT will convene an ad hoc committee of three Faculty Affairs leaders (comprised of Vice Chairs for Faculty and Department APT Chairs) to review the request. Unanimous agreement of all members of the ad hoc committee

is required. The dossier and recommendation of the ad hoc committee will be forwarded to the Dean of the SOM.

- The Development Office will conduct a reputational risk assessment. The assessment will be added to the materials above and provided to the Associate Dean for APT.
- The Dean of the SOM has final approval authority.
- The Development Office will advance the request to the Board of Trustees to establish the Department Endowed Professorship.
- The Associate Dean for APT and / or Dean of the SOM will notify the Department Chair of the determination.

### **Selection/Evaluation of Candidates for a Department Endowed Professorship**

**Guiding Principles for Selection:** Criteria are drawn in part from the Duke University Distinguished Professorship Committee guidelines.

- The awarding of a Department Endowed Professorship is designed to recognize current faculty who have **amassed a substantial record of intellectual achievement in the advancement of knowledge and/or clinical care to warrant the Professorship.**
- The candidate's work should reshape thinking in the field as recognized by distinguished scholars and, if appropriate, by respected clinicians in the discipline. The unique contribution of the nominee should be clearly stated in the nomination. Generally, work that holds promise to reshape a field does not qualify and such nominations should not be considered.
- The candidate's field should be well defined (although it is important that the field not be too narrowly defined) and an explanation of the importance of this field and the candidate's work in it should be part of the information considered. It is also helpful to note significant interdisciplinary contributions leading to advancement and broader application.
- The Department Endowed Professorship Selection Committee (described below) considers the full academic record of each candidate and bases its recommendation on **at least four or more** letters from qualified scholars external to Duke who do not have and have not had a collaborative or mentor relationship (or any other conflict of interest). There should be a clear and detailed account of the scholarship and impact of the candidate; special contributions to the advancement of knowledge; and career achievements which distinguish the candidate from peers. The contributions should be clearly associated with the candidate, and this association should be widely recognized by experts in the field. Although it is difficult in some fields to single out an individual's unique contribution, this is an extremely important criterion for consideration.

#### **Nomination Process and Nominee Criteria**

- Self-nominations are not accepted
- Nominations may be advanced and must be supported by the Department Chair
- Nominees must be aligned with the missions of the Department and SOM
- Specific mandates stipulated for the Department Endowed Professorship will be honored and followed
- The full academic record will be considered
- Good standing in the Department and the SOM, and consistent adherence to professionalism and research integrity standards is a requirement

The **Department Endowed Professorship Selection Committee** will be comprised of the Department Chair and at least 3 other members appointed by the Chair from among existing Distinguished Professors in the Department. When a department does not have at least 3 Distinguished Professors, the Department Chair will select from among faculty at the rank of Professor to constitute the Committee. The Committee meets semi-annually and ad hoc as needed.

**Term Evaluation & Renewal:** Professorship status will be reviewed by the primary Department at least every 5 years and may be removed or withdrawn at any time for reasons including, but not limited to, misconduct or violation of the professional standards referenced above.

- 1) At the time of review, Professors will provide an updated CV and 2-page summary of a list of significant accomplishments since awarding of the Department Endowed Professorship or since last renewal. The summary is to include advances in research, publications, leadership, and / or the mission of the Department.
- 2) The decision is based on majority silent vote of the selection committee. If necessary, a deciding vote would be from an additional ad hoc member to the committee.
- 3) The maximum number of 5-year terms is three (15 years total duration).

**Evaluation criteria to consider:**

- Continued academic progress in the field of interest
- Continued advancement of the mission of the Department
- Competing approved Professors who are also deserving

**Notes:**

If provided as part of a recruitment package, it must be clearly communicated that these are not permanent professorships and that selection does not guarantee a Duke University Distinguished Professorship.