

REVIEW OF PROFESSORSHIP/CHAIRS

COLLEGE OF ENGINEERING CARNEGIE MELLON UNIVERSITY

Approved by the College of Engineering August 1, 2019

1. INTRODUCTION

Professorships or chairs, hereinafter referred to as “professorships,” whether endowed or funded by the University, are awarded to truly outstanding faculty members as recognition of their achievements, reward for their success, and acknowledgement of their contributions to their department, college and the University. Professorships confer on the holder annual resources to support their research and educational initiatives. While professorships reward past accomplishment, they carry with them an expectation that the holder will, during the term of the professorship, continue to make extraordinary contributions.

Professorships have a limited duration, with terms generally defined by the gift agreement establishing the endowment and the award letter. Professorships are renewable by the Provost at his/her discretion. In order to inform the Provost’s decision regarding whether to renew or re-award the professorship, during the final year of the term of the professorship the College of Engineering will undertake a formal review of the holder’s accomplishments over the most recent term that s/he has held the professorship¹.

2. PROCEDURES

Professorship recipients are required to submit the same documentation used in the College of Engineering Senior Faculty Review (SFR) to initiate the professorship review. If the normal SFR is scheduled to take place during the final year of the professorship term, the SFR will serve both purposes. Otherwise, the holder will be expected to update the most recent SFR documentation for purposes of the professorship review. As discussed in the SFR policy, the faculty member should submit their Personal Plan to their Department Head and discuss it with them before submitting it to the Dean’s Office. Documentation will be due by the middle or end of February in the final year of the professorship term and will be reviewed during the Spring semester by the Review Committee.

The Review Committee, which includes the Department Head, will make a recommendation to the Dean who, in turn, shall submit the recommendation regarding renewal to the Provost. Depending on the allocation of the professorship, if the Dean recommends against renewal, a proposal for the award of the professorship to a new faculty member may be made, after consultation with the Head as appropriate.

¹ The process outlined herein does not apply to anyone who holds an administrative appointment as Provost, Dean or Department Head.