

February 24, 2022

Kathleen Komar
Interim Vice Provost for Academic Personnel

Re: Academic Senate Endowed Chair Proposal Checklist

Dear Interim Vice Provost Komar:

At its meeting on February 3, 2022, the Executive Board discussed the approval process for proposed Endowed Chair requests. Members unanimously approved the enclosed checklist to the Academic Personnel Office for consideration. This checklist addresses commonly shared concerns that arise when reviewing endowed chair establishment and modification requests. We invite your office to consult the checklist, which we are also calling to the attention of VC Turteltaub, as you prepare requests for the Academic Senate. The intention of this checklist is to facilitate the review and approval process within the Academic Senate.

On behalf of the Executive Board, we look forward to your comments and suggestions.

Sincerely,



Jessica Cattelino
Vice Chair/Chair Elect, UCLA Academic Senate
Chair, UCLA Executive Board Endowed Chairs Subcommittee

Encl.

Cc: Jody Kreiman, Chair, UCLA Academic Senate
Shane White, Immediate Past Chair, UCLA Academic Senate
April de Stefano, Executive Director, UCLA Academic Senate
Erika Chau, Assistant Vice Chancellor, Academic Personnel Office
Mary Tam, Principal Personnel Analyst, Academic Personnel Office
William Kinsella, Gift Policies & Agreements Director

Academic Senate Endowed Chair Proposal Checklist

Establishment of New Endowed Chairs

- Inclusion of the gift agreement.
- Characterization of the donor and their intent.
- Clarification of the type of chair.
- If the total chair funds include a portion coming from UCLA, assurance that the funds are earmarked/encumbered.
- Indication as to whether the 25% minimum of pledged funds has been received. If not, the Executive Board will add a contingency clause stipulating that this threshold must be reached before approving a chair, and the Executive Board will seek notification when the threshold has been reached.
- If the proposal is for a “Split” chair (applies only to Schools of Law and Engineering), confirmation from the respective Dean that donors were offered both “split” and “standard” chair options and that a split chair was the donor’s intent.
- Documentation of the process for vetting donor’s alignment with UCLA’s values.

Modification of Existing Endowed Chairs

- Documentation of the donor’s assent for any changes to an existing endowed chair.
- Inclusion of the original gift agreement and identification of changes.
- Provision of context explaining the need or opportunity that motivates the request.
- Disclosure of recent similar requests from the department. If there are frequent requests, justification for the pattern.