**WVU Health Sciences checklist**

**for nomination and appointment**

**of endowed faculty**

* CONTACT DEAN’S OFFICE REGARDING VACANCY AND PREPARATION FOR NOMINATION AND APPOINTMENT.
* Contact director of donor relations for assistance with initial process.
* the nominating chair shall provide A RECOMMENDATION to the dean FOR AN AD HOC COMMITTEE COMPRISED OF FIVE PERSONS, INCLUDING, IF POSSIBLE, AN ENDOWED POSITION HOLDER, TWO FACULTY MEMBERS OUTSIDE THE DISCIPLINE AND AT LEAST TWO MEMBERS OUTSIDE THE COLLEGE (THESE TWO CRITERIA MAY BE MET BY THE SAME individual(s). the director of donor relations from the office of philanthropy shall support the committee as a facilitator.
* at the first committee meeting, the director of donor relations shall provide the committee with the documentation outlining the process.
* COMMITTEE WORKS TO COMPLETE RECOMMENDATION PACKAGE AS OUTLINED.
* once the committee’s recommendation is complete, the dean will REVIEW, APPROVE AND submit the recommendation to the chancellor for approval.
* the chancellor will review the package and send his written approval to the dean. (if agreement requires president’s approval/signature, chancellor will submit recommendation to the president’s office. upon receipt of president’s approval, chancellor will send both approvals to the dean).
* once the DEAN has a completed package, they will FORWARD A FINAL APPROVED PACKAGE TO:
* the requesting unit/department
* the director of donor relations in the hsc office of philanthropy for recording AT THE WVU FOUNDATION
* The dean will send an appointment letter to the appointee outlining their responsibility as a seated endowed faculty member.
* the philanthropy office, in consultation with the department and the dean’s office, shall assist with the planning of the ANNOUNCEMENT AND investiture ceremony FOR FACULTY MEMBERS TO INCLUDE DONOR/DONOR FAMILY if appropriate.