Date, 2025

Faculty Name

Faculty Email

Dear Dr. Faculty,

This letter serves as formal notification of your appointment to an endowed position, contingent upon the approval of the University of Oklahoma Board of Regents. Endowed positions recognize excellence in identified criteria and are high honors for the holders. Congratulations on your appointment! I am pleased to share the details and expectations of this appointment below.

Endowed Appointment Details:

Endowed Appointment Title(s): Harry Potter Endowed Chair of Magic

Endowed Appointment Type: (i.e., Endowed Professorship or Endowed Chair)

Endowed Appointment Duration:

Appointments to endowed positions are typically for three years; departments must include whether the appointment is eligible for renewal.

Appointments to endowed positions that are reserved for specific positions (e.g., Department Chair, Dean, or Program Coordinator) are typically for up to 5 years, renewal eligible.

Endowed Appointment Performance and Criteria Expectations:

As holder of this endowed position, you are expected to:

* Maintain levels of productivity that are characterized as excellent in order to retain the title and privileges.
* Excel in areas described in the donor agreement and the Strategic Plan initiatives. Examples of excellence include, but are not limited to, developing and executing a high impact research or scholarly creative endeavor agenda; developing multi-investigator programs and multi-disciplinary laboratories; developing innovative educational programs and curricula; demonstrating teaching excellence; fostering collaborations across the College, University, academic field, private sector, or government agencies; recruiting and supervision of high-quality graduate and undergraduate students; recruiting and mentoring new faculty members; and outreach to the broader community. Through these tasks, the holder will build and enhance the reputation of the Department, College, and University as well as demonstrate meeting the objectives specific to the position.
* *Dept should add additional details of performance and criteria that are expected of the holder, specifically detailing any performance and criteria expectations outlined in the OU Foundation donor agreement, as well as the Strategic Plan initiatives referenced in the appointment request memo*. ***You must include a description of research and/or teaching, including teaching done in clinical role if the donor criteria require teaching and/or research****.*

Please note that if a holder of an endowed position is not performing as expected or no longer meets the requirements or expectations for the endowment as determined by the department chair or college dean, the dean will send a recommendation to the Senior Vice President or Provost to remove the holder from the endowed position.

Endowed Appointment Reporting Requirements:

* Consistent with practices of good stewardship, you agree to provide the OU Health Campus Advancement Office and the OU Foundation with reports that summarize major activities and accomplishments during the designated time period, if they or the donor request.
* You will keep financial reporting related to your endowed appointment accurate, updated, and available to the OU Foundation and the Senior Vice President and Provost at all times.
* *Dept should add additional reporting requirements that are expected of the holder.*

Endowed Appointment Budgetary and Expenditures:

* The annual allocation of the earnings generated by the endowment to this endowed position is estimated to be $000,000, with \_\_\_% of this amount used to cover a portion of your current academic salary. *(Dept: the Provost has directed that this amount be 60% unless an exception applies – see Endowed Appointment Guidelines.)*
* As the holder of this endowed position, you will have access to the allocated funds described above, subject to any restrictions specified in this letter of appointment, the donor agreement, or applicable policy. These funds are to be used only for the purposes stated in the endowment and this letter of appointment.
* All expenditures must be compliant with all relevant policy. Responsibility for ensuring compliance lies with the holder of the endowed position.
* Faculty who terminate, retire, or resign while holding an endowed appointment relinquish their endowed appointment on the effective date of termination, resignation, or retirement. Residual funds remain in endowment.
* The endowed holder’s access to endowed funds shall cease when the appointment is revoked or ends, unless otherwise approved in writing by the Senior Vice President and Provost and the OU Foundation.
* *Dept should add additional budgetary and expenditure requirements that are expected of the holder.*

Endowed Appointment Review for Reappointment: (Dept - remove if not offering renewal)

* Your initial appointment shall be for a period of up to number *(to match the appointment details section)* years and is eligible for renewal.
* Subsequent appointment periods and expectations will be included in any renewal appointment letter(s).
* The Senior Vice President and Provost will review and determine whether to grant the renewal.

If you have any questions concerning these terms, please contact Department Contact Name at Number and/or Email as soon as possible.

We look forward to working with you in this endowed position in support of the missions of the Department, College, Health Campus, and University. Please acknowledge your receipt of this notice of appointment and your agreement to its terms by signing on the designated line and returning a copy within ten University business days of receipt. Please retain a copy of this letter for your files.

Sincerely,

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Name Date Name Date

Dean Dept Chair

Acknowledgement:

I hereby acknowledge receipt of the terms of Endowed Appointment and agree to the terms stated.

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Signature Date