**Endowed Chair Nomination Frequently Asked Questions**

1. What is the purpose of this review?
	1. Per Provost policy ([link](https://provost.virginia.edu/node/330)), any faculty nominated for election to an endowed professorship must be reviewed by a school-level committee, in order to ensure that the nominee is meeting the enabling language of the professorship (if appropriate), and meeting the University’s expectation of unquestionable excellence for endowed chair holders.
2. What steps are involved in this process?
	1. Your nomination packet will be reviewed by one of the School’s Endowed Chairs Committees – either Clinical or Basic Science. The committee will make a recommendation to the dean. Nominations approved by the dean will be reviewed by the Provost’s Office. Once approved, your election will be on the docket for the next Board of Visitors meeting.
3. How long does this typically take?
	1. Once the required materials are received, the process can take 4-6 months, depending on the timing of Board of Visitors meetings.
4. What materials do I have to submit?
	1. A current copy of your CV
	2. Documentation of excellence to support your qualifications in the area enabled by the chair, or, if there are no restrictions on the professorship, then eminence in your specialty.
	3. Contact information for 5-7 external faculty who hold endowed professorships. These can be former colleagues or current collaborators.
		1. We must receive 3 letters from external endowed chair holders in order to move your appointment forward to the committee for review
	4. Contact information for up to 5 current UVa colleagues. These can include retired colleagues.
5. What is “documentation of excellence”?
	1. This is a 5-10 page document that summarizes your excellence in the area recognized by the chair, or, if there are no restrictions on the professorship, then eminence in your specialty.
	2. This documentation does not need to be exhaustive. It is a high-level overview of your accomplishments that will be sent to your referees and the review committees, in order to demonstrate your qualifications for this nomination. It may or may not include a personal statement.
6. What information do the letter writers receive?
	1. They will receive your CV, your documentation of excellence, and the enabling language for the professorship.
7. Is there an example available?
	1. Your department should be able to provide you with some examples from other recent nominees.