

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT HOUSTON
ENDOWED ACADEMIC POSITIONS
OVERVIEW OF RESPONSIBILITIES OF A HOLDER

ENDOWMENT AGREEMENT

The Endowment Agreement reflects the amount of the gift, the donor's intent for use of the endowed funds, and reporting requirements set by the donor and the Office of Development ("OD"). This contract defines our responsibility and accountability to each endowment donor.

As a holder of an endowed academic position, the Endowment Agreement is instrumental in determining appropriate use of endowed funds, spending the funds in a timely fashion, and reporting to the donor in a thorough and consistent manner.

INCOME FROM ENDOWED POSITIONS

The University of Texas System Rules and Regulations of the Board of Regents, Rule: 60202, Part 2, Section 3, states, "distributions from the endowment may be used both for salary supplementation and for other professional support of the holder of the endowed position, including assistance in the holder's research. It is provided specifically, however, that in no event, will endowment distributions be used to supplant any other source of funds used to pay the base salary of the holder of the position when the holder is performing his or her regular duties."

TERMS OF APPOINTMENT

The initial appointment to an endowed position must be reviewed by the school's Appointments, Promotion, and Tenure Committee, which will make a recommendation to the dean. Holders of endowments will be appointed to terms of up to five years. Reviews of the holders will be conducted at least every five years. Appointment decisions for those endowed positions not assigned to a school are made by the President.

Appointment to an endowed position is separate from appointment to the faculty. A decision to award tenure to a current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.

Endowment titles must be relinquished upon the holder's leaving the university, retirement, assumption of less than full-time appointment, or stepping down from an academic administrator position to which the title is linked (e.g., department chair). Exceptions may be considered with agreement of the relevant dean, EVP/CAO, OFAD, OD, and the President. The dean must inform OD, which will send a copy to the EVP/CAO and OFAD, when a holder relinquishes or becomes ineligible to hold an endowed position.

ANNUAL REPORT

As a holder of an endowed academic position, and as a condition of continued appointment, you must contribute a narrative report as a component of the annual report, which is sent to all endowment donors by the OD. The annual report consists of the following components:

- A cover letter from the Vice President of Development.
The OD is responsible for enclosing this letter in the annual report.
- Your narrative report.
This report can take on various forms, but should ultimately capture your professional and/or research efforts and summarize the benefits received from the gift throughout the calendar year. We encourage itemization of the endowed receipts and expenditures. This will provide the donor with a clear demonstration of the gift's impact. Please submit your narrative report to the OD (via email to Endowments@uth.tmc.edu).
- The financial report.
This report is derived from The University of Texas Investment Management Company (UTIMCO) and reflects the market value, earnings and distributions specific to each endowment. The OD is responsible for enclosing this financial report in the annual report.

The annual report will be sent to all donors in December.