

**SAMPLE FORMAT: ENDOWED CHAIRS AND PROFESSORSHIPS**  
**May 1996 (revised July 2008)**

Campus: \_\_\_\_\_  
Approved for Campus by: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

**ITEM FOR ACTION**

[Substitute the word "professorship" where appropriate.]

ESTABLISHMENT AND NAMING OF ENDOWED CHAIR [surname of honoree],  
COLLEGE/SCHOOL OF \_\_\_\_\_, \_\_\_\_\_ CAMPUS

The Chancellor recommends to the President that the establishment of an endowed chair,  
College/School of \_\_\_\_\_, \_\_\_\_\_ campus, be approved,  
and that the Chair be named the \_\_\_\_\_ Chair in \_\_\_\_\_

**[Alternative 1: funded by outright gift]**

through establishment of an endowment of \$ \_\_\_\_\_

**[Alternative 2: funded by pledge, campaign, or deferred gift]**

contingent on establishment of an endowment of at least \$ \_\_\_\_\_

**[Continue: endowment to be held by Regents]**

with The Regents for support of the Chair.

**[Continue: endowment to be held by campus foundation]**

with the [legal name of the Campus Foundation] for support of the Chair, and contingent also on receipt of a binding commitment from the Foundation that it will distribute to The Regents the payout of the Chair endowment held and invested by the Foundation.

**[When the donor has so provided, add the following]**

Payout may be added to principal under conditions authorized by the donor.

**[For all chair items, continue]**

**BACKGROUND**

The proposed \_\_\_\_\_ Chair in \_\_\_\_\_, College/School of \_\_\_\_\_, \_\_\_\_\_ campus, would be supported by an endowment of \$ \_\_\_\_\_ to be held and invested by [The Regents or (legal name of Campus Foundation)]

**[Alternative 1: outright gift]**

representing an outright gift of \$ \_\_\_\_\_ made on [date] by \_\_\_\_\_

**[Alternative 2: pledge]**

pledged to \_\_\_\_\_ by \_\_\_\_\_. The first pledge payment of \$ \_\_\_\_\_ was made on [date] with the balance of payments to be made [continue with schedule of future payments].

**[Alternative 3: campaign]**

[Provide specific details about the fund-raising campaign]

**[Alternative 4: deferred gift]**

[e.g. , for charitable remainder trust: provide details about type of trust, beneficiaries and contingent beneficiaries, their ages, payout, current value, and estimated remainder value and submit a signed copy of the trust agreement along with the draft item].

**[For all chair items, continue with the following]**

[Facts about the honoree]

[Facts about the donor if different from the honoree]

[Facts about the proposed chair and any conditions specified beyond University requirements]

**[Final paragraph]**

**[Alternative 1: to be held by Regents]**

Payout from the Chair endowment would be made available to the chair holder in support of teaching and research in accordance with University Policy.

**[Alternative 2: to be held by campus foundation]**

Payout from the chair endowment would be transferred to The Regents, to be made available to the Chair holder in support of teaching and research, in accordance with University policy.

**[When donor has so provided, add]**

Payout may be added to principal under conditions authorized by the donor.

**[For all chair items, continue]**

In keeping with University policy, the Division of the Academic Senate has been consulted regarding the establishment of this Chair.

**REMINDER**

All documents pertaining to the gift and to the chair or professorship must be signed by the donor and must be submitted together with the campus draft of the proposed Action Item for the Establishment and Naming of the Endowed Chair or Professorship. Items are not considered received in the office of the President until all applicable background documents have been received.