

**Guidelines for the Appointment of  
Named Chairs  
Seaver College, Pepperdine University**

Criteria/Material

- I. **A named chair is reserved for** a distinguished teacher/scholar who holds the rank of professor. Normally the holder of such a chair will have a professional reputation that extends beyond the Pepperdine community (e.g. national and/or international recognition).
  - A. Assuming a positive review by the Rank, Tenure and Promotion Committee at the five-year review interval periods, a named chair retains the position until she or he leaves the university or retires.
  - B. Chairs will carry with them annual stipends of \$6000. These stipends are derived from endowment funds that will underwrite research, travel, and other professional costs. Holders of these appointments will access these funds through the Assistant Dean for Research and will receive them ***in lieu of money normally allocated to them for professional travel, etc., from the division's general operating budget.*** Of the total stipend, academic divisions will retain \$1000 to encourage scholarship among faculty within the division.
  
- II. Holders of named chairs:
  - A. Will receive no reduction in teaching "load" responsibilities
  - B. Nor will chairs be eligible for overload pay or summer teaching appointments (although with the permission of the chair and dean, they may accept assignments to International Programs, off-campus programs such as the M.Div., summer research grants/contracts like SURP, or on-campus summer teaching appointments, but not more than twice in five years).
  - C. In exceptional circumstances, however, named chairs may "buy" a reduced course load by foregoing their stipend (assuming that the stipend equals the cost of an adjunct replacement).
  
- III. Holders of named chairs cannot simultaneously hold the rank of "Distinguished Professor."
  
- IV. The following is a checklist of materials which should be submitted to the Seaver Personnel Committee:
  - A. Letter of support from Divisional Chair or Divisional Selection committee, which addresses specific criteria for the nomination; such as teaching effectiveness using teaching evaluations; the level of research, publications, exhibitions, performance; service both inside and outside the University setting; support for the mission of the university.
  - B. Letter of introduction from the candidate addressing the significance of their work in the areas of teaching, scholarship and service and why the work is noteworthy/exceptional.
  - C. Faculty Data Form
  - D. Curriculum Vita
  - E. 2 external Peer Reviews
  - F. 2 internal Peer Reviews
  - G. Supplemental material appropriate to faculty member's area. For example, this may be books, articles, and other publications or scholarly material, published within the last 5 years. Please limit supplemental material to 5 most significant accomplishments or publications.