Overview of Endowed Knight Chairs at the University of Oregon

**Purpose**
Knight Chairs exist to provide academic areas with a source of funds for recruiting and retaining faculty of superior academic quality.

**Qualification for a Knight Chair**
At the inception of the Knight Chairs program, schools and colleges were assigned a specific number of chairs available for their areas and matching funds of 1.2 million per Knight Chair were raised in private gifts for other endowed chairs or faculty development in these respective schools and colleges. Any change in that number must be discussed with the provost or the provost’s designee. While every effort should be made to appoint chairs, a chair may be divided into two professorships. A chair or professorship is awarded on merit alone, not longevity.

**Applying for a Knight Chair**
Once it has been determined that a Knight Chair is vacant, the dean should submit a written nomination with supporting materials to the university president with copies to the senior vice president and provost including proposed dates and details of financial support (e.g., amount of stipend/OPE and other expenditures not to exceed 50K).

If approved by the president, and by the senior vice president and provost, the offer/acceptance letter is sent to the candidate from the provost or president, depending on the level of the candidate’s position. This letter must be reviewed by the provost and others as appropriate before it is sent to the candidate.

The appointment process is complete when the candidate signs his/her acceptance of the offer letter and returns it to the dean, who then forwards copies to the Office of the Senior Vice President and Provost and to the Office of Stewardship.

**Post-Award Financial Management of a Knight Chair**
The Provost’s Office will set up the necessary accounting elements in consultation with the department’s budget manager.

The Provost’s Office is responsible for initializing the budget and the transfer of funds from the UO Foundation. The department will be responsible for any necessary payroll documents.

The Provost’s Office reviews the finances related to Knight Chairs and Professorships on a quarterly basis, and sends out the report to the senior vice president and provost. All other fiscal management for the chair, including any purchasing or periodic reporting requested by the chair holder, will be the responsibility of the chair holder’s home department. Upon appointment of a newly endowed faculty member, the dean should notify him/her regarding his/her stewardship responsibilities and indicate that the Office of Stewardship will follow up with details.

**Renewal of a Knight Chair**
The process for renewing a Knight Chair is similar to the application process. The dean submits a written request with supporting materials to the university president, copying the senior vice president and provost to renew the Knight Chair for up to an additional five years. Supporting materials must include a list of major activities and accomplishments during the previous five year period along with a summary of how the endowed resources have been used.
Once approved by the president and senior vice president and provost, a Knight Chair renewal letter is sent to the candidate from the provost or the president, depending on the level of the candidate’s position.

The renewal process is complete when the candidate signs his/her renewal letter and returns it to the dean, who then forwards copies to the Office of the Senior Vice President and Provost and to the Office of Stewardship.

For more information, see “Fiscal Guidelines, Knight Endowed Chairs and Professorships”.