

UCSF School of Medicine
Process for Establishment of Endowed Chairs / Distinguished Professorships

1. Obtain supporting documentation

- Fully Executed Endowed Fund Agreement
- Fully Executed Allocation Agreement
- List of donors/donations (for campaign)
- Funding confirmation – 1/3 or 33% cash in hand minimum



2. Draft President's "Item for Action"

- Proposed Name
- Funding Level
- Department/ORU/Program/Center
- Administrative? If so, position?
- Term?
- Purpose
- Donor/Honoree information
- Any other special considerations



3. Preliminary Review

- April Kim
- Heather Kopeck (OP)



4. Route for Signatures (simultaneous, not serial, process)

- Executive Director, Administration & Financial Services, UCSF Foundation (*Steve Downs*)
- Vice Chancellor, University Development & Alumni Relations (*Jennifer Arnett*)
- ORU/Center Director and/or Department Chair and/or Division Chief
- Vice Dean, Academic Affairs, School of Medicine (*Elena Fuentes-Afflick*)
- Vice Dean, Administration and Finance, School of Medicine (*Maye Chrisman*)
- Dean, School of Medicine (*Talmadge E. King, Jr.*)
- Chair, Academic Senate Committee (*David Teitel*)



**5. Approval/Review by
Offices of EVCP and Chancellor**



**6. Chancellor submits to
UC Office of the President**



**7. APPROVAL LETTER
FROM UC PRESIDENT**