
**The Board of Trustees
of
Eastern Mennonite College
and Seminary
officially announces
the establishment
of**

**The Dr. Jesse T. Byler
Endowed Education Chair**

**and
the appointment of
Dr. Donovan D. Steiner
to the Chair**

October 10, 1987

Departmental Endowed Chair Income Policy

Purpose

EMU has established endowed chairs in selected departments. In each case there is understood to be three parts to the chair endowment: 1) person or faculty, 2) program, and 3) pupil or student scholarships. The purpose of this policy is to outline expectations for how income from these endowments will be used. The policy ensures accountability on the part of faculty and administrators, as well as fairness throughout the institution. See the Advancement Office for additional guidelines on chair endowments.

Policy Statement

Endowment income will be distributed as described below. In all cases faculty and program expenditures are to be approved by the appropriate dean. The department is expected to annually submit a budget for usage of the funds, monitor results throughout the year, and report on uses of the fund in the annual departmental report. All institutional policies are to be followed in the expenditure of funds.

- I. Faculty chair-A contribution is made toward salary and benefits for the person named to the chair.
- II. Program-The first \$1,500 in the program part of the endowment is available annually for professional development or office equipment/technology for the person named to the chair. With the agreement of the dean, the funds may be accumulated and used for larger purchases or release time for scholarship.

Additional program funds may be used by the department for the following:

- A. Equipment/technology purchases
- B. Curriculum materials or curriculum revision activities
- C. Professional development activities
- D. Conference/seminar/workshop hosting
- E. Internships for students
- F. Summer camps for prospective students
- G. Other enriching activities for students
- H. Activities with constituencies

- III. Student scholarships-See Endowed Scholarship Policy from the Financial Assistance Department for information on how funds are distributed.

Responsible Party

The Provost is responsible for this policy. Deans, department chairs, and persons appointed to endowment chairs carry responsibility along with the provost to implement this policy as written.

Policy Review

This policy is to be reviewed every 5 years.

Distribution

Cabinet members
Departments with endowments
Persons appointed to endowed chairs
Faculty/Staff Handbook

Approved by President's Cabinet
June 6, 2005