Eligibility

- **Previous Awards**: Faculty who were previously awarded an Endowed Chair (EC) are ineligible to be considered for one year following the end of the previous three-year award.
- **Deadline**: The EC portfolio must be submitted to the chairperson by 4:30 p.m. on March 1, 2005.

Application

- The EC Portfolio must be submitted to the department chairperson.

Qualifications

- **Time Requirement**: Complete six (6) years of full-time faculty status at MDC, the last three years consecutive.
- **Advanced Education**: Successful completion of at least six (6) graduate* credits from an accredited institution within the three years preceding an EC application or a previous EC Award.
  
  *Exception to graduate credits may include non-graduate credits, continuing education units, or other professional training appropriate to the advancement of the discipline/department and approved in advance by the Academic Dean with the understanding that exceptions to graduate credits for promotion and/or EC will be subject to a more stringent evaluation than those for Faculty Professional Development.

Portfolio – The Endowed Chair portfolio must include:

- The statement of eligibility for a restricted chair, if required.
- A narrative of no more than 15 pages and no more than 15 pages of documentation presenting evidence of excellent performance based upon the Statement of Faculty Excellence.
- Copy of Official Transcript(s): The portfolio should include copies of official transcript(s), however, applicants must complete the required credits by the end of the academic year in which the application for the EC was submitted. Official transcript(s) must be on file in Human Resources.
- Copies of performance reviews, self-assessments, and student feedback for not more than the prior six (6) and no fewer than the prior three (3) years. For those EC recipients applying for a subsequent EC, all information included in the portfolio must cover dates and information since the award of the previous EC.

Performance Reviews

- 1998-1999
- 1999-2000 (document will carry a Fall, 2000 date)
- 2000-2001 (document will carry a Fall, 2001 date)
- 2001-2002 (document will carry a Fall, 2002 date)
- 2002-2003 (document will carry a Fall, 2003 date)
- 2003-2004 (document will carry a Fall, 2004 date)

Self-Assessments

- 1998-1999
- 1999-2000 (document will carry a Spring, Summer, or Fall, 2000 date)
- 2000-2001 (document will carry a Spring, Summer, or Fall, 2001 date)
- 2001-2002 (document will carry a Spring, Summer, or Fall, 2002 date)
- 2002-2003 (document will carry a Spring, Summer, or Fall, 2003 date)
- 2003-2004 (document will carry a Spring, Summer, or Fall, 2004 date)

Student Feedback

- 1999-1 + 2 Terms (one or more sections using either college or faculty designed instrument)
- 1999-3 and/or 4 Term (optional)
- 2000-1 Term (one or more sections using either college or faculty designed instrument)
- 2000-2 Term (one or more sections using either college or faculty designed instrument)
- 2000-3 and/or 4 Term (optional)
- 2001-1 Term (all sections using college instrument)
- 2001-2 Term (all sections using college instrument)
- 2001-3 and/or 4 Term (all sections using college instrument)
- 2002-1 Term (all sections using college instrument)
- 2003-1 Term (all sections using college instrument)
- 2004-1 Term (all sections using college instrument)

Portfolio Review

- The chairperson reviews the portfolio and determines if the faculty member has met all the criteria for an EC; the chairperson forwards the portfolio to the associate dean/director; the associate dean/director forwards a prioritized list to the dean; the campus president sends a list in priority order to the College-wide EC Committee.