



## ADDING NAMED OR ENDOWED CHAIR AND PROFESSOR TITLES TO THE UNIVERSITY FACULTY EMPLOYEE RECORD

### OVERVIEW

This document is a summary of the steps required by a college or department to add named or endowed chair or professor titles<sup>1</sup> to a faculty employee record in the university HR system.

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### KEY TAKEAWAYS


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Adding named or endowed chair or professor titles to the faculty employee record in the university HR system is essential to a full and complete HR record, allowing for accurate university-level reporting and tracking of named or endowed positions for events.

The college or department is responsible for initiating and submitting HR paperwork to add a named or endowed chair or professor title to a faculty member's employee record in the university HR system.

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### PROCESS/STEPS

1. Administrator (e.g., Chair/School Director, Dean, Associate Dean) alerts college or department HR unit administrator of the appointment of a named or endowed chair, professorship, or fellowship. The administrator provides the following documents: (1) endowment agreement, and (2) appointment letter for the faculty member for the named/endowed title.
  2. HR unit administrator checks with HR on whether the named/endowed title exists as a job title in the HR system<sup>2</sup>, by sending an email to the HR Academic Operations team at [HR.Academic.Operations@hr.msu.edu](mailto:HR.Academic.Operations@hr.msu.edu). Attach the endowment agreement to the email.
  3. If the job title does not exist, HR creates the endowed/named job title in the HR system and will notify the HR unit administrator once the job title is available as a selection on the HR form.
  4. HR unit administrator logs into the [EBS portal](#) and navigates to the "Action" section. From there, (a) Click the HR/Payroll Forms & Cost Redistributions tile. (b) Make the appropriate selection from the drop-down menu. (c) Make the appropriate selections in the drop-down menus and add the Pernr and effective date. (d) Click Continue. (e) Answer the wizard questions as appropriate. (f) Proceed to the form and click the two boxes from the "Job Title" menu<sup>3</sup>. (g) A pop-up screen will appear. Select the named/endowed title to replace their current faculty rank. (h) Proceed through the form and make any additional changes as necessary (e.g., salary changes). (i) Attach the named/endowed appointment letter and submit the form. (Notes: 1 - information for items 4(b) – 4(e) varies based on whether the faculty member was appointed via a posted position or directly appointed. 2 – Questions regarding these steps can be directed to the HR Academic Operations team at the email address listed above).
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5. The form routes through departmental, college, and HR workflow for approval and update in the HR system.

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<sup>1</sup> Includes endowed/named titles specified in endowment agreements and university named professorships such as MSU Foundation professorships, Red Cedar Distinguished professorships, Hannah Distinguished Professors, and University Distinguished Professors.

<sup>2</sup> Named/endowed titles that have been occupied previously are likely already available as a job title in the HR system. If so, skip to step 4.

<sup>3</sup> If the appointee's primary job title is administrative (e.g., Chairperson/School Director, Dean, Associate Dean), do not make any changes to the primary job title. Proceed to the additional assignments section on the form and select the named/endowed title in the job title menu in either of the Assignments 2-5.