



Tip Sheet: Adding Named or Endowed Chair and Professor Titles to the University Faculty Employee Record

Overview

This document summarizes the steps required by a college or department to add named or endowed chair or professor titles¹ to a faculty employee record in the Michigan State University (MSU) Human Resources (HR) system.

Key Takeaways

Adding named or endowed chair or professor titles to the faculty employee record in the HR system is essential to a full and complete 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 HR system.

Process/Steps

1. The administrator (e.g., chair/school director, dean, associate dean) alerts the 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. The HR unit administrator checks to see if the named/endowed title exists as a job title in the HR system,² by sending an email to the HR Academic Operations team at HR.Academic.Operations@hr.msu.edu. The endowment agreement should be attached to the email.
3. If the job title does not exist, HR creates the named/endowed job title in the HR system and will notify the HR unit administrator once the job title is available as a selection on the form.
4. The HR unit administrator logs into the [EBS portal](#) and navigates to the "Action" section. From there, they complete the following steps:

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

² 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.

- 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.³



- 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.
 - j. 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.
5. The form routes through departmental, college and HR workflow for approval and update in the HR system.

³ If the appointee’s primary job title is administrative (e.g., Chairperson/School Director, Dean, Associate Dean), do not change 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.