

DUQUESNE UNIVERSITY

Policy on Establishment, Naming and Distribution of Endowed Funds

I. POLICY PURPOSE

This policy statement outlines the framework for establishing named endowment funds and determining when endowment fund distributions may commence. This policy does not specify how the annual amount made available to support endowed activities is determined. Please refer to the University's Endowment Spending Policy Statement to determine how endowment payouts are calculated.

II. POLICY

Once an endowment fund balance reaches the university's established minimum for the endowment type (see section III) on December 31 of a given year, distributions will commence in the following fiscal year.

In the case of a multi-year pledge that is greater in total than the established minimum for the endowment type, distributions may be delayed until the pledge is fully paid. This will be determined on a case-by-case basis, and may be at the discretion of either the donor or the University.

In all cases, signed gift agreements must contain language specifying when endowment distributions will commence, in accordance with this policy.

Exceptions to this policy may be granted by the President.

III. NAMING RECOGNITION STANDARDS

Note: The dollar amounts listed below represent the minimum funds needed for various programs. Depending on program needs and the donor's objectives, higher amounts may be necessary to achieve the desired outcome.

ENDOWMENT NAMING MINIMUMS

Endowed Leadership Positions:

- **\$2 million minimum gift**—or more, depending upon the size and scale of the unit—is necessary.
- To provide discretionary funds to support the strategic vision of an academic or non-academic unit, as determined by the Vice President, Dean, or Director.
- In such cases, the position—not the person—is supported by the endowment.

Endowed Faculty Chair:

- **\$1.5 million minimum gift**—or more, depending the stated goals for the chair—is necessary.
- To recruit, retain, and reward superior faculty members.
- To enhance the faculty member's scholarly efforts and/or research program.
- May also provide salary supplementation.

Endowed Faculty Professorship:

- **\$1 million minimum gift** is necessary.
- To recruit, retain, and reward outstanding faculty members.
- To enhance the faculty member's scholarly efforts and/or research program.
- May also provide salary supplementation.

Endowed Visiting Professorship:

- **\$500,000 minimum gift** is necessary.
- To support outstanding, visiting faculty members.
- Intended to rotate to new visiting faculty on a pre-determined time frame.
- To enhance the faculty member's scholarly efforts and/or research program.
- May also provide salary supplementation.

Endowed Faculty Fellowship:

- **\$500,000 minimum gift** is necessary.
- For any rank of faculty member.
- For research and teaching efforts, and for visiting scholars while in residence.
- May also provide salary supplementation.

Endowed Graduate Fellowships:

- **\$250,000 minimum gift** is necessary.
- To support a student working toward an advanced degree in any of the graduate fields.
- Academic merit may be a consideration.

- Financial need may be a consideration.
- The donor may suggest other preferential criteria.

Endowed Lectureship:

- **\$100,000 minimum gift** is necessary.
- To be used to support expenses associated with planning and implementing lectures in specific areas and/or on specific topics.
- Can pay administrative costs, publications, advertising, travel, and honoraria.

Endowed Scholarships:

- **\$500,000 minimum gift** is necessary for a *Full Tuition Scholarship*.
- **\$50,000 minimum gift** is necessary for a *Scholarship*.
- To support an undergraduate or graduate student.
- Academic merit may be a consideration.
- Financial need may be a consideration.
- The donor may suggest other preferential criteria.

Miscellaneous Program Support Endowments:

- **\$25,000 or more minimum gift, depending on the scope of the program.**
- To support specific or general programs of Duquesne or of a particular unit/department.
- Can support areas such as faculty, staff, students, operations, research, book funds, prizes, etc.
- May be at the discretion of a Dean, Director, or Department Chairperson.
- Because the purpose and required minimums for these funds will be different in each case, it is imperative that the gift agreement specify both the minimum amount to name the endowment and when the endowment distributions will commence.

NAMING THROUGH NON-ENDOWED FUNDS

Non-endowed funding commitments can, in certain circumstances, qualify for a naming opportunity. In such cases, it is critical that funding streams be committed to—in writing—for a period of no less than five years and that the annual funding amount is equivalent to the approximate payout of the corresponding established endowment minimum. It is also necessary that the donor and Duquesne University establish—in writing—that the naming is to last no longer than one year after the end of the fiscal year in which the last payment was received.

Non-Endowed Professorship: To establish a term professorship without any provision for endowment requires a minimum gift commitment of \$250,000, payable at a minimum rate of \$50,000 a year for a period of not less than five years.

Non-Endowed Lectureship: To establish a term lectureship without any provision for endowment requires a minimum gift commitment of \$25,000, payable at the rate of \$5,000 a year for a period of not less than five years.

Non-Endowed Scholarship: To establish a term scholarship without any provision for endowment requires a minimum gift commitment of \$25,000, payable at the rate of \$5,000 a year for a period of not less than five years.

NAMING OF SCHOOLS, DEPARTMENTS, INSTITUTES, AND UNIVERSITY-WIDE CENTERS

The President, in appropriate consultation with the Board of Directors and the Corporation, will have final approval in any decision to name a college, school, department, institute, or university-wide center. In considering the naming of one of these important areas, it is critical that Duquesne proceed with extreme sensitivity considering a number of factors in addition to the level of gift. Therefore, in consideration of such naming the following conditions must be satisfied:

- Any particular proposal for naming is clearly and broadly supported as being consistent with the mission and values of Duquesne University.
- If naming is in recognition of a gift, the scale and nature of the gift should be such that the unit is enabled by the gift itself to improve its competitiveness materially. This criterion implies that the gift will allow the unit to undertake a well-defined series of improvements that will elevate the unit into a more distinguished group of peers.
- The background, character, reputation, and other qualities of the person for whom the unit is to be named are consistent with the mission and values of Duquesne University.

To aid in determining the appropriate funding level required for naming, the following minimum funding is suggested:

College / School: \$10 million minimum gift commitment—or more, depending upon the size and scale of the unit—is suggested.

Department: \$5 million minimum gift commitment—or more, depending upon the department's size and scope of programs—is suggested.

University-Wide Center or Institute: \$3.5 million minimum gift commitment—or more, depending on the disciplines involved and the size and scope of the programs—is suggested.

Unit-Based Center or Program: \$1 million minimum gift commitment—or more, depending upon the center's size and scope of program—is suggested to name a center or program that is wholly within a school or department.

EXCEPTIONS

The President of the University shall have the latitude to approve the establishment of named funds in amounts less than those stated above, or to determine minimum levels for naming of positions, programs, or facilities not outlined in this document.

Similarly, the President retains the right to approve or disapprove any naming opportunity in serving the best interests of Duquesne University.