

**York College  
Of  
The City University of New York**

**ACFE Professor of Fraud Examination  
Guidelines for Appointment and Management**

**I. Endowed Professorships**

While all members of the faculty are expected to demonstrate a standard of excellence in the performance of their various duties at the College, the prestige and perquisites traditionally associated with an endowed professorship, referred to hereafter as The Professorship, make a performance of distinction especially incumbent upon those so appointed. Endowed faculty should thus aspire to serve as models of excellence, not only for students and colleagues, but also for the College's external constituents.

The establishment of an endowed Professorship requires specific approval by the CUNY Board of Trustees. After approval by the CUNY Board of Trustees, the selection process can only be initiated when there are sufficient endowment funds to supply adequate financing for the position. Based on available funding and anticipated market conditions, the Provost, in consultation with the Vice President for Administrative Affairs, will determine the appropriate support funding to be provided.

**II. Eligibility**

In keeping with the terms of the agreement between York College and the Association of Certified Fraud Examiners, Inc. the appointment of the ACFE Professor of Fraud Examination is open-ended but reappointment reviews will be held every three years to ensure that the ACFE Professor's work is consistent with the original intent of the gift. Also in keeping with the terms of the gift agreement, eligibility for appointment as ACFE Professor of Fraud Examination requires:

- A record of distinguished academic or professional work in anti-fraud education;
- Demonstration of an on-going record of furthering anti-fraud education, which may include, but is not limited to: teaching one or more fraud examination or other fraud-related courses; engaging in scholarly or professional activities that result in publication in peer-reviewed journals on the topics of fraud detection, prevention, deterrence and investigation; and giving presentations at academic or professional education conferences;
- Teaching of the highest standards to represent a model for others in the college to emulate, and a leadership role in building relationships between the academic fraud and forensic studies program and the anti-fraud profession.
- The rank of Professor or Associate Professor.

Moreover, the agreement specifies that a candidate holding the Certified Fraud Examination (CFE) designation should be given preference in being considered for The Professorship. It also contemplates an internal appointment, with an external appointment to be made only if no internal candidate is available.

### **III. Criteria**

Generally, the following criteria will govern appointment of individuals to endowed professorships.

1. Endowed professorships will generally be awarded to tenured faculty. In special circumstances individuals holding the title of Distinguished Lecturer may be appointed to an endowed professorship; in such cases they are, however, precluded from including the term “Professor” in their title.
2. Recipients will be selected on the basis of a distinguished and sustained record in the areas of teaching, scholarship, and service. Emphasis will be placed on substantial and continued contributions. The specific emphases between teaching, research, and service depend upon the nature and purpose of the professorship and the specific work responsibilities.
3. No person who is a candidate for an endowed professorship may participate in any part of the selection process, and any candidates holding administrative appointments whose office is a designated part of the selection process, will pass their duties on to the next higher administrator in rank.

### **IV. Internal Recruitment**

Based on the gift agreement internal candidates will be given preference in appointments. In order to facilitate this, the following procedures will be adopted:

1. The Provost will communicate to all eligible faculty the availability and nature of the endowed professorship, V.3, encouraging those so interested to apply for the position. Eligible faculty may also be nominated by others.
2. In the case where there are several eligible faculty the Provost will appoint a committee of faculty and senior administrators to review application materials.
3. Candidates considering appointment will provide
  - a. A current curriculum vitae
  - b. Representative samples of recent publications, scholarship, and creative works as requested.
  - c. A statement of professional plans consistent with the purpose and nature of the endowed professorship.
  - d. At least three letters of recommendation from individuals involved in the fraud examination field, either as scholars or practitioners.
4. The Committee’s recommendation will be reviewed by the Provost, and the final recommendation will be submitted to the President for the appointment.

## V. External Recruitment

The recruitment of new faculty as endowed professors will follow the normal recruitment procedures and P&B guidelines for all faculty positions. As well, all finalists for an endowed professorship will be provided with the approved description of the responsibilities of The Professorship. The candidates also will be informed that (1) continuation in a Professorship is separate from tenure as a member of the faculty, and (2) Professorship holders are subject to periodic reviews that could possibly remove them from the position and that a reduction in compensation may accompany this removal. External applicants will submit the following materials for review by the search/selection committee.

1. A current curriculum vitae.
2. Representative samples of recent publications, scholarship, and creative works as requested.
3. A statement of professional plans consistent with the purpose and nature of the endowed professorship.
4. Copies of recent student evaluations and peer reviews, where available.

After review of the materials, the search/selection committee will interview the most qualified applicants. All finalists should also meet separately with the Dean and the Provost. The Provost, after consultation with the Dean, **may** solicit letters of recommendation assessing the candidate's qualifications for the position. These letters should include an evaluation of the candidate's scholarship, teaching, and service. At the conclusion of the interview process, the committee will forward its recommendation(s) to the Provost. The final recommendation will be communicated to the President by the Provost. The formal appointment will be accomplished through the normal P&B process.

## VI. Periodic Reviews

Periodic reviews will be conducted of the professional activities of endowed professorship holders. These reviews are to ensure that such holders are performing in accordance with the purpose and nature of the chair at a level consistent with general expectations for endowed professorships.

- A. Annual Review.** On an annual basis each professorship holder will provide the relevant Dean with a brief report that (1) records the accomplishments of the professorship, (2) explain how funds were spent, (3) list goals and plans for the future, and (4) discuss any concerns related to professorship. This report will be due in the Dean's Office by the first work day in September. The Dean will review this report and notify the professor in writing, prior to the first work day in December, concerning the results of the review, with a copy to the Provost. In the process of conducting the review the Dean may request additional information pertaining to the report. Copies of the report and the Dean's review will also be provided to the Vice President for Institutional Advancement to serve as the basis for an annual stewardship report to be provided to the funder of the endowment.

**B. Reappointment Review.** The appointment of the ACFE Professor is open-ended but reappointment reviews will be held every three years to ensure that the ACFE Professor's work is consistent with the original intent of the gift. These reviews will be conducted during the fall term of the third year of the appointment. The holder of the Professorship will be notified in writing of the impending review at the end of the spring term preceding the review. Review materials will be due in the Dean's Office by the first work day in September.

The ACFE Professor will submit the following materials to the Dean for the review.

1. A report documenting the teaching, scholarship, and service accomplishments.
2. An updated curriculum vitae.
3. Publications, scholarship, and creative works produced during the current term of appointment in the professorship.
4. A statement of future professional plans relating to the purpose of the professorship.

At the end of the reappointment review the Dean's recommendation will be sent to the Provost, who will then convey it to the President with his/her own recommendation. The incumbent and the Dean will then be notified in writing of the President's decision on the appointment. In the case of a decision not to reappoint, the incumbent will vacate the professorship at the end of the spring semester of that academic year.

## **VII. Implementation**

These Guidelines will apply to the ACFE Professor of Fraud Examination. The Guidelines will be applied to enable the initial holder of the ACFE Professor of Fraud Examination to be named by the President by Commencement 2009, with the appointment to become effective from August 28, 2009. Furthermore, the annual evaluation process will be introduced for the holder of the Professorship, with initial reports due in the 2009-2010 academic year.

The holder of The Professorship shall be entitled to the following benefits and privileges:

1. Designation for the period of appointment in all York College official communication as "The ACFE Professor of Fraud Examination;"
2. Personal stationery that acknowledges the Professorship
3. A College account with an initial annual amount of \$25,000 to be used at his/her discretion to facilitate teaching, scholarship, or service, for such expenditures as travel to professional meetings, subscription to professional journals, payment of dues for professional organizations, and the hiring of assistants for research or service.
4. Special invitation to all major academic, cultural, and sporting events of the College.
5. Special invitation to all major fund raising events of the College.
6. Ex-officio appointment to relevant College bodies, such as an Advisory Board of the School of Business and Information Systems.

April 29, 2009