



DISTINGUISHED PROFESSOR ENDOWMENT TRUST FUND

PLAN CHANGE REQUEST

UNC System Constituent institutions will use this form when requesting changes to approved, established Distinguished Professorships. Although the form follows the *Regulation on the Distinguished Professors Endowment Trust Fund*, institutions should always review the [UNC Policy Manual 600.2.3\[R\]](#) when completing the plan. Requirements herein are pursuant to the regulation, Section IV. C., Material Changes to the Professorship.

The plan change submission will include this form, a cover letter, sent from and signed by the chancellor, addressed to the UNC System President. **Additionally, the original private donor whose gift created the endowment, or a legal/authorized representative of the donor, must approve of the plan changes.** Institutions should obtain this written permission and submit it with the following form and chancellor's signed cover letter. Submit all documents via this link: [Plan Change Request Submission](#).

Institution requesting plan approval:

Distinguished Professorship complete name (if requesting a name change, use current name and update requested new name in the "Other" section below):

Material Changes Requested (check as applicable):

Academic department/unit to which the Distinguished Professorship is assigned:

From:

To:

STEM area designation:

From CIP and Degree Program:

To CIP and Degree Program:

Academic Rank of the professorship:

From:

To:

Timeframe of the professorship (select new/desired):

In perpetuity

Time Limited; duration of the appointment (recommended is five years):

Is the term renewable? Yes No

Professorship filled internally, externally, or either:

From:

To:

Other (explain):

Additional Comments/Clarifications on this Distinguished Professorship Submission:

The institution certifies that it will comply with [UNC Policy 600.2.3](#) and [600.2.3\[R\]](#) regarding the establishment and operation of this Distinguished Professorship, to include selection and use of funds. Additionally, for this material change request, **the institution has contacted the original donors, or their legal/authorized representative, the donors have agreed to the change, and the submission package will include a copy of the written authorization.**