I am pleased to let you know that you have been awarded the <<<<<ENDOWED CHAIR/PROF>>> for a term of <<YEARS>> effective <<<DATES>>. This award recognizes your <<DESCRIBE CRITERIA AND WORK>>> in service to the <<<DEPARTMENT OR COLLEGE>>>.

As the holder of the <<AWARD NAME>>>, you will receive <<AMOUNT>> in installments of <<OTHER TERMS>>> to be used for <<DESCRIBE USAGE AND ANY RESTRICTIONS OR PROCEDURAL REQUIREMENTS>>.

The <<AWARD>> was established in <<DATE>> by <<DONOR>>. The Donor’s intend that the <<AWARD>> be used to <<TERMS>>.

As a UNM recipient of an endowed professorship or chair, you are required to report annually on your accomplishments and activities associated with this role. The UNM Foundation facilitates the process and ensures that donors receive these reports. Your report should be submitted in February of each year describing their activities during the previous calendar year. An online report template and submittal process is facilitated through an application created for the purpose of collecting the reports. The report template can be found at <http://endowed.unm.edu/>. Faculty Handbook [Policy C170](http://handbook.unm.edu/section-c/c170.html) governs the reporting requirement.

Congratulations on receiving this important award and thank you for all of your contributions to <<<DEPARTMENT OR COLLEGE>>>.