



Instructions to request a new gift named professorship worktag

This job aid describes the process of completing the Create Gift Request task for a Named Professorship.

Overview

Before you request a gift for a named professorship, you must receive approval from the Office of the University Provost.

After the gift has been created with the primary purpose of professorship, your academic Human Resources partner can use the **Add Academic Appointment** or **Update Academic Appointment** tasks to associate a named professorship with an academic appointee.

Create Gift Request task

Initiate the Create Gift Request task. Enter **Create Gift Request** in the Workday search bar.

In the **Gift Type** field, select **Named Professorship**.

The screenshot shows a web form for creating a gift request. The 'Gift Name (Prefix-Account Name) *' field contains 'BDI-Bond Professorship'. Below it, the 'Gift Type *' field is highlighted with a red box and contains a dropdown menu with 'Named Professorship' selected. Below the 'Gift Type' field, the text 'Named Professorship Area' is visible.

The **Named Professorship** data entry fields will display. Complete the following fields:

- **Initially Established Date:** Enter the date the professorship was established.
- **Initially Available Date:** Specify when the professorship is available to fill in appointment business processes. This date must be after the Initially Established Date.
- **Professorship Name:** Enter the Professorship Name. If the field is left blank, the name will default to the gift name.
- **Professorship Title:** Enter the Professorship Title. If the field is left blank, the title will default to the gift name.
- **Academic Unit:** Select the Academic Unit from the dropdown list.
- **Appointment Restrictions:** This field is optional. Enter Appointment Restrictions for the named professorship. They are informational only and do not affect professorship assignments.
- **Professorship Comments:** This field is optional. Enter other comments.

An attachment is required. This completes the Named Professorship entry area. Complete the remaining fields on the Create Gift Request task.