

OFFICE OF THE CHANCELLOR  
LOUISIANA STATE UNIVERSITY AT ALEXANDRIA

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SUBJECT: ENDOWED PROFESSORSHIPS/ENDOWED CHAIRS

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PURPOSE: To establish procedures for the awarding of endowed professorships

### GENERAL POLICY

The mission statement developed by the Louisiana Board of Regents for Louisiana State University at Alexandria states that "LSUA is committed to a reciprocal relationship of enrichment with the diverse community it serves." LSUA seeks to meet these educational and cultural needs by attracting and maintaining an outstanding faculty that will provide a quality educational experience for all students.

### ENDOWED PROFESSORSHIPS

The Endowed Professorship program is a major effort by LSUA, the community, the LSUA Foundation, the LSU Board of Supervisors, and the Louisiana Board of Regents to demonstrate commitment to quality of instruction by recognizing and fostering faculty excellence. Through this program, outstanding faculty will be provided with a salary supplement and increased opportunities for professional development.

### GOALS

1. To encourage, promote, and reward excellence in instruction and scholarly activity.
2. To encourage, promote, and reward outstanding contributions to LSUA and to the communities it serves.
3. To bring LSUA faculty and business/community leaders together in formal recognition of the importance of maintaining an outstanding faculty.

### ELIGIBILITY/EXPECTATION

To be eligible to apply for an endowed professorship, a faculty member must meet the following criteria:

1. The faculty member must have full-time (12 or more hours) teaching responsibility at LSUA during the application and selection process. Except under exceptional circumstances, deans and department chairs are not eligible for selection.
2. The faculty member must have achieved the academic rank of assistant professor or higher.
3. Under exceptional circumstances, the LSUA Foundation Board of Directors upon recommendation of the Vice Chancellor for Academic and Student Affairs and approval by the Chancellor may decide to award an endowed professorship to a faculty member who does not meet the above eligibility criteria.
4. In any case in which the donor of the endowed professorship places restrictions on the professorship that conflict with these eligibility requirements, the procedures will be modified to be consistent with the donor's restrictions.

#### APPLICATION PROCESS

Applications and nominations for endowed professorships for the following academic year should be submitted to the Provost and Vice Chancellor for Academic and Student Affairs in accordance with the dates below. After verification of eligibility, applicants will be invited to submit supporting materials to the Provost and Vice Chancellor for Academic and Student Affairs. These materials will be made available to the Selection Committee for Endowed Professorships.

1. Eligible faculty may apply or be nominated by students, peers, staff or administrators. A general notice inviting nominations and/or applications will be sent via normal campus communication channels. Those nominated will be invited to apply assuming they meet minimum qualifications. Faculty need not be nominated to apply.
2. By January 15, applicants must submit supporting materials, which must include the following:
  - a. A current vita.
  - b. A statement summarizing the applicant's philosophy of teaching and how the professorship will enhance the teaching, service and scholarship requirements of the applicant.
  - c. A statement indicating how the professional development portion of the award will be spent.
  - d. The most recently completed Annual Faculty Plan/Report.
  - e. Student evaluations from at least two different courses during the previous year.
  - f. The Faculty Evaluation from the previous year.
  - g. Evidence of scholarly activity including research, publications, presentations, or creative activity.
  - h. Current peer evaluations.

- i. Evidence of effective community service and outstanding contributions to the development and progress of the University. Letters of support from students, staff, or faculty should not be included.

### SELECTION PROCESS

The applicants' materials will be evaluated by the Selection Committee for Endowed Professorships. The committee will submit to the LSUA Foundation Board the name of the recipient for each endowed professorship. The LSUA Foundation Board will announce the award but no sooner than the Campus Recognition Dinner.

1. The Selection Committee for Endowed Professorships will function as an administrative committee and be composed of 13 members. The Provost and Vice Chancellor for Academic and Student Affairs will chair the committee. The members will include the President of the LSUA Foundation Board (or representative), the President-elect of the LSUA Foundation Board (or representative), the Director of Institutional Advancement, the Director of Library Services and the chairpersons of the academic departments. All members of the committee will participate equally in all decisions made by the committee. A quorum will consist of 7 members of the committee. In the event of 3 or more applicants for a professorship, voting members will rank their top 3 candidates. Using a weighted ballot, the applicant with the highest total points shall be the recipient. In the event of a tie, the recipient will be decided by a majority vote of the committee members present. All other decisions of the committee will be by majority vote of the members present. Voting (or ranking) by proxy will not be allowed. If the committee is unable to break a tie, the Chancellor will vote to break such tie.
2. Between January 15 and February 15, the Selection Committee for Endowed Professorships will review the materials submitted by each applicant. The Selection Committee may choose to conduct interviews and observe applicants in the teaching environment. The committee reserves the right to disqualify applicants on the basis of incomplete applications.
3. The voting will be done by written ballot prior to March 1. The Director of Institutional Advancement and the Provost and Vice Chancellor for Academic and Student Affairs will count the ballots. The Provost will recommend recipients to the Chancellor.
4. The Director of Institutional Advancement will inform the President of the LSUA Foundation Board of the selection(s) as soon as practicable. If a suitable applicant is not found, the Selection Committee may choose not to select a recipient for an endowed professorship.
5. The Director of Institutional Advancement will plan an appropriate occasion for donors and recipients to come together.

### DURATION, DISTRIBUTION, AND ADMINISTRATION OF AWARDS

Each endowed professorship will be awarded for a period of two years (beginning on July 1 of the first year and ending on June 30 of the second year), during which the recipient will be expected to maintain full-time faculty status at LSUA. If the recipient retires, resigns, begins administrative duties at the level of department chair or above, or otherwise ends full-time faculty status, the salary supplement and other benefits of the endowed professorship shall immediately cease. Any funds remaining in the award will either be reinvested in the professorship account or used for faculty development at the discretion of the Chancellor. The annual award of approximately \$5,000 will be distributed as follows: \$3,500 (including approximately \$700 in benefits) salary supplement (paid over nine months), \$1,500 for travel, continuing education, or equipment designed to improve instruction or enhance the teaching skills of the faculty member. The actual amount of the award may change as the endowment principal grows and/or interest rates change. The Chancellor, the Vice Chancellor for Finance and Administrative Services, and the Director of Institutional Advancement shall determine the actual amount of the award each year. Any travel or equipment purchases associated with the endowed professorship must be approved through normal university channels including the department chairperson of which the faculty recipient is a member.

Generally, a faculty member will not be named to an endowed professorship for consecutive terms. The Chancellor and the LSUA Foundation Board may make exceptions to this general rule as required by donor restrictions or for other compelling reasons (e.g., one person departments).

Applicants will be considered for all endowed professorships for which they qualify.

Recipients of endowed professorships may be required to participate in public relations activities as specified by the donor or the LSUA Foundation Board or the University.

Recipients of endowed professorships will write a report (to be submitted to the Chancellor) evaluating the effectiveness of the endowed professorship program in supporting excellence in instruction, scholarly/research activity and community/University service. This report will be submitted annually by June 30.

The University will evaluate this policy annually. The Chancellor may, after consultation with the Selection Committee for Endowed Professorships, the Provost and Vice Chancellor for Academic and Student Affairs, and the President of the LSUA Foundation Board, make changes as needed.

## **Appendix A**

### **Policy for Administration of Endowed Professorships**

August 1: Office of Institutional Advancement prepares master list of Endowed Professorships then extant including those which are eligible to be filled. List is shared with Vice Chancellors and with Chancellor.

Note: From a donor and from a general institutional perspective it is generally desirable to seek applications for an endowed professorship as soon after it is created as possible. Board of Regents policy adopted in January 2007 mandates that a professorship must be filled within two years after its funding through the Board of Regents. BOR action on professorships has typically come in the late spring/early summer, for example a professorship funded in June 2007 must be filled by June 2009 (with the recipient initiating his/her professorship with the initiation of their 2009 faculty contract).

September 15: Vice Chancellor for Finance and Administrative Services determines whether there is sufficient income in a given professorship to award at the current level. Information shared with Vice Chancellor for Academic and Student Affairs, the Director of Institutional Advancement and Chancellor.

November 1: Vice Chancellor for Academic and Student Affairs circulates an invitation to all faculty seeking nominations and/or applications. Application invitation to include guidelines for professorships and a listing of those professorships which are to be filled for the coming year. Vice Chancellor for Academic and Student Affairs solicits individual departments in which there may be professorships available but in which there may not be applications who meet minimum guidelines. Vice Chancellor for Academic and Student Affairs proposes possible exceptions to the minimum guidelines to the Chancellor, the Vice Chancellor for Finance and Administrative Services, the selection committee and the Director of Institutional Advancement.

January 15: Applications due to Vice Chancellor for Academic and Student Affairs

February 15: Selection committee reviews materials which are made available through the Vice Chancellor for Academic and Student Affairs.

February 15 - March 1: Review committee (as outlined in PS 235) convenes to review applications and recommend recipients for coming year.

March: Professorships are announced at the Campus Recognition Dinner – all University faculty and staff. Names of new and continuing recipients made available to the Vice

Chancellor for Academic and Student Affairs for inclusion in the catalog. News release is developed by Director of Media Relations.

April: Office of Institutional Advancement hosts annual endowed professorship luncheon and/or reception or other appropriate occasion at which time holders of endowed professorships and representatives of donors are invited to participate.

May: Website in Academic and Student Affairs and for Institutional Advancement is updated to reflect new recipients including brief biographies and sketches of anticipated work under each of the professorships.

June 30: Annual reports from each professor holding of an endowed professorship due to Chancellor. Copies of reports are provided by the Chancellor to the Vice Chancellor for Academic and Student Affairs and the Director of Institutional Advancement.