

SUBJECT: ENDOWED PROFESSORSHIPS

PURPOSE: To establish procedures for the awarding of endowed professorships

GENERAL POLICY

The mission statement developed for Louisiana State University at Alexandria states that LSUA's mission is to provide a broad spectrum of affordable undergraduate degrees in a robust academic environment that challenges students to excel and creates proactive and reciprocal relationships that meet the needs of the diverse student body and community it serves. LSUA seeks to meet these educational and community 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 or department chair must be full-time in a tenure-track or tenured position at LSUA during the application and selection process.
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 Provost and Vice Chancellor for Academic 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 a 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 Affairs in accordance with the dates below. After verification of eligibility, applicants will be invited to submit supporting materials in digital format to the Provost and Vice Chancellor for Academic 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. The due date for all nominations and/or applications is December 1 annually.
2. By February 1, applicants must submit supporting materials in digital portfolio. This portfolio must contain the following files named as indicated in parentheses below:
 - a. A one page summary using a template provided by the Office of Academic Affairs. This template will include a summary of the project, a statement of how the professorship will enhance the teaching, service, and scholarship requirements of the applicant, and a budget of how the professional development portion of the award will be spent. Note: Any equipment purchased with Endowed Professorship funds is the property of LSUA (Named: Professor's Last Name-Summary).
 - b. A current vita (Named: Professor's Last Name—Vita).
 - c. A statement summarizing the applicant's philosophy of teaching (Named: Professor's Last Name-Teaching Philosophy).
 - d. Student evaluations from at least two different courses during the previous year (Named: Professor's Last Name-Student Evaluations).
 - e. The Faculty Evaluation and Faculty Plan from the previous year (Named: Professor's Last Name-Faculty Plan & Evaluation).
 - f. Evidence of scholarly activity including research, publications, presentations, or creative activity (Named: Professor's Last Name-Scholarly Activities).
 - g. Current peer evaluations (Named: Professor's Last Name-Peer Evaluations).
 - h. Evidence of effective community service and outstanding contributions to the development and progress of the University (Named: Professor's Last Name-University and Community Service).
 - i. 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 Chancellor 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. The Provost and Vice Chancellor for Academic Affairs will chair the committee. The members will include no more than three members of the LSUA Foundation Board including the President of the LSUA Foundation Board (or representative), the President-elect of the LSUA Foundation Board (or representative), and one at-large Foundation Board member along with the Executive Director of the LSUA Foundation (or representative), and a faculty member from each 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. The Selection Committee for Endowed Professorships will begin reviewing the materials submitted by each applicant on February 15. 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 15. The Executive Director of the LSUA Foundation and the Provost and Vice Chancellor for Academic Affairs will count the ballots. Based on the work of the Committee, the Provost will recommend recipients to the Chancellor no later than March 22.
4. After a review of the applications and recommendations from the Committee, the Chancellor will make the final appointments to the endowed professorships no later than March 29.
5. Once the Chancellor has finalized the appointments, the Executive Director of the Foundation 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.
6. The Executive Director of the LSUA Foundation 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 a level above department chair, 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, based on available earnings on July 1 of the current fiscal year and no less than \$5,000, will be distributed as follows: \$3,500 salary supplement (paid over nine months) and \$1,500 for travel, continuing education, or equipment designed to improve instruction or enhance the teaching skills of the faculty member. The Chancellor, the Vice Chancellor for Finance and Administrative Services, and the Executive Director of the LSUA Foundation shall determine the endowed professorships that will be filled each year and the actual amount of the award each year. These decisions will be based on the LSUA Foundation policy that the corpus of any endowed professorship will be kept whole. 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. The University, in consultation with the Selection Committee for Endowed Professorships (which includes Foundation representation), reserves the right to reduce and/or eliminate financial support should endowment earnings drop below minimum requirements set by the Board of Regents.

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 Provost and Vice Chancellor for Academic Affairs with a copy to the Chancellor and the Executive Director of the LSUA Foundation) 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 every three years. The Chancellor may, after consultation with the Selection Committee for Endowed Professorships, the Provost and Vice Chancellor for Academic Affairs, and the President of the LSUA Foundation Board, make changes as needed.

Louisiana State University at Alexandria
Faculty Handbook

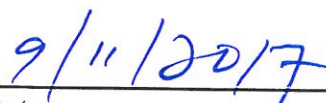
P.S. 235 (continued)

235-5

APPROVED:



Guiyou Huang
Chancellor



Date

Appendix A

Policy for Administration of Endowed Professorships

August 1: Office of Academic Affairs prepares master list of Endowed Professorships then extant including those which are eligible to be filled. The list is developed in consultation with the Vice Chancellor for Finance and Administrative Services, Executive Director of the LSUA Foundation, and 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 adopted new policies governing Endowed Professorship November 2016 to ensure that state money allotted for professorships was used effectively.

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 Affairs, the Director of Institutional Advancement, and Chancellor.

November 1: Vice Chancellor for Academic 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 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 Affairs proposes possible exceptions to the minimum guidelines to the Chancellor, the Vice Chancellor for Finance and Administrative Services, the Selection Committee, and the Executive Director of the LSUA Foundation.

December 1: Letters of Intent to Apply and Nominations are due to the Vice Chancellor for Academic Affairs.

February 1: Digital portfolios of supporting materials must be submitted to the Office of Academic Affairs.

February 15: Review of the supporting materials are made available to the Selection Committee through the Office of Academic Affairs.

March 1 – March 15: Selection Committee (as outlined in PS 235) convenes to review applications and recommend recipients for coming year.

March 22: The Vice Chancellor for Academic Affairs provides the recommendations from the Committee to the Chancellor.

March 29: Chancellor finalizes the appointments to the endowed professorships.

April: 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 Affairs for inclusion in the catalog. News release is developed by Director of University Relations.

June 30: Annual reports from each professor holding an endowed professorship are due to Vice Chancellor for Academic Affairs. Copies of reports are to be provided to the Chancellor and the Executive Director of the LSUA Foundation.