



Policy Title
Endowed Professorship Policy

Policy Number
1-021

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| Responsible Unit: Office of Academic Affairs | Effective Date: September 1, 2017 |
| Responsible Official: Chair of the FARPT Committee | Last Reviewed Date: June 25, 2021 |
| Policy Classification: Academic Affairs | Last Revised Date: June 25, 2021 |
| | Origination Date: March 18, 2016 |

I. Policy Purpose

This policy aligns the procedures of Southern University Law Center (SULC) with the Southern University System's procedures to award endowed chairs and professorships.

The appointment of a faculty member to a distinguished position as an endowed chair or endowed professor constitutes the highest honor that can be accorded to a member of the professorate. It is therefore important that there be standardized policies and procedures governing such appointments. The Endowed Professorship Program was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section I of Acts 1983, No. 668 utilizing monies appropriated annually by the State Legislature. The Southern University System is subject to specified criteria governing eligibility for

participation in this program as provided in the Board of Regents' Regulations for the Louisiana Trust Fund for Eminent Scholars. Since SU System campuses have diverse missions and characteristics, this policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements this System policy.

Southern University awards endowed chairs and professorships to faculty who have made outstanding contributions in the areas of research, teaching and public service. The University continuously seeks to attract, reward, and retain distinguished faculty, leaders, scholars, and artists of national and international reputation to occupy endowed Chairs or Professorships as one of the highest forms of recognition of its distinguished faculty. The purpose of the endowed professorship is to recruit expert faculty and retain high-quality faculty members by recognizing individuals who excel in their disciplines. In addition to rewarding excellence, an endowed position carries with it the expectation of continuing worthy contributions in the area of discipline of the holder.

The holder of an endowed professorship should be considered as receiving a high honor, as well as recognition of consistently demonstrated outstanding performance and ability. Only faculty who have made outstanding contributions in the areas of research, teaching and public service shall be considered for endowed positions. The institutional expectation of a distinguished record of performance in the areas of teaching, research and service shall be met, in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed professorship or endowed chair shall be based on merit and may be used to recognize a current member of the faculty or it may be associated with recruitment of a new faculty member.

II. Policy Scope

This policy applies to (1) any faculty or potential faculty who may seek appointment to endowed professorships, and (2) faculty, who by Board policy sit on the ad hoc committee to recommend appointments.

III. Policy Compliance

Failure to abide by this policy may result in a failure of appointment to an endowed professorship.

IV. Policy Definitions

Not applicable.

V. Policy and Applicable Procedures

The process for awarding endowed professorships at SULC will follow the process set forth below.

Criteria

Candidates shall demonstrate that their research and other scholarly activities contribute significantly to fulfilling the mission of Southern University both short and long term, for example, by attracting superior students and/or scholars to work in related activities.

Candidate's research and other scholarly accomplishments shall be the major factor (at least 50%) in the evaluation and selection process. Other factors shall be included in the evaluation and selection process, such as teaching, university and community service, collegiality, mentoring, etc.

Application Process

Candidates for the awarding of Endowed Professors/Endowed Chairs may be nominated by colleagues from within or without the University. Candidates may also nominate themselves. In addition, the professorship may be recommended and utilized to fill a vacant faculty position. Prospective faculty members must submit the same relevant material as current faculty candidates. Applications/nominations shall include:

- A resume which includes personal data; educational background; employment history; honors; professional activities, especially research; and community service.
- Documentation of all research (articles, copies of books, off-prints where feasible, and programs of conferences at which papers were delivered.) Supporting materials provided must document the outstanding contributions of the candidates in the areas of research, teaching and public service.
- Five letters of recommendation, two of which must be from outside the University. Additional reference letters/reports may be secured from the candidates' present/former colleagues, supervisors or employers.

Applicants for endowed awards shall demonstrate an interest in and the ability to work within both the academic setting and outside community. They should be able to foster a spirit of collegiality, and work to accrue benefits for both the community and University.

The names of candidates and supporting materials shall be sent to the Selection Committee consisting of tenured faculty of SULC. All members are required to review the dossiers of the candidates for endowed positions. At least 75% of the Committee must be present for decision making.

The Committee shall forward all names, recommendations (with supporting documents, including reasons for action taken) to the Chancellor. Supporting documents for candidates recommended for appointment must demonstrate their outstanding contributions in the areas of research, teaching and public service. Any member of the committee may file a report indicating why a nominee/candidate should not be appointed. Such report shall be forwarded to the Chancellor, along with the Committee's report with notification to the candidates. The normal appeals guidelines in the retention, tenure and promotions in the faculty handbook shall apply to appeals in respect of the endowed chairs/professorships. The Chancellor shall in turn review all reports and appeals and transmit his recommendation to the President of the Southern University System with notification to the candidates. Upon review of the Chancellor's recommendation, the President shall in turn make his recommendation to the Southern University System Board of Supervisors.

Appointment Process

▪ **Terms of Appointment - Endowed Chairs and Professorships**

Appointment to an endowed chair is for a period up to three consecutive years. The appointment is renewable based on the results of the annual performance review of the chair holder. This appointment period is in accordance with the agreements which established these chairs.

Appointees may be selected for an additional three-year period by a majority vote of tenured faculty members of the Law Center.

All appointments are revocable without respect to term of appointment if an appointee has failed to fulfill the expectation of the appointment when assessed annually.

Letter of Appointment

After the Endowed Chair or Professorship is approved by the Southern University Board of Supervisors. The Law Center's Chancellor shall send a letter of appointment to the appointee that details and emphasizes expected commitments and contributions. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee
3. Degree of control the appointee will have to accomplish the stated goals
4. The standards to be met by the appointee
5. The applicable evaluation, accountability and review standards
6. The letter of appointment shall be signed by the SU System President and Chancellor of the Law Center
7. The appointee shall indicate acceptance by his/her signature affixed where appropriate on the letter of appointment and return to the Chancellor's office
8. Copies of the signed letter of appointment shall be forwarded to the Chancellor, the Executive Vice President for Academic Affairs and Provost or Vice Chancellor for Academic Affairs, the Office of Human Resources, and the Office of the President.

Responsibilities of Candidates Awarded Endowed Positions

1. Appointees shall participate fully in the academic unit in which the position is awarded with particular emphases on conducting research, teaching, delivering annual public lectures and producing results that enhance the national visibility of the Law Center and the Southern University System. The recipients shall each prepare an annual report of ongoing professional activities, which will be submitted to the Vice Chancellor of Academic Affairs, through the Chancellor.

2. The recipients of awards shall furnish to the Vice Chancellor of Academic Affairs written annual reports of academic and research activities and accomplishments undertaken during the period that the positions are held. Copies of the report shall be provided to the Chancellor and System President. Documentation may include copies of books and off-prints of articles.
3. The Law Center and/or System officials shall be responsible for publicity related to the endowed position. A file of the history of the award, guidelines for selection, and names of the recipients shall be kept in the permanent records of the Law Center.

Termination Procedures

Termination of the endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of Southern University
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by the university
4. Failure to fulfill the obligations of the endowed position or to maintain an overall level of service and activity comparable to that presented for selection; and/or
5. An extended absence due to illness or some other reason (beyond one year).

In the event that problems should occur in connection with either items 4 or 5 above, the Chancellor shall reconvene the Selection Committee. The Committee shall meet to determine the proper course of action relative to recommending the continuance or termination of the endowed position.

Recognition and Review

Recognition

1. Faculty appointed to endowed chairs/professorships should be identified with the respective appointment's title in news releases, presentations, and publications. An additional sentence, "The XXXX Professorship is made available through the State of Louisiana Board of Regents Support Fund," should also be included.
2. Recognition of donors and interaction with donors and the recipient's unit/college/university should be promoted.

Review

A review and discussion of the established goals and related professional activities for the Chair or Professorship will be included as part of the annual faculty evaluation procedure. A separate assessment mechanism shall be developed for use in evaluating the appointee. Failure to meet the conditions of the appointment can result in termination of the Chair or Professorship.

Reports assessing the accomplishments of each Chair or Professorship are to be submitted to Southern University Board of Supervisors and the Louisiana Board of Regents. The Chancellor shall be responsible for preparation of such reports. These reports are to be submitted annually.

Financial Accountability

The Director of Institutional Advancement, acting as Executive Director of the Foundation, shall report the actual and/or projected earnings for each Endowment account to the Vice President of Finance and Business Affairs with copies to the System President, Executive Vice President for Academic Affairs and Provost, and the respective Campus Chancellors prior to the start of each University fiscal year. The Executive Director of the Foundation, working collaboratively with each Chancellor and the President, is encouraged to re-invest a certain percentage of the interest-earning to help the principal to grow over time allowing the endowment fund to keep pace with inflation. The Vice President for Finance and Business Affairs shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and/or allocate available funds as applicable to each campus. The respective campus is then authorized to expend the funds in accordance with Louisiana law, University and Foundation rules and regulations; and the pertinent endowment agreement. The appropriate Chancellor shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the System President, via the Vice President for Finance and Business Affairs. Although the funds are dispersed by fiscal year, the awards and appointments will occur on the calendar year.

Permissible Use of Endowed Proceeds

1. Endowment interest will be used as a Salary Supplement (not to exceed the gross amount of year).
2. Any endowment interest above the salary supplement may be used to support research related expenses, including equipment, supplies, travel, and student labor (not to exceed \$2,500 per year) upon the approval of the Vice Chancellor of Academic Affairs, the Law Center's Chancellor, the System Vice President for Business and Finance, **AND** the System President.
3. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.

Initiating Payments to Holders of Endowed Professorships

After receipt of the annual report from endowed chairs and professors in the month of October, the Vice Chancellor of Academic Affairs shall submit to the Chancellor a list of faculty eligible for award. In November of each year, the chief finance officer shall prepare the appropriate paperwork for a salary distribution no later than December 15.

The Vice Chancellor of Academic Affairs shall prepare an "Award Notice" in November with a copy to the Chancellor, System Executive Vice President for Academic Affairs and Provost, and the System President. The Award Notice will detail the amount of the salary distribution.

The Vice Chancellor of Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Professorships based on the amount of approved funding. As stated above:

1. Endowment interest will be used as a Salary Supplement (not to exceed the gross amount of \$6,500 per year).
2. Any endowment interest above the salary supplement may be used to support research related expenses, including equipment, supplies, travel, and student labor (not to exceed \$2,500 per year) upon the approval of the Vice Chancellor of Academic Affairs, the campus Chancellor, the System Vice President for Business and Finance, AND the System President.
3. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.

Additionally, monthly timesheets are not necessary; however, the endowed professor or chair will have to submit a timesheet in December. Additionally, endowed professors or chair must submit an annual report in accordance to the Law Center's guidelines and the specifics detailed in their initial award letter.

VI. Policy Related Information

This policy implements the Southern University System's Policy on Endowed Faculty and Chairs.

VII. Policy History and Review Cycle

The policy was originally adopted on March 18, 2016. The policy was reviewed and revised on September 17, 2017. The policy was placed in the current policy format on June 25, 2021. It is derived substantially from the pre-existing policy as follows:

1. Section I, ¶ 2 is from the prior policy Section 1, ¶ 2
2. Section I, ¶¶ 3-4 are the entirety of prior policy Section 2.
3. Section V is taken from and constitutes almost the entirety of prior policy Section 3. The exceptions are:
 - a. Deleting material dealing with appointments other than at SULC.
 - b. Removing the numbering of titles to conform with the numbering in the current policy.
 - c. Changing the title "**Recognition, Standards of Appointment and Review**" to "**Recognition and Review**" because the body of the material in the original document did not deal with standards of appointment, which were addressed elsewhere.
 - d. Changing "Permissible Use 01 Endowed Proceeds" to "Permissible Use of Endowed Proceeds" to correct a typographical error in the original.


The Chair of the FARPT Committee will ensure compliance, and the review cycle will be based on any changes that occur in the Southern University System Policy on Endowed Faculty and Chairs.

VIII. Publication of Policy

This policy is published at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the SULC faculty on June 25, 2021. The policy was presented to the SUS Board for final adoption.



John K. Pierre
Chancellor, Southern University Law Center

June 25, 2021
Date

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Mr. Domoine Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy