



# **Southern University System**

## **Policy on Endowed Faculty and Chairs**

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# **THE SOUTHERN UNIVERSITY SYSTEM POLICY ON ENDOWED FACULTY AND CHAIRS**

## **I. Introduction**

Southern University System (hereafter "Southern University") comprises five (5) campuses: Southern University and A&M College at Baton Rouge (SUBR); Southern University at New Orleans (SUNO); Southern University at Shreveport, Louisiana (SUSLA); Southern University Law Center (SULC); and the Southern University Agricultural Research and Extension Center (SUAREC).

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.

## **II. Purpose of Endowed Faculty 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. An endowed

chair or professorship is intended to improve existing programs by providing support to attract new faculty members and associated resources. It can, however, be used to reward an individual with exceptional accomplishments who is already on the faculty. 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.

### **III. Criteria, Application, Selection, Appointment Procedures**

#### ***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. In case of professional fields of performing arts, evidence should be given of exhibits, concerts, performances, etc.) 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.

#### ***Selection Process A***

On the SUBR, SUNO and SUSLA campuses the names of candidates and supporting materials shall be sent to the Selection Committee whose membership shall consist of tenured faculty members in the department. At least 75% of the Committee must participate in the decision.

The Committee shall forward the names (with supporting documents, including reasons for actions taken) of the highest ranked faculty candidates and alternates to the Deans of the Colleges with the open endowed positions. In cases where the Committee does not recommend a name for the endowed position, a letter should be sent from the Chair of the Committee to the Dean of the College with a reason for the action taken. If approved, the Dean of the College forwards the recommendation (highest ranked faculty candidates and alternate) to the Vice Chancellor and/or Executive Vice President for Academic Affairs and Provost. If approved the Vice Chancellor and/or Provost's recommendation must subsequently be submitted to and approved by the Chancellor, the President of the Southern University System and the Southern University

System Board of Supervisors. The normal appeals guidelines in the retention, tenure and promotions in the faculty handbook shall apply to appeals in respect of endowed chairs/professorships.

### ***Selection Process B***

On the SULC campus 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 term of the chair is made by the chief academic officer of a respective campus upon the recommendation of the college dean or committee chair. 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.

Appointment to an endowed professor is for a period up to three consecutive years. The term of the professor is made by the chief academic officer of a respective campus upon the recommendation of the college dean or selection

committee chair. The appointment is renewable based on the results of the annual performance review of the endowed professorship. 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 of the Department in which the endowed faculty serves.

All appointments are revocable without respect to term of appointment if the chief academic officer deems an appointee to have failed to fulfill the expectation of the appointment when assessed annually.

### ***Letter of Appointment***

After the Endowed Chair or Professor is approved by the Southern University Board of Supervisors, the appropriate campus Chancellor shall send a letter of appointment to the appointee which 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 respective campus
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 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.

### **IV. 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 which enhance the national visibility of the University campus and System. The recipients shall each prepare an annual report of ongoing professional activities, which will be submitted to the Campus Vice Chancellor of Academic Affairs and/or Executive Vice President for Academic Affairs and Provost through normal administrative channels or in the case of the SULC, through the Chancellor.

2. The recipients of awards shall furnish the campus shall provide 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 their respective Chancellor and System President. Documentation may include copies of books and off-prints of articles.
3. The designated campus 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 record of the University.

## **V. 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 either items 4 or 5 above, the Dean of the College shall request that the Vice Chancellor of Academic Affairs and/or Executive Vice President for Academic Affairs and



Provost reconvene the Selection Committee or in the case of the SULC, 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.

## **VI. Recognition, Standards of Appointment 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 Campus Vice Chancellor for Academic Affairs shall be responsible for preparation of such reports. In the case of SULC, the Chancellor shall be responsible for preparation of such reports. These reports are to be submitted annually.

## **VII. 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 roles 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.

#### **VIII. Permissible Use 01 Endowed Proceeds**

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 chief academic officer on a respective campus, 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.

#### **IX. Initiating Payments to Holders of Endowed Professorships**

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

Requests for account numbers issued to new appointees should be made in advance of the November submission. Continuing appointees shall use their existing account numbers.

Each campuses' chief academic officer shall prepare an "Award Notice" in November with a copy to the campus 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. In the event of a research distribution, copies shall also be forwarded to the Dean of the School/College and Chairperson of the Department (if applicable) in which the Endowed Chair or Professorship exists, and the campus Comptroller.

The Vice Chancellor and/or Executive Vice President for Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and 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 chief academic officer on a respective campus, 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. It is only required that all chairs and professors submit an annual report in accordance to campus guideline and the specifics detailed in their initial award letter.