

# University of Louisiana at Lafayette

## Endowed Professorships

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The University awards endowed professorships to distinguished faculty members whose accomplishments in research and creative endeavors, teaching, and professional service, advance the mission of their department, college, the University, or the State. The purpose of professorships is to recruit expert faculty, and to retain high-quality faculty members by recognizing the accomplishments of those individuals who excel nationally in their disciplines. The establishment of an Endowed Professorship Fund may occur through two different sources of funding: either solely through funds donated to UL Lafayette, or through funds donated to UL Lafayette then matched by the Board of Regents Support Fund (BORSF), whose goals are "to enhance the quality of higher education and promote economic development in Louisiana" (BOR 2017).

Professorships are typically awarded on a competitive basis to current full-time faculty members. However, in order to recruit or retain an outstanding faculty member, a professorship may be awarded on a non-competitive basis. The term of all professorship awards is three years. An incumbent may apply for subsequent terms and may hold a professorship for multiple times, provided that regular review conducted every three years concludes that the incumbent continues to demonstrate a high level of performance according to the standards of the department, the college, and these guidelines. In exceptional cases of distinguished achievements, a faculty member may hold more than one professorship simultaneously or may hold both an endowed chair(s) and an endowed professorship(s). "Vermilion Professorships" apply to faculty whose research and creative endeavors, scholarship, creative endeavors, teaching, and professional service is exceptional among their peers.

Professorships appointed before July 30, 2018, typically carry an additional stipend for the individual professorship holder, whose amount is determined annually on the basis of the investment experience of the endowment. The professorship stipend may therefore change during the term of an award. In addition, if an endowed professorship produces enough revenues, a faculty member may have a discretionary fund to support his or her research and creative endeavors, teaching, and/or professional service. Faculty who continue to hold the same professorship through renewal every three years will continue to receive a stipend.

New professorships, and those whose appointed holders changed after July 1, 2019, typically receive a discretionary fund to support their research and creative endeavors, teaching, and/or professional service. At the request of an academic dean and with approval of the Provost and Vice President for Academic Affairs up to 40% (including fringe) of the discretionary fund may pay a summer salary for research and creative endeavors. The maximum summer salary shall be 33% of the nine-month base salary. Faculty who petition a summer salary for research and creative endeavors must submit a report on the results of activities research and creative endeavors.

### **Board of Regents Statewide Principles and Guidelines for Operation of BORSF Endowed Professorships**

As stipulated in the Board of Regents policy on BORSF Professorships, the "Endowed Professorship program is designed to further achievement of the constitutionally prescribed goals of the Support Fund: to enhance the quality of higher education and promote economic development in Louisiana." The following statewide principles pertain to BORSF Professorships.

- A. Professorships shall be awarded to faculty recipients for terms of one year or more. Only under special circumstances shall a professorship be awarded for a term of less than one year.
- B. Except under extenuating circumstances, as approved by the Commissioner of Higher Education, no more than two years shall elapse from the provision of State match to its award by the campus. If an endowed professorship should become vacant, the same rule shall apply.
- C. The impact of an endowed professorship is seriously diminished when shared among two or

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more faculty members. The institution shall not divide professorships among multiple recipients except in special circumstances, as approved by the Commissioner of Higher Education.

- D. Except in special circumstances, as approved by the Commissioner of Higher Education, income generated from an endowed professorship shall be designated specifically for the use of the faculty member holding the position, not for general discretionary use of departments or the campus.
- E. Campus officials shall have the primary and final responsibility to select and appoint professorship recipients.

### **General Qualifications and Selection Criteria for All Professorships**

The recipient of a professorship must hold rank as a faculty member. Most professorships are awarded to tenured or tenure-track faculty members. Deans, department heads, associate deans, and graduate coordinators, who are also tenured or tenure-track faculty members are eligible for endowed professorships. In the case of some professorships designated specifically for outstanding teaching, continuing faculty who hold the rank of senior instructor or master instructor are eligible. Professorships awards primarily recognize achievement through research and creative endeavors, scholarship or creative works, teaching, or professional service during the previous three calendar years.

Should a faculty member holding a professorship assume a full-time administrative position within the University, he or she may complete the term of the award, and provided that the individual retains rank as a faculty member, he or she remains eligible for renewal of the professorship by continuing to achieve excellence in research and creative endeavors, teaching, or professional service. Deans, associate deans, and other administrators who hold faculty rank may hold a professorship award by continuing to achieve excellence in research and creative endeavors, teaching, or professional service. These individuals must meet the same standards of excellence based on continuing achievement in research and creative endeavors, teaching, or professional service.

Demonstration of excellence in research and creative endeavors, scholarship, and creative work is through prominent intellectual contributions, and primarily through professional publications or creative work: articles in reliable peer reviewed journals; conference proceedings of national or international scope; books or original works by major publishers; exhibitions or performances at major venues; and other forms of significant scholarly work commonly recognized within the academic community. Signature initiatives and externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or major foundations, are evidence of the merit of scholarly activities. Refer to college rubrics or guidelines for specific ranking of journals, counter venues, presses, grant agencies, etc.

Proof of excellence in teaching includes activities such as professional publications on the scholarship of learning and instruction in respected peer reviewed journals and conference proceedings of national scope. Further demonstration of teaching accomplishments may include other forms of scholarship that focus on the area of teaching, such as engaging in service learning, research and creative endeavors, pedagogical approaches, mentoring students, integrating technology (including distance learning) in teaching practices, contributing to assessment, supporting student success in learning and research and creative endeavors, and involving undergraduate and graduate students in research and creative endeavors.

Excellence in professional service consists of leadership positions, honors, and awards bestowed by a community, regional, or national organization. These include substantial contributions that advance

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educational, cultural, and economic development initiatives that contribute to the growth of the state.

A donor may establish a professorship with specific selection criteria and expectations for its holder, for instance, by specifying if these requirements are within the categories of research and creative endeavors, teaching, or professional service.

### **Configuration of Professorship Awards**

#### **A. Individual Professorship**

Typically, a faculty member holds a single professorship. The college's dean and the Office of Faculty Affairs oversee the screening and selection process. Annually, in the fall semester, the Office of Faculty Affairs shall distribute to the deans a list of vacant professorships and professorships whose terms expire at the end of that academic year. Each dean is to distribute the list of vacant professorships to all department heads and faculty members in the college. During the spring semester, a faculty member submits an application for a professorship through the Office of Faculty Affairs. The College forms a College Screening Committee, whose recommendation is forwarded by the dean to the University Selection Committee. The Selection Committee then sends its recommendation to the Provost and President for approval. The professorship holder will have access to discretionary funds to support research and creative endeavors and creative endeavors, teaching, and professional service.

In exceptional circumstances, at the request of an academic dean, a faculty member may receive approval to hold multiple individual professorships concurrently, if the candidate meets a higher standard of performance in research and creative endeavors, teaching, and/or professional service. The dean will outline, in writing, the college's specific criteria or performance expectations for faculty members who hold multiple professorships. The assessment of an incumbent's eligibility to be re-awarded multiple professorships is contingent upon his or her research and creative endeavors productivity, success in teaching and student learning, and contributions to professional service. In such cases, the simultaneous holder of multiple professorships will have access to discretionary funds larger than those of single professorships. Each professorship is for a three-year term.

#### **B. Vermilion Professorships**

Annually, in the fall semester, a college dean may request that the Provost and Vice President for Academic Affairs petition to combine three to five available professorships, typically from the same donor, to offer these together as a single "Vermilion Professorship." The dean will define in writing the specific criteria or performance expectations for the newly merged professorships. The Vermilion Professorship is for a three-year term.

Should the Dean and Provost/Vice President for Academic Affairs decide to continue to offer a Vermilion Professorship, the award would be open to competition among all eligible faculty members. The Intent of Vermilion Professorships is to support faculty members whose research and creative endeavors, scholarship, or creative endeavors are exceptional, exceeding that of single or dual professorship holders. The discretionary awards of Vermilion Professorships are significantly larger than those awarded to standard professorships. Vermilion Professorships provide funds to support research and creative endeavors, teaching, and professional service.

### **The College Screening and University Selection Process**

For each professorship, the Office of Faculty Affairs reviews applications and makes a final recommendation to the President and Provost and Vice President for Academic Affairs. The charge of  
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the college level screening committee is to determine which applicants meet the qualifications and to rank the applications for consideration by the University Selection Committee.

There are three situations in which applications are not reviewed by a Screening Committee: 1) when, with the approval of the Provost and Vice President for Academic Affairs, the professorship will be used to recruit a new faculty member, in which case the departmental search committee will substitute for the Screening Committee; 2) when a dean is an applicant; and 3) when the renewal of a non-competitively-awarded professorship is being considered.

### A. Applications

An applicant for a professorship submits the following materials to the Office of Faculty Affairs through the online application process.

1. Cover letter briefly summarizing the applicant's qualification for the award. Applicants are to submit a pdf file of their cover letter.
2. A pdf file of their vitae focusing on the last three years (July 1 – June 30) that includes the following recommended items:
  - a) personal data;
  - b) educational background;
  - c) employment history;
  - d) professional publications in complete bibliographic form (denoting journals that are peer review and providing acceptance rates or other indications or evidence of journal competitiveness where possible). When including works in progress provide evidence of acceptance of the final edited form;
  - e) honors;
  - f) professional activities;
  - g) funded research and creative endeavors and other grants;
  - h) economic development successes;
  - i) university and community service.
3. Copies of professional publications from the last three years, in electronic form, if possible.
4. Other documentation of professional service activities that the applicant wishes to provide.
5. Other materials as appropriate for the specific professorship, i.e. if the professorship focuses on teaching, the applicant may submit additional materials relating to teaching; if the professorship focuses on ethics, additional materials may appropriate to demonstrate expertise in ethics.

A minimum of two letters of support are to be sent to the dean of the appropriate college who serves as chair of the College Screening Committee. The letters are to analyze in detail the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field; and an explanation of the personal or professional relationship of each referee to the nominee.

1. One of which must be an external letter of appraisal from other eminent scholar qualified to evaluate the nominee.
2. Members of the College Screening Committee shall not write letters of support for nominees.
3. An incumbent applying for renewal of a professorship need not submit a new outside letter of recommendation as one of the two required letters.

### B. College Screening Committee

In the case of a Screening Committee for a single professorship or Vermilion Professorship group, membership shall include:

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1. The head/director of the relevant department/school;
2. The dean of the appropriate college, who will chair the committee;
3. A tenured faculty member appointed by dean.

The dean shall ensure that there are no conflicts of interest between Screening Committee members and the professorship applicants.

### C. Alternate College Screening Committee Formation

If multiple professorships in a discipline or department are open for application in each year, the dean may elect to form one Screening Committee to consider all applicants for those professorships. In this case, the membership of the Screening Committee should include the same academic representatives itemized in section "B. Screening Committee" above.

If multiple professorships exist that admit applicants from various disciplines within a college, the dean may elect to form one Screening Committee to consider all candidates and professorships in aggregate. In this case, the Screening Committee should consist of at least two department heads and two to five faculty members, to ensure the broadest possible representation of the college's departments and faculty. The dean must select faculty appointees to these Screening Committees that consists of at least three department heads, and four to seven faculty members.

### D. College Screening Committee Procedures

1. The Office of Faculty Affairs shall review the applications to ensure that applicants have submitted all required documents through the online application process, and forward the applicants' materials to the Dean.
2. The dean shall then call a meeting of the Screening Committee to review the applications, determine which candidates are qualified, and rank the qualified candidates.
3. The committee shall vote by confidential ballot.
4. The dean shall communicate the recommendations of the committee **by letter** to the Office of Faculty Affairs. That communication shall include:
  - a) A list of the College Screening Committee members;
  - b) A list of all applicants with an indication of those that the Screening Committee has deemed qualified for the professorship;
  - c) The committee's ranking of the candidates deemed qualified;
  - d) The ballots (including any proxy votes); and
5. The committee shall keep confidential information regarding all its proceedings and decisions.

### E. University Selection Committee Membership

The Selection Committee is responsible for making a final recommendation to the President and Provost and Vice President for Academic Affairs for filling the professorship.

The committee consists of three permanent members and additional members related to the field of the professorship. The three permanent members include:

1. Designee of the Provost
2. Vice President for Research and creative endeavors or designee
3. Dean of Graduate School or designee
4. Faculty Senate President or designee

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For any given professorship, the Selection Committee includes the following members who have voting privileges, except where noted.

1. The Dean of the appropriate College who served as Chair of the College Screening Committee. When the pool of applicants includes a department head, the relevant dean may not vote, and when the applicant is the dean, the dean does not serve as a member.
2. A department head or faculty representative from the College Screening Committee. When the applicant is the department head, the department head does not serve as a member.

### **F. Regular and Expedited Procedures Followed by the University Selection Committee**

**Regular:** The standard procedure involves the University Selection Committee, which meets to consider the recommendation of the Screening Committee to make its recommendation to the President and Provost and Vice President for Academic Affairs. The following are provisions and requirements related to the regular procedure.

The Dean shall arrange for the University Selection Committee meeting.

The Office of Faculty Affairs shall make available to the University Selection Committee the results of the College Screening Committee meeting and the candidates' application materials before the meeting. When a member of the University Selection Committee is unable to attend, he or she may submit a vote by written proxy before the meeting, under certain circumstances. There may be no more than two proxy votes submitted for the University Selection Committee meeting. The allowable proxies include no more than one permanent member of the committee, from the department head/faculty representatives. The Dean may not vote by proxy.

The University Selection Committee shall study and discuss the credentials of the candidates recommended by the College Screening Committee. After its deliberations, the University Selection Committee will vote by secret ballot, with each member providing a "yes" vote for the candidates he/she deems qualified. If there are more than two faculty under consideration, the University Selection Committee will continue to vote until the final candidate selected wins by a majority.

All committee deliberations are confidential. The Office of Faculty Affairs shall inform the candidate(s) of the University Selection Committee recommendation (although the actual votes will not be communicated), with the understanding that final decisions are the prerogative of the President and Provost and Vice President for Academic Affairs and are subject to the approval of the UL System Board of Supervisors. The Assistant Vice President for Faculty Affairs may rely on the dean of the college to assist in the notification.

The chair is responsible for archiving the minutes of the meeting, to be kept on file in the Office of Faculty Affairs.

After the Committee's decision, the Office of Faculty Affairs shall then forward the name of the recommended candidate to the Provost and Vice President for Academic Affairs and President who will make the final recommendation to the Board of Supervisors. Upon approval of the nomination, from the President and the Board, the President's Office shall notify the relevant dean and faculty member to whom the professorship was awarded.

**Expedited:** When only one candidate has applied for a professorship, and the College Screening Committee has unanimously found that candidate to be qualified, the Office of Faculty Affairs may recommend that candidate to the President and Provost and Vice President for Academic Affairs.

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### **Calendar for Selection of Endowed Professorships**

The following calendar applies to professorships that are already in existence in the Fall Semester of any given year and that are available to be filled competitively effective the Fall Semester of the following academic year. The dean of a college with professorships that become available later in the year shall make alternate arrangements with the Office of Faculty Affairs.

On or before November 15 each year, the Office of Faculty Affairs shall inform each dean of the status of each professorship in that dean's college. Department heads shall receive the same information relative to their unit.

On or before December 1 each year, each dean shall notify all eligible faculty members in the college of the professorships that will be available in the college, effective the following academic year. Each dean shall invite applications for available professorships to ensure an ample pool of applicants.

The College Screening Committee shall transmit its recommendations, including minutes, to the Office of Faculty Affairs to forward to the Selection Committee on or before April 1.

The Dean shall schedule a meeting of the Selection Committee to occur as soon as possible after the Screening Committee makes its recommendation. The Endowed Professor Selection committee must complete the review of all applicants by May 1 of each year. Failure of the dean to schedule the meeting by such date shall result in a delay in filling the professorship.

The Office of Faculty Affairs shall submit all recommendations of the Selection Committee for the President's and Board of Regents approval on or before June 15 of each year.

Upon Board of Regents approval, the President shall notify faculty of the professorship award on or before September 30 of each year.

### **Responsibilities of the Professorship Holder and the University**

#### **Responsibilities of the Holder:**

- A. The awardee shall thank the donor(s) in writing for the professorship by October 1.
- B. The awardee shall participate fully in the academic activities of the academic unit in which the professorship assigned, with emphases on conducting research and creative endeavors, teaching, and or professional service activities that contribute to the mission of the department, college and University, and development of the State.
- C. The awardee shall expend the available discretionary fund amounts annually following University policy and procedures; manage discretionary funds and track expenditures on a regular basis through Banner; submit all expenditure requests such as travel requests and purchase requests for the academic year no later than April 1. The Office of Purchasing strongly recommends that each professorship holder use a University-issued LaCarte Card to facilitate travel and purchases.
- D. In special circumstances a professorship holder may request approval to accumulate funds (including unspent funds at the end of the previous fiscal year) over multiple fiscal years for planned major equipment purchases or expenditures. Request to retain funds in a future fiscal year are to be in writing and routed for approval by the Department Head, Dean, and Provost

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and Vice President of Academic Affairs, President and approved by the BOR as required by BOR policy.

- E. The awardee shall provide the Office of Faculty Affairs with an annual report of academic activities undertaken during the professorship by May 15 of each year. The Office of Faculty Affairs will keep copies of the annual report on file for a period of at least five years.

### **Responsibilities of the University:**

- A. The University shall provide in writing to the faculty endowment holder, department head, Dean and Provost and Vice President for Academic Affairs the following:
  - 1. Corpus value of the endowment held
  - 2. Market value of the endowment, including any amount held in a principal account
  - 3. Total amount available for expenditure in the current year
- B. The Office of Faculty Affairs shall notify the holder of the permissible uses for the expendable fund to include the discretionary allocation (if there are enough funds available) by September 1 of each year.
  - 1. Permissible uses of discretionary funds include support for research and creative endeavors, scholarship, creative works, teaching, and professional service. Expenditures may be for travel, materials, or equipment. Discretionary funds may not be used to purchase department or college office supplies or items that should be available through the operating budget.

### **Vacancies and Professorship Holder Changes**

The declaration of a vacancy of an awarded professorship shall occur under the following circumstances and according to the subsequent standards:

- A. In the event of the incumbent's resignation, termination, or change from full-time to part-time faculty status, the professorship shall become vacant as of the effective date of the decision. The base department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the professorship that the faculty is vacating.
- B. If the incumbent receives a denial of tenure, the professorship shall become vacant at the end of the faculty member's employment at the University or the professorship's scheduled expiration date, should it occur earlier. The home department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the professorship that the faculty is vacating.
- C. The rescission of a professorship award may occur as part of a disciplinary action taken against a faculty member, in which case the professorship becomes vacant as stated in the findings. The unit issuing the disciplinary action shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the professorship that the faculty is vacating.
- D. If a faculty member resigns from a professorship, the professorship shall become vacant as of the effective date of the resignation. The home department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the professorship that the faculty is vacating, and attach the faculty member's letter or resignation for the professorship.
- E. If the relevant dean determines that an incumbent has failed to fulfill the obligations of the



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professorship with due process, the Dean may recommend to withdraw the professorship. Failure to maintain requirements include not maintaining enough level of research and creative endeavors, teaching, and professional service activity comparable to those stated in the selection criteria, or not engaging in these prescribed activities due to an extended illness (beyond one year). The Dean shall request that the Provost and Vice President for Academic Affairs and the President of the University reconvene the University Selection Committee to hold appropriate hearings to determine the proper course of action relative to the continuance or termination of the professorship.

Per the Board of Regents Support Fund Endowed Professorships Subprogram Policy for endowments matched in FY 2016-17 or later, if the professorship endowment is not filled, remains vacant within four years of matching, or remains vacant for up to three years of most recent faculty holder the University shall submit in writing a request to retain the matching BORSF funds. For endowments matched before FY2016-2017 and vacant more than two years, the campus shall notify the initial donor with plans to fill the professorship and solicit the donor's preference as to how to proceed with the fund.