

**SUBJECT: Endowed Professorship Guidelines\***

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1 According to the philosophy statement that appears in the LSU Eunice catalog, “the University  
2 strives to provide educational programs and related services which reflect and respond to the  
3 diversified interests, aptitudes, talents, needs, and goals of its constituency.” LSU Eunice seeks to  
4 meet these educational and cultural needs by attracting and maintaining an outstanding faculty that  
5 will provide a quality educational experience for all students.  
6

7 The endowed professorship program is a major effort by the university, the community, the LSU  
8 Board of Supervisors, and the Louisiana Board of Regents to demonstrate commitment to quality  
9 of instruction by recognizing and fostering faculty excellence in professional projects/research that  
10 goes beyond instructional responsibilities. Money has been donated by community sponsors, the  
11 United States District Court, and the Board of Regents for these awards.<sup>1</sup> The distribution of these  
12 awards will follow the guidelines set forth by the Board of Regents, the LSUE Foundation, and by  
13 the current policy statement.  
14

15 By September 30<sup>th</sup> of each year, the chair of the Selection Committee for Endowed Professorships  
16 will distribute a memorandum to the faculty regarding endowed professorships. This memorandum  
17 should include information explaining the professorships and identifying the awards to be granted,  
18 the amount of each award for that particular year, and the application process. The amount of each  
19 award will be based on interest generated by the funds, as well as fund performance.  
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21 **Eligibility**

22 To be eligible to apply for an endowed professorship, a faculty member must meet the following  
23 criteria:  
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- 25 1. Hold faculty rank at LSU Eunice.
  - 26 2. Be employed on a full-time basis.
  - 27 3. Be on a tenure track.
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29 Division/unit heads, full-time directors, and executive administrators are not eligible.  
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<sup>1</sup> The donors have specified how the award money is to be used:

- Two Lafayette General Medical Center Endowed Professorships, awarded for nursing;
- The Opelousas General Hospital Endowed Professorship, awarded for science in support of nursing;
- The Fritz Lang Endowed Professorship, awarded for science in support of agriculture;
- The BellSouth, Atmos Energy, CenturyTel, CLECO, Entergy Louisiana Endowed Professorship, awarded for public policy.
- Two Train Derailment Endowed Professorships from the United States District Court, Western District of Louisiana, Lafayette-Opelousas Division, awarded in any of the disciplines of Science, Health and Safety, Economics, or Public Policy.

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**Application Process**

- 31 1. A member of the faculty must notify the Vice Chancellor for Academic Affairs in writing  
32 stating his/her intention to apply for the Endowed Professorship Award. This letter is to be  
33 submitted to the Vice Chancellor for Academic Affairs no later than October 31<sup>st</sup>.  
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- 36 2. No later than November 15<sup>th</sup> the Vice Chancellor for Academic Affairs will verify the  
37 eligibility of the applicants and notify them of their status. Copies of notification must be sent  
38 to the chair of the Selection Committee.  
39
- 40 3. Once eligible faculty have been determined, the committee chair will schedule a meeting  
41 for all eligible applicants to discuss the policy and process as well as answer any questions  
42 the applicants may have. This meeting will be scheduled prior to December 8<sup>th</sup> and  
43 attendance is mandatory for faculty submitting a proposal.  
44
- 45 4. No later than January 20<sup>th</sup>, applicants must submit the following to the Vice Chancellor for  
46 Academic Affairs:  
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  - 48 a) A current curriculum vita.
  - 49 b) A proposal for the use of funds. The proposal must include the information as outlined  
50 in this document in the Selection Process section.
- 51  
52 5. The Vice Chancellor for Academic Affairs will forward the applicants' materials to each  
53 member of the Selection Committee for Endowed Professorships within one week of  
54 receiving them.  
55

**The Selection Committee**

56 The Selection Committee will be comprised of the following members:

- 57 A. Director of Grants and Development – Chair (non-voting member).
- 58 B. Head of the academic unit or division from which the endowed professorship(s) will be  
59 awarded. Academic unit heads will be non-voting members serving in an advisory role.
- 60 C. The Vice Chancellor for Academic Affairs serves as an ex-officio member.
- 61 D. One member each from the Library and the Division of Liberal Arts; two members from the  
62 Division of Sciences; and three members from the Division of Health Sciences and Business  
63 Technology (two Health Sciences representatives and one Business Technology  
64 representative). The faculty representatives and one alternate will be elected by each academic  
65 unit or division at the beginning of the fall semester. A faculty member who submits a proposal  
66 cannot serve on the Selection Committee.
- 67 E. A representative from the LSUE Foundation serves as a non-voting participant.  
68  
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**Selection Process**

70 The applicants' materials will be evaluated by the Selection Committee for Endowed  
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72 Professorships. The committee meetings will be closed to all except the committee members  
73 designated by the policy statement.

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75 Scoring guidelines for the applicant's proposal will be as follows:

- 76  
77 1. Vita (10 points)  
78 2. Problem Statement (5 points)  
79 3. Project Description (15 points)  
80 4. Goals and Objectives (20 points)  
81 5. Timeline and Deliverables (15 points)  
82 6. Evaluation Plan (15 points)  
83 7. Detailed Budget (Use the Budget Form provided by the Chair of the Endowed  
84 Professorship Selection Committee.) (10 points)  
85 8. Benefits to Profession/University/Community (10 points)

86  
87 Composite scores and summary of reviewers' comments will be made available to all applicants  
88 upon request.

89  
90 No later than March 1<sup>st</sup>, the Selection Committee for Endowed Professorships will review  
91 applicants' materials and inform the Vice Chancellor for Academic Affairs of the selections. If a  
92 suitable application is not selected for a professorship that was vacant the previous year, the  
93 Selection Committee will reopen the application process with applications due March 21<sup>st</sup> and  
94 review completed by April 28<sup>th</sup>.

95  
96 **Duration, Distribution, and Conditions of Awards**

- 97 A. Each endowed professorship will be awarded for a period of one year.  
98 B. Recipients may re-apply in subsequent years.  
99 C. A recipient will not be granted two concurrent endowments.  
100 D. The award will become effective the following fiscal year, beginning July 1 and ending June 30.  
101 E. The award may be used for salary supplements and for expenses directly related to the  
102 recipient's project. Order supplies and equipment outlined in the project budget prior to  
103 submitting the interim report.  
104 F. The university reserves the right to terminate the award if:  
105  
106 1. the recipient retires, resigns, or otherwise ends full-time employment status.  
107 2. the recipient fails to use the funds as described in the recipient's proposal, as determined  
108 by evaluation of the interim report (as noted below) by the Academic Unit Head and Vice  
109 Chancellor for Academic Affairs.

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111 Any funds not spent at the end of the fiscal year will be reinvested in the professorship account.

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- 113 G. Recipients of endowed professorships will submit an interim report (mid-point in project  
114 completion) delineating progress in meeting goals, timelines, and project deliverables. The  
115 interim report must contain a financial progress report. Recipients are required to submit a final  
116 report summarizing sponsored activities and evaluating the effectiveness of the endowed  
117 professorship program in supporting excellence in instruction, scholarly/research activity, and  
118 community/university service. Receipt of salary supplement (if salary supplement is included in  
119 project budget) will be contingent on making satisfactory progress in meeting project goals and  
120 objectives. The interim and final reports will be submitted to the Vice Chancellor for Academic  
121 Affairs, who will distribute copies to the head of the academic division from which the  
122 endowment was granted and to the grantor (LSUE Foundation) of the funds.
- 123 H. The selection committee chair will forward all funded application proposals to the library after  
124 completion of the selection process. These proposals will be maintained on file in the library for  
125 review by interested parties.
- 126 I. Each applicant selected to receive an Endowed Professorship must attend a training session  
127 that will be conducted annually in May.
- 128 J. Any variation in the use of funds from the original budget must be pre-approved by the Vice  
129 Chancellor for Academic Affairs. Requisitions to spend award funds must be reviewed by the  
130 Director of Grants and Development to ensure compliance with the project budget.
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- 132 Approved at Faculty Council Meeting of May 5, 2004.  
133 Approved at Faculty Council Meeting of August 14, 2000.