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3 **POLICY STATEMENT 62**
4 **ACADEMIC HONORIFICS: CHAIRS, PROFESSORSHIPS, LECTURESHIPS, AND**
5 **AWARDS**

6 **POLICY DIGEST**

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8 **Primary Monitoring Unit: Academic Affairs**
9 **Initially Issued: August 14, 2000**
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12
13 **I. PURPOSE**

14 To describe honorifics by which faculty and others may be recognized for academic
15 abilities or accomplishments. Academic honorifics include chairs, professorships,
16 lectureships and awards.
17

18 **II. DEFINITIONS**

19 **Additional Compensation.** Compensation above the employee’s base salary paid by LSU
20 Eunice from any source. Additional compensation is earned for performing specific
21 duties/services in addition to previously assigned duties.

22 **Award.** Usually a one-time cash amount, but sometimes merchandise or a permanent increase
23 in base salary given to employees selected in accordance with previously defined criteria and
24 procedures.

25 **Base Salary.** Permanent, ongoing compensation paid to a faculty member for services
26 rendered over a 12-month period for faculty employed on fiscal pay basis, or over a 9-month
27 period for faculty employed on academic pay basis.

28 **Chair.** A faculty position typically supported by an endowment of at least \$1 million or by a
29 similar level of annual University funding. Monetary considerations associated with chairs may
30 include salary support for the holder or funds to be spent on activities supporting the chair. Note:
31 References to chairs in this policy pertain to honorifics termed “chair” unless the term used is
32 “department chair/head” in which case it refers to the administrative leader of an academic
33 department, or is being used in reference to the head of a committee.

34 **Designated Honorific.** A chair, professorship, lectureship or award supported from University
35 funds or from annual gifts for these purposes and, under terms set by the LSU Board of
36 Supervisors, where there is no endowed support.

37 **Endowed Honorific.** A chair, professorship, lectureship or award supported by income
38 from an endowment fund.

39 **Faculty.** As defined by the *Bylaws and Regulations* of the LSU Board of Supervisors,
40 individuals appointed full-time at the rank of instructor and above, including those holding

41 joint appointments with other campuses.

42 **Full-time.** 100% effort constitutes full-time; any appointment less than 100% effort is
43 considered part-time for the purposes of this policy statement.

44 **Honorific.** Chairs, professorships, lectureships and awards may be referred to generically
45 in this policy as "honorifics."

46 **Lectureship.** An invitation carrying a substantial honorarium for a scholar of note to publicly
47 deliver one or more lectures.

48 **Professorship.** A faculty position, typically supported by an endowment corpus between
49 \$100,000 and \$1 million (or a similar level of annual University funding). Monetary
50 considerations associated with professorships may include salary support for the holder, or
51 funds to be spent on activities supporting the professorship.

52 **Recognized Support Organization.** An alumni organization recognized by the LSU Board
53 of Supervisors, or a foundation or entity organized by the alumni or other individuals
54 supportive of LSU Eunice, the charter of which specifically provides that the purpose of the
55 foundation or entity is to aid LSUE in a philanthropic manner.

56 **Salary Supplement.** A payment beyond salary, made by a Recognized Support
57 Organization to an LSU Eunice employee, for which the University is not obligated beyond
58 the period specified and that is not made in consideration for services rendered, but rather
59 as an incentive to encourage the employee to remain at the University, or as a recognition
60 of past services to the University.

61 **Summer Salary.** Salary paid between two academic years to a faculty member appointed
62 on a regular academic year (9-month) basis.

63 **Support Fund.** Funds used for expenditures supportive of an honorific, such as travel,
64 equipment, and salaries for assistants.

65 **III. GENERAL POLICY**

66 Honorifics will be utilized as means of reward, recognition, motivation, inspiration, academic
67 enhancement, economic development and fostering excellence in accordance with the terms
68 and conditions associated with the particular honorific. The creation of awards and lectureships
69 at the department, college or campus level must be approved by the Vice Chancellor for
70 Academic Affairs and Provost. The creation of chairs and professorships must be recommended
71 by the Vice Chancellor for Academic Affairs and Provost, the Chancellor and the President and
72 finally approved by the Board of Supervisors. The University reserves the right to decline any
73 proposal to endow or designate an honorific. Recommendations for creation of honorifics must
74 include:

75 A. Sources of Support:

76 1. University sources: allocation of University funds.

77 2. Recognized Support Organization: endowment, annual gift or one-time donation.

78
79 B. Classification of Honorific Being Created: chair, professorship, lectureship, or award.

80 C. Duration: single event, specific term or indefinite term.

81 D. Exact Title and Basis for Naming:

82 For clarity and consistency, a standard format for naming chairs and professorships will
83 be followed. The format comprises three elements, as follows:

84 _____(1)_____ (2)_____ (3)_____

85 (Name, usually of (honorific type, with (academic discipline) donor or honoree)
86 appropriate adjectives)

87 For example, "Fred C. Frey Chair of Southern Studies" or "Chevron Professorship in
88 Engineering." Use of the adjective "endowed" in the title is discouraged because it
89 unnecessarily lengthens the title. This format notwithstanding, strong donor preferences
90 will be honored.

91 All references to an honorific in the LSU Board of Supervisors' resolution to establish the
92 honorific, in subsequent personnel actions, in catalog entries and in other publications
93 must be uniform and consistent.

94 For endowments of \$1 million or more, or designated support at a similar level, the
95 honorific title usually should be "chair." Exceptions would include honorifics originally
96 termed professorships that have reached the \$1 million level through a number of
97 contributions and state matching grants. Such honorifics would remain titled
98 "professorship," or an approved variation, such as "university professor." Endowments of
99 less than \$1 million should be titled "professorship," or an approved variation of that
100 term.

101 E. Current Value to the Recipient:

102 1. Chairs and Professorships: Monetary consideration may take several forms
103 depending on the length of appointment to the honorific and whether there are
104 specific duties associated with holding the chair or professorship.

105 a. Support in the form of base salary (*Support in the form of base salary is charged
106 to object code 1110) may be paid if the holder is permanently appointed to the
107 chair or professorship, or the salary is permanently increased even if
108 appointment to the chair or professorship is temporary. Retirement contributions
109 must be made on any amount paid as base salary.

110 b. Support in the form of additional compensation (* Support in the form of
111 additional compensation for temporary additional duties during the academic
112 year or fiscal year is charged to object code 1060. If additional duties are
113 performed throughout the academic year or fiscal year, the additional
114 compensation may be paid as an administrative salary supplement charged to
115 object code 1050.) may be paid during the fiscal year or academic year as
116 appropriate if funds are allocated for this purpose for the period for which there

117 are specific additional duties associated with appointment to the honorific, such
118 as developing and directing an institute. Retirement contributions must be made
119 on additional compensation paid for services rendered.

120 c. Support may be provided in the form of summer salary (*Support in the form of
121 summer salary is charged to object code 1060.) for chair- or professorship-
122 related activity performed during the summer months by holders appointed on
123 academic year (9-month) pay basis. Retirement contributions must be made on
124 summer salary.

125 d. Support may be provided in the form of a salary supplement (*Support in the
126 form of a salary supplement is charged to object code 1090.) from funds provided
127 by Recognized Support Organizations for chair or professorship holders
128 appointed for a limited period and who are not assigned specific additional duties
129 associated with appointment to the chair or professorship. Retirement
130 contributions cannot be made on these salary supplements because the amount
131 is not permanent, nor is it for specific services rendered.

132 e. Support may be provided in the form of a support fund (The object code to which
133 expenditures from a support fund are charged depends upon how the funds are
134 used.) to be used for expenditures supportive of the purpose of the chair or
135 professorship, such as travel, equipment, and salaries for assistants.

136
137 2. Lectureships: The value to the recipient of a lectureship is established by approved
138 donor terms and conditions or, in the case of University allocations, the value is
139 established by the Executive Vice Chancellor and Provost through appropriate
140 administrative channels. Lectureships established after June 30, 1980 require a
141 dedicated support level of no less than \$2,000 annually.

142 3. Awards: The value to the recipient of an award is established by approved donor
143 terms and conditions or, in the case of University allocations, the value is established
144 by the Vice Chancellor for Academic Affairs and Provost through appropriate
145 administrative channels.

146 **IV. ENDOWED AND DESIGNATED CHAIRS AND PROFESSORSHIPS**

147 A. Proposal Process for Chairs and Professorships:

148 1. Chairs:

149 a. Proposal. A written proposal to be submitted to a donor for a gift for a new chair,
150 as well as a plan for the proposed chair, must be submitted to the Office of the
151 Vice Chancellor for Academic Affairs and Provost for approval prior to
152 presentation to the prospective donor. The proposal must include the academic
153 discipline, budgeted support, a statement indicating compliance with regulations
154 of the Board of Regents Support Fund (if a match will be sought) and the
155 proposed naming format. This review must take place in advance of presentation
156 to the donor in order to avoid adversely affecting a donor relationship by making
157 adjustments to a written proposal previously submitted to a donor.

- 158 b. Donor Agreement. Donor agreements for chairs must be approved by the Vice
159 Chancellor for Academic Affairs and Provost, as well as Recognized Support
160 Organizations as applicable, before submission to the donor for execution.
- 161 2. Professorships:
- 162 a. Proposal. Prior approval of proposals to be presented to prospective donors for
163 professorships is not required unless unusual terms or conditions are involved.
- 164 b. Donor Agreement. Donor agreements for professorships must be approved by
165 the appropriate dean/director or by the appropriate Vice Chancellor if the position
166 is not restricted to a college or school, as well as the applicable Recognized
167 Support Organization, before submission to the donor for execution.
- 168 B. Approval by Board of Supervisors: The creation and award of any endowed or
169 designated chair or professorship requires approval of the LSU Board of Supervisors.
170 The sources of funding and stipulations on the use of such funds must be approved by
171 the Chancellor through administrative channels. For those chairs and professorships that
172 will be supported by proceeds from the Board of Regents Support Fund, resolutions to
173 approve the establishment of chairs or professorships for presentation to the LSU Board
174 of Supervisors are prepared by the Office of Finance and Administrative Services. For
175 other chairs and professorships, the resolutions for presentation to the LSU Board of
176 Supervisors are prepared by the LSUE Office of University Advancement.
- 177 C. Documentation Requirements for Chairs and Professorships Funded in Part by the
178 Board of Regents:
- 179 1. The applicable policies of the Board of Regents shall govern the creation,
180 appointment and administration of endowed chairs and professorships supported by
181 matching funds from the Board of Regents Support Fund.
- 182 2. The Office of Finance and Administrative Services is responsible for the preparation
183 of documentation required by the Board of Regents to apply for state matching funds
184 and for the transmission of that documentation to the Office of the LSU System Vice
185 President for Academic Affairs.
- 186 3. The Office of the LSU System Vice President for Academic Affairs is responsible for
187 submitting the necessary documentation to the Board of Regents in accordance with
188 the due dates established by the Board of Regents.
- 189 4. Upon receipt of state matching funds from the Board of Regents, the Office of
190 Finance and Administrative Services deposits the matching funds and provides the
191 Board of Regents with the required documentation verifying that the funds were
192 deposited.
- 193 5. The Office of Finance and Administrative Services then transfers the state matching
194 funds to the LSU Eunice Foundation to be managed jointly with the private
195 contributions already on deposit with the LSU Foundation in accordance with the
196 Funds Management Agreement duly executed between the LSU Board of
197 Supervisors and the LSU Foundation.

198 6. The Office of Finance and Administrative Services is responsible for adherence to
199 the annual reporting requirements established by the Board of Regents for chairs
200 and professorships for which state matching funds were received.

201 D. Filling Chairs and Professorships:

202 1. Chairs: Chair positions for which matching funds have been provided by the Board of
203 Regents through the Board of Regents Support Fund must be filled competitively
204 through a national search utilizing a selection committee. At a minimum, the
205 selection committee must include an individual who is external to the campus and
206 who is a recognized expert/scholar in the general field of the chair, but who is not
207 affiliated with the private donor or the Board of Regents. Procedures for filling other
208 chairs must be submitted through appropriate administrative channels for approval
209 by the Vice Chancellor for Academic Affairs and Provost. The appointment of an
210 individual to a chair requires approval by the LSU System President through
211 appropriate administrative channels.

212 2. Professorships: Procedures for filling professorships must be submitted for approval
213 through appropriate administrative channels to the Vice Chancellor for Academic
214 Affairs and Provost. The appointment of an individual to a professorship requires
215 approval by the LSU System President through appropriate administrative channels.

216 **V. AWARDS**

217 Eligibility criteria and selection procedures for all awards are subject to approval by the Vice
218 Chancellor for Academic Affairs and Provost. Awards are to be made in accordance with
219 those procedures and subsequently reported to the LSU Board of Supervisors.
220 Information regarding nomination procedures and due dates for major faculty awards is
221 distributed by the unit responsible for coordinating the nomination and selection processes
222 for the various awards. This information is generally distributed early in the fall semester
223 with nomination packets due at the beginning of the spring semester. See Appendix 2 for a
224 profile of major university-wide awards. Note that recipients of university-wide awards are
225 not eligible to receive the same award more than once. Whether or not recipients of awards
226 restricted to a particular department or college are eligible to repeatedly receive the same
227 award is dependent upon the eligibility criteria associated with that particular award.

228

229 **VI. LECTURESHIPS**

230 Lectureships shall be awarded in accordance with University and state regulations
231 governing personal services contracts. Procedures for processing personal services
232 contracts are established and monitored by the Purchasing Office.

APPENDIX

LSU EUNICE NAMED FOUNDATION PROFESSORS

The LSUE Named Professorships (designated for specific academic focus) is an honorific title awarded in recognition of a faculty member who has a reputation for excellence in field of study.

REQUEST FOR NOMINATIONS

The call for nominations is issued by the Office of Academic Affairs, after notification from the LSU Eunice Foundation that funds are available.

ELIGIBILITY

The nominations shall be

- A. Hold faculty rank at LSU Eunice
- B. Be employed on a full-time basis
- C. Hold permanent position at LSU Eunice
- D. Meet criteria set forth by established Professorship/Chair

SELECTION PROCEDURES

Nominations will be reviewed by a special committee appointed by the Chair of the Division of Instructional Support and Development Advisory Council. The Committee's recommendations shall be submitted to the Vice Chancellor for Academic Affairs and Provost, who will review the nominations with the selection committee prior to submission of recommendations to the Chancellor, the President and the LSU Board of Supervisors. Final appointment of an individual shall be made by the Board of Supervisors.

MONETARY CONSIDERATION

Faculty named Professorships receive a base salary increase based on market conditions. Generally 60% of allocation is salary and 30% is research, travel, or other needs related to instruction.

TERM

Appointment as a Named Foundation Professor is ongoing unless the holder chooses to accept another named professorship or chair. A Named Foundation Professor who accepts another named professorship or chair automatically forfeits the Foundation Professorship and the associated academic support fund.