

SUBJECT: Endowed Professorship Guidelines

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
4 seeks to meet these educational and cultural needs by attracting and maintaining an
5 outstanding faculty that will provide a quality educational experience for all students.
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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
9 quality of instruction by recognizing and fostering faculty excellence in professional
10 projects/research that goes beyond instructional responsibilities. Money has been donated by
11 community sponsors, the United States District Court, and the Board of Regents for these
12 awards.¹ The distribution of these awards will follow the guidelines set forth by the Board of
13 Regents, the LSUE Foundation, and by the current policy statement.
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15 By September 30th of each year, the chair of the Selection Committee for Endowed
16 Professorships will distribute a memorandum to the faculty regarding endowed professorships.
17 This memorandum should include information explaining the professorships and identifying the
18 awards to be granted, the amount of each award for that particular year, and the application
19 process. The amount of each award will be based on interest generated by the funds, as well as
20 fund performance.
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Eligibility

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23 To be eligible to apply for an endowed professorship, a faculty member must meet the following
24 criteria:
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- 26 1. Hold faculty rank at LSU Eunice.
 - 27 2. Be employed on a full-time basis.
 - 28 3. Hold permanent position at LSU Eunice.
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30 Division/unit heads, full-time directors, and executive administrators are not eligible.
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Application Process

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¹ The donors have specified how the award money is to be used:

- Two Lafayette General Medical Center Endowed Professorships, awarded for nursing and allied health sciences;
- The Opelousas General Hospital Endowed Professorship, awarded for science in support of nursing (and other medical fields);
- 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 discipline.

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- 33 1. A member of the faculty must notify the Vice Chancellor for Academic Affairs in writing
34 stating his/her intention to apply for the Endowed Professorship Award. This letter is to
35 be submitted to the Vice Chancellor for Academic Affairs no later than October 31st.
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- 37 2. No later than November 15th the Vice Chancellor for Academic Affairs will verify the
38 eligibility of the applicants and notify them of their status. Copies of notification must be
39 sent to the chair of the Selection Committee.
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- 41 3. Once eligible faculty have been determined, the committee chair will schedule a meeting
42 for all eligible applicants to discuss the policy and process as well as answer any
43 questions the applicants may have. This meeting will be held prior to December 8th.
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- 45 4. No later than January 20th applicants must submit the following to the Vice Chancellor
46 for 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
50 outlined in this document in the Selection Process section.
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- 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.
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The Selection Committee

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

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

71 The applicants' materials will be evaluated by the Selection Committee for Endowed
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:

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

87 Note: Effective use of previously awarded Endowed Professorships funds will be taken into
88 account.

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90 Composite scores and summary of reviewers' comments will be made available to all applicants
91 upon request.

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

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99 **Duration, Distribution, and Conditions of Awards**

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

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

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118 G. Recipients of endowed professorships will submit an interim report (mid-point in project

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