

Title: Endowed Professorship Policy
Effective Date: March 20, 2023
Date of Last Revision:
Cancellation: N/A
Office: Academic Affairs

Endowed Professorship Policy

I. Introduction

This policy provides for the establishment of endowed faculty professorships at the college to recognize the distinguished achievements of faculty currently at the college and those faculty the college wishes to recruit. The goals of the Central Louisiana Technical Community College Endowed Professorship program are:

- To assist the recipient in making greater contributions to their field of study and educational mission of the College;
- To bring the College faculty, business and community leaders together in recognition of the importance of maintaining high quality instruction, scholarly activity, and support for the college curriculum; and
- To fulfill the expressed intentions of the benefactors.

II. Establishment

The Board of Regents originally established an Endowed Professorship Program in 1990-91 with the following directive: *"The objectives of this program are "to enhance the quality of higher education and to promote the economic development of Louisiana."* In accordance with this directive, Central Louisiana Technical Community College (CLTCC) and its Foundation provide endowed professorships in accordance with College, Foundation, and Louisiana Board of Regents guidelines. Endowments for professorships consist of private donations matched with State funds awarded by the Board of Regents.

III. Eligibility

To be eligible to apply for an endowed professorship award, an applicant must be an existing faculty or outside applicant who meets the following criteria:

- A faculty member must have full-time teaching responsibilities at the College and must hold a minimum ranking of Instructor. All faculty will be required to demonstrate one or more of the following criteria: significant relevant experience, relevant service, leadership, and effective instruction in the area the endowed professorship is offered. Faculty applicants that already additionally serve as committee chairpersons, department chairs, program coordinators in the various academic divisions, majors and programs that receive no more than 40% total reassigned time will be eligible for selection.
- An outside applicant may be an existing part-time faculty member, staff member, outstanding visiting faculty, or a person from the desired professional community. All these applicants must also demonstrate one or more of the following criteria: significant relative experience, relative service, leadership and the ability to be an effective instructor to be considered for selection. Their qualifications and expertise must be satisfactory to be eligible to be appointed to faculty. Further, any outside applicants must demonstrate in their application materials that successful attainment of this position ensures appropriate time commitments to the position and the College to service the requirements of the position granted.

In a case in which the donor of the endowed professorship award places restrictions that conflict with these eligibility criteria, the procedures will be modified to be consistent with the donor's restrictions or the donation will be rejected, at the discretion of the College.

IV. Application, Selection, and Appointment Process

- i. A call for nominations and applications is announced for each Endowed Professorship.
- ii. Nominees/Applicants must submit a portfolio (see requirements below).
- iii. Individual Selection Committees for each Endowed Professorship will be established. All applicants' materials will be reviewed and evaluated by the College Endowed Professorship Selection Committees. Each selection committee will be comprised of the following members:
 - Three ad-hoc faculty committee members consisting of: two (2) faculty representatives from the relevant divisions in which the professorship will be awarded and one (1) additional faculty outside the division of the professorship.
- iv. The Selection Committee will forward the recommendation and application to the Dean of the Division for endorsement of the recommendation.
- v. The Selection Committee will forward their recommendation to the Vice Chancellor of Academic Affairs (VCAA) for feedback and endorsement.
- vi. Applicants will be notified in writing of the final decision concerning the award process by the Office of Academic Affairs and will coordinate with the Office of Institutional Advancement and/or Foundation for notification to the benefactor and any additional notifications needed.
- vii. Note: The application process may be modified in circumstances where the awarding of the endowment is best served by a direct appointment process. All recommendations to the

Vice Chancellor of Academic Affairs for direct appointment must describe how the candidate exceeds the conditions associated with the endowment and establish why a direct appointment best serves the endowment and the college.

V. Portfolio Requirements

The portfolio should include:

- A complete and current curriculum vitae (Outside applicants must include copies of relevant credentials and qualifications and be prepared to further submit these documents to enable formal faculty credentialing);
- A minimum of two (2) and no more than three (3) letters of support (from colleagues, supervisors, business/industry associates, professional associates, etc.);
- A plan of action detailing how the applicants intend to make greater contributions to their field of study or the mission of the College, their intended arrangements for collaborations inside and outside the College, and their fulfillment of the benefactor's intentions.
 - They should include in detail: 1) deliverables, outcomes, and benefits as a result of professorship funding, and 2) expected outcomes of the proposed funding. This plan of action should address the enduring quality of contributions and the future contributions to the profession that are planned if he/she is awarded this professorship.

VI. Portfolio Assessment

The criteria for assessing the portfolio will be as follows:

- *The Depth, Scope, and Quality of Contributions*
 - Wide-reaching effects of contributions, as evidenced in the quality and diversity of the support statements received;
 - Intended contributions and project plan;
 - Previous recognition of contributions, as demonstrated by other awards and honors documented in the applicant's vitae;
 - Professional public visibility of contributions, as demonstrated by publications, presentations, invited lectures, appointed and elected positions held, and other information in the applicant's vitae;
 - Contributions in more than one of the areas of administration, education, practice in the field, and research, as documented in supporting statements and in the applicant's vitae;
 - Sustained and continued contributions, as demonstrated in the applicant's vitae;
 - Qualitative effects of contributions in one or more areas of administration, education, practice in the field and research, and/or the image of the profession; and
 - Enduring quality of contributions or potential contributions to the profession.
- *The General Esteem in Which Applicant is Held by Peers*
 - Favorable comments made in the support documentation and sources of the comments; and
 - Collective, favorable judgment of the Selection Committee.

VII. Use of Distribution for Endowed Funds

- The CLTCC Foundation Board of Directors determines the amount of each award annually. In general, the total amount will be based on investment performance of the endowment and other fiscal factors.

- Each endowed professorship will be awarded for the stipulated period of three (3) years, unless otherwise specified by the College or restricted to a varying term nominated by the donor. Generally, an outside applicant or faculty member will not be named to an endowed professorship for consecutive terms. However, the Selection Committees may make exceptions to this rule as required by donor restrictions or for other compelling reasons.
- Award recipients may reapply in subsequent years.
- Unless explicitly precluded by the gift agreement, endowment earnings may also be used to establish a visiting faculty appointment, or for support of a salary supplement (stipend), subject to approval by their Dean and VCAA and determined before the posting of the Endowed position.
- The remaining Endowment earnings may be used for:
 - i. Research and teaching support materials (e.g., print materials, biological specimens, computer software, art supplies, etc.);
 - ii. Travel expenses;
 - iii. Equipment supporting the chair holder and/or his/her research or field of study;
 - iv. Graduate assistant stipends;
 - v. Staff and/or student wages;
 - vi. Office supplies, miscellaneous services and materials unique to the goal of the endowment
 - vii. Journal subscriptions (The subscription must be an institutional subscription);
 - viii. Institutional memberships/certifications/dues/fees (Payments for non - transferable memberships, certifications, etc., are unallowable);
 - ix. Licenses/permits (non - personal);
 - x. Communications costs (telephone, cell phone, postage) beyond normal position;
 - xi. Testing, medical and/or diagnostic laboratory fees;
 - xii. Incidental rental of space and/or equipment;
 - xiii. Honoraria, fees for invited speakers and/or scholars - in - residence supporting scholarly interests of the chair holder.
- Endowment earnings may not be used for general operational costs of the institution, college, or department, including repair and maintenance, construction and renovation, or standard office/laboratory equipment. If a cost or category of costs is typically borne by the campus, college, or department for non-endowed faculty, it should also be borne for an endowment holder.
- Funds must be expended in accordance with State and College guidelines.
- Funds must be expended during the duration of the professorship and may not be held for future expenses not related to the goals of the professorship.

VIII. Dis-establishment of Endowed Professorship

The College reserves the right to terminate the award based on any of the following:

- The recipient retires, resigns, or otherwise ends full-time employment;
- The recipient's actions are not appropriate as a representative of the College;
- The recipient fails to use the funds as described in the submitted proposal or fails to fulfill the obligations of the professorship;
- The VCAA determines that circumstances exist that deem it necessary to terminate the award;
- Any funds remaining in an award after completion or termination will be reinvested in the professorship account; or
- During periods of time in which an endowed professorship is not occupied (e.g., during a search), the income from the endowment may be used for any purpose consistent with the endowment agreement if such use is approved by the appropriate consultative body, department chair (or program coordinator), Dean, and the VCAA.

IX. Reporting and Implementation of Professorship

- The recipient will provide a detailed project plan for the duration of the professorship with an attached budget including any use for base or supplemental salary (approved prior to professorship announcement) to be reviewed and approved by the respective Dean and VCAA before execution of funds.
- The recipient will provide an annual report in May of each year of the professorship to the respective Dean, the VCAA, and the Office of Institutional Advancement in accordance with the submitted project plan. It should also include a reconciled budget for the year. Endowed Professors will also be required to participate in donor recognition activities. The CLTCC Foundation provides information regarding donor recognition activities.

The VCAA and Vice Chancellor for Institutional Advancement (VCIA) are able to initiate review of the policy and procedure at least annually. Such a review is to ensure that the policy and procedure are meeting the needs of the Endowed Professorship as envisioned by the Board of Regents and satisfies the needs of the selection committees in making appropriate informed decisions.

X. General Timeline

A timetable of events will be created and published by the Office of Academic Affairs to guide this process and will follow the general sequence as below inserting appropriate dates each year.

April	Vice Chancellor for Academic Affairs announces availability of Endowed Professorships.
June	Letters of application/nomination must be submitted to the Office of Academic Affairs.
July	Selection committee is formed. The Office of Academic Affairs will hold a meeting for all eligible applicants to explain policy, selection process and timeline for submission of all portfolio materials.
July	Selection Committees review portfolios.
August	Decisions of Selection Committees communicated to the Dean of the Division for feedback and recommendation. The selection committee will forward their recommendation to the Vice Chancellor of Academic Affairs (VCAA). Applicants will be notified in writing of the final decision concerning the award process by the Office of Academic Affairs and will coordinate with the Office of Institutional Advancement for notification of the benefactor and any additional notifications needed.
Fall Convocation (August)	Awards announced.

Attachments

Reference:

n/a

Policy Reference:

Louisiana Board of Regents Endowed Professorships Program Policy

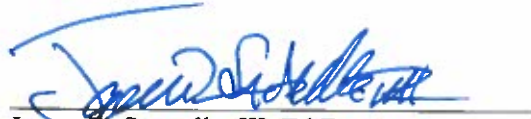
<https://web.laregents.org/wp-content/uploads/2009/07/BoRSF-EP-Policy-Rev-11-16.pdf>

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
x	Policy Review Committee	March 20, 2023	March 20, 2023	March 20, 2023

Chancellor's Signature/Approval

SIGNATURE:



James R. Sawtelle, III, Ed.D.
Chancellor

DATE:

3/20/23

Final Distribution:

Distribution: Electronic: posted to CLTCC website and sent via email to College personnel

Hard copy: _____