



POLICY TITLE
Endowment Policy

POLICY NUMBER
1-015

Responsible Unit: <i>Office of Academic Affairs</i>	Effective Date: <i>04/16/2021</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Academic Affairs</i>	Origination Date: <i>12/21/2020</i>

I. POLICY STATEMENT AND RATIONALE

Southern University and A&M College at Baton Rouge (SUBR) is one of the five (5) colleges in the only Historically Black University system in the nation. The original policy and revisions to the Policy on Endowed Faculty and Chairs is a Southern University System policy. While the proposed Endowment Policy for SUBR is aligned with the original System's Policy, adjustments are proposed to accommodate for the specific needs of the SUBR campus.

A faculty member's designation as endowed professor or endowed chair constitutes the highest honor. Therefore, it is essential that standardized policies and procedures govern such appointments. The purpose of endowments is to recruit expert faculty and retain high-quality faculty members by recognizing the individuals who excel in their disciplines.

Endowed Chairs/Professorships are typically awarded on a competitive basis to current full-time faculty members based on merit. However, to recruit or retain outstanding faculty, an endowment may be awarded on a non-competitive basis. The term for all Endowment Awards for Chairs/Professorships is three years. However, an endowed chair and/ or professor recruited in the second year of the endowment is two years, while the third year appointment is for one year. An

incumbent may apply for the aforementioned terms and may hold a professorship multiple times, provided a regular review is conducted every three years and the incumbent demonstrates a high level of performance according to the department's standards, the respective college, and the proposed Endowment Policy for SUBR.

II. POLICY SCOPE AND AUDIENCE

The recipient of an endowment must hold rank as a faculty member. Endowments are granted to tenured or tenure-track faculty members. Deans, Associate Deans, Department Heads, and program coordinators who are also tenure-track faculty members are eligible for endowments. Chairs/Professorships are designated specifically for outstanding teaching, and continuing faculty who hold academic rank from the instructor to the full professor. Endowed Chairs/Professorships awards primarily recognize achievement in research and creative endeavors, scholarship or creative works, teaching, accreditation and related planning and assessment endeavors, or professional service throughout the previous three calendar years.

Should a faculty member holding an Endowed Chair/Professorship assume a full-time administrative position within the University, they may finish the term of the award if they choose to do so. Faculty members remain eligible for renewal of the Endowed Chair/Professorship by continuing to achieve excellence in accordance with departmental and college guidelines.

Demonstration of excellence is documented through significant intellectual contributions and primarily through professional publications or creative works: conference proceedings of local, national or international scope; books or original works by influential publishers; articles in reliable peer-reviewed journals; exhibitions or performances at major venues; and other forms of substantial scholarly work are commonly recognized within the academic community. Signature initiatives such as the establishment of institutes and centers as well as externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or significant foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes professional publications about learning and instruction scholarship in respected peer-reviewed journals and national scope conference proceedings. Further demonstration of teaching accomplishments may consist of other forms of scholarship that focus on teaching, such as engaging in service-learning, research and creative endeavors, pedagogical approaches, mentoring students, and integrating technology (including e-learning). Teaching practices, active engagement in planning and assessment endeavors at the department, college, and/or institutional levels, supporting student success in learning, research, creative endeavors, and requiring undergraduate and graduate students in research and creative endeavors are essential as well. Excellence in professional service consists of leadership-type projects at the community, state, regional, or national levels. These include substantial contributions that advance economic development initiatives and cultural and educational contributions, contributing to the growth of the University and State.

A donor may establish an endowment with specific selection criteria and expectations for its holder. Typically, a faculty member/chair holds a single endowment. The College's Department and Dean in conjunction with the Office of Academic Affairs will oversee the screening and selection process.

- Annually, in the fall semester, the Office of Academic Affairs shall distribute a list of vacant Endowed Chairs and Professorships whose terms expire at the end of that academic year's three-

year period to the College Deans. Each College Dean will distribute the list of vacant endowments to all Department Chairs and Faculty Members in the college.

- During the spring semester, an interested Faculty Member will submit an application for an Endowed Chair and/or Professorship through their academic department based on the guidelines contained in this proposed endowment policy for the SUBR campus. The Department Chair forms a Departmental Screening Committee, whose recommendations are forwarded to the college Dean. The Dean forms a College Screening Committee, whose recommendations are forwarded to the Office of Academic Affairs, which then submits a consolidated listing of the colleges' recommendations for approvals by the Executive Vice Chancellor, President-Chancellor and the Southern University Board of Supervisors. The endowments are not officially granted until they have been Board-approved and only then can they be awarded by the Office of Academic Affairs.

III. POLICY COMPLIANCE

Responsibilities of the Holder:

1. Send 'Thank you' notes/letters to the donor(s) in writing by **October 1**.
2. Participate wholly in the academic activities of the academic unit in which the Endowed Chair/Professorship is assigned.
3. Expend the available support supplemental funds (if applicable) annually, including equipment, supplies, travel, and student labor upon the approval of the Office of Academic Affairs for the academic year, no later than **April 1**.
4. Provide the Office of Academic Affairs with an annual report of academic activities undertaken during the Endowed Chair/Professorship by **May 1** of each year. The Office of Academic Affairs will keep copies of the annual report on file for at least five years.

Responsibilities of the Office of Academic Affairs:

1. The Office of Academic Affairs shall provide the endowment faculty holders, department chairs and deans with the total amount of funds available for expenditure in the current year, including salary supplement and support supplemental funds (if eligible) in writing by **September 1**.
2. The Office of Academic Affairs shall notify the holder of the permissible uses for the expendable fund, including the support supplemental funds allocation (if there are enough funds available) by **April 1** of each year.
3. The Office of Academic Affairs shall be responsible for the awardee receiving the salary supplement by **July 1**.
4. The Office of Academic Affairs will review the established goals and related activities for the Endowed Chair or Professorship, including the annual faculty evaluation procedure. Failure to meet the appointment conditions of the annual evaluation can result in the termination of the Endowed Chair or Professorship.
5. Endowed awards can be revoked by the Chief Academic Officer, if the awardee/appointee has failed to fulfill the appointment's expectation based on the annual assessment that has been reviewed by a subject-matter committee.

Letter of Appointment:

After the Southern University Board of Supervisors approves Endowed Chairs and Professorships, the Office of Academic Affairs shall send a letter of appointment to the

appointee, which details and emphasizes commitments, contributions, and expectations. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee
3. Degree of control the appointee will have to accomplish the stated goals
4. The standards and criteria to be met by the appointee
5. The applicable annual and other potential evaluations, accountability, and review standards
6. The appointment letter shall be signed by the Senior Associate Vice Chancellor for Academic Affairs (or the designee).
7. The appointee shall indicate acceptance by affixing his/her signature where appropriate on the letter of appointment and returning it to the Office of Academic Affairs.
8. Copies of the signed letter of appointment shall be forwarded to the President-Chancellor, Executive Vice Chancellor for SUBR, the Executive Director of the Southern University Foundation, the Vice Chancellor for Finance and Business Affairs, and the Office of Human Resources.

Termination Procedure:

Resignation of an endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of SUBR
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by SUBR
4. Failure to fulfill obligations of the endowed position or maintain an overall level of service and activity comparable to that presented for selection
5. An extended absence due to illness or some other reason (beyond one year)

Financial Accountability:

The Executive Director of the Southern University Foundation shall report the actual and projected earnings for each Endowment account to the System's Vice President for Finance and Business Affairs, SUBR's Vice Chancellor of Finance and Administration, and the Office of Academic Affairs, before the start of SUBR's fiscal year. The Executive Director of the Foundation, working collaboratively with the SUBR Office of Academic Affairs, Executive Vice Chancellor, and the President-Chancellor, encourages the re-investment of a certain percentage of the interest-earning to aid the increase of the principal of the endowment funded over time, off-setting inflation. The Vice President for Finance and Business Affairs in conjunction with SUBR's Vice Chancellor for Finance and Administration shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and allocate available funds, as applicable to the SUBR campus. SUBR is then authorized to expend the funds under Louisiana law, Foundation rules and regulations, and the applicable endowment agreement. The Office of Academic Affairs shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, and President-Chancellor, via the System's Vice President for Finance and Business Affairs. Funds are dispersed by fiscal year, and the awards and appointments will also occur during the academic fiscal year. The expenditure of funds shall at all times be consistent with the Southern

University System Foundation investment policy. See policy annexed hereto as "Attachment A."

1. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed professorships.
2. Endowment interest will be used as a salary supplement, plus fringe benefits within the range of 4% of total investment income per annum for recipients of endowed chairs.
3. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
4. The Office of Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and Professorships based on the amount of approved funding. As stated below:
 - a. Endowment interest will be used as a salary supplement plus fringe benefits.
 - b. Any endowment interest within 4% of total investment income may be used to support supplement expenses, including equipment, supplies, travel, and student labor, upon approval of the Office of Academic Affairs, Executive Vice Chancellor, SUBR's Vice Chancellor for Finance and Administration, the System's Vice-President for Business and Finance, and the President-Chancellor.
5. Additionally, monthly timesheets are not necessary. All Endowed Chairs and Professors are required to submit an annual report, according to the campus guidelines and the specifics detailed in their award letter, and, upon approval of their annual report, complete the necessary process for their annual payment in July.

IV. POLICY DEFINITIONS

- The **Endowed Professorship Program** was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section 1 of Acts 1983, No. 668, utilizing monies appropriated annually by the State Legislature. The SUBR policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements SUBR's campus.
- The **Endowed Chair** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Chair's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Chair's holder.
- The **Endowed Professor** appointment is up to three consecutive years. The Office of Academic Affairs determines the Endowed Professorship's term, based on the recommendation of the Departmental chair's selection committee and the college Dean's selection committee's recommendation. The appointment is renewable based on the results of the annual performance review of the Endowed Professorship's holder.

V. POLICY IMPLEMENTATION PROCEDURES

The awarding of the Endowment of Chairs and Professorships to the faculty include standardized procedures, which are as follows.

A. Applications

An applicant for an endowment submits the following materials to the Office of Academic Affairs by way of their respective college dean:

1. Cover letter of the applicant's qualifications for the award.
2. Their vitae focusing on the last three years (July 1 – June 30) including:
 - a. personal data
 - b. educational background
 - c. employment history
 - d. professional publications in complete bibliographic form (denoting peer-review journals and providing acceptance rates or other indications or evidence of journal competitiveness, where possible). When including works in progress, provide proof 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, accreditation, and community service
3. Professional publications from the last three years
4. Professional service activities that the applicant wish to provide
5. Other materials as appropriate for the specific chair/professorship
6. Three letters of recommendation to analyze the quality of the individual's scholarly or artistic work, with specific reference to its impact on the field, and an explanation of each referee's personal or professional relationship to the nominee
 - a. One must be an external letter (from outside the University) of appraisal from a prominent scholar qualified to evaluate the nominee
 - b. College Screening Committee members cannot write letters of support for nominees

B. Department Screening Committee

1. The Screening Committee for an Endowed Chair/Professorship, membership shall include:
 - a. The chair of the department serving as chair of the committee.
 - b. Tenured faculty members appointed by the department chair.
2. The department chair shall ensure no conflicts of interest between Screening Committee members and the Endowed Chair/Professorship applicants.
3. If multiple Endowed Chairs/Professorships in a department are open for application each year, the department chair may elect to form one Screening Committee to consider all applicants for those Endowed Chairs and Professorships.

C. Department Screening Committee Procedures

1. The department chair will review the applications through an online application process
2. The department chair will then call a meeting of the Department Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The department chair will forward the recommendations of the committee via letter to the dean of the college. That communication will include:
 - a. Department Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

E. College Screening Committee Procedures

1. The College Screening Committee for an Endowed Chair/Professorship membership shall meet the following requirements:
 - a. The dean of the college will chair the committee
 - b. Tenured faculty members will be appointed by the dean
2. The dean shall ensure no conflicts of interest between College Screening Committee members and the Endowed Chair/Professorship applicants
3. If multiple Endowed Chairs/Professorships in a discipline or department are open for applications each year, the dean may elect to form one College Screening Committee to consider all applicants for those Endowed Chairs and Professorships

F. College Screening Committee Procedures

1. The dean will review the applications through an online application process
2. The dean will call a meeting of the College Screening Committee to review the applications
3. The committee will vote by confidential ballot
4. The dean will forward the recommendations of the committee **via letter** to the Office of Academic Affairs. That communication will include:
 - a. College Screening Committee members
 - b. All applicants with an indication that the Screening Committee has deemed qualified for the chair/professorship
 - c. Committee's ranking of the candidates deemed qualified
 - d. Ballots (including any proxy votes)

There are three situations in which a Screening Committee does not review applications:

1. When, with the approval of the Senior Associate Vice Chancellor for Academic Affairs, Executive Vice Chancellor, and President-Chancellor, the Endowed Chair/Professorship is used to recruit a new faculty member. In such a case, the departmental search committee will substitute for the Screening Committee
2. When a dean is an applicant
3. When the renewal of a non-competitively awarded endowment is considered

G. Office of Academic Affairs Procedures

The standard procedure involves the Office of Academic Affairs making its recommendation to Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors for approval. The regular procedure of the Office of Academic Affairs is as follows:

1. The Office of Academic Affairs shall forward the names and award amount of the prospective candidates to the Executive Vice Chancellor, the President-Chancellor, and the Southern University Board of Supervisors
2. Upon approval of the nomination from the President-Chancellor and the Board of Supervisors, the Office of Academic Affairs shall notify the relevant dean and faculty member to whom the Endowed Professorship/Chair was awarded

VI. POLICY RELATED INFORMATION

There is no additional policy-related information.

VII. POLICY HISTORY AND REVIEW CYCLE

The Endowed Professorship and Chair policy was originated on March 18, 2016 as a System's policy. The last revision to the System's policy was completed on September 1, 2017. This new SUBR campus proposed policy will be effective beginning February 1, 2021, upon the approval of the Southern University System Board of Supervisors and the President-Chancellor of the Southern University and A&M College System.

The major changes from the original System policy are as follows:

1. A current SUBR campus donor requested an increase to the salary supplement. To accommodate possible requests from other donors and to fulfill this request, the following is being proposed:
 - a) Salary supplement expenses changed in range from \$5,000 to \$15,000 annually for an Endowed Professorship
 - b) Salary supplement expenses changed in the range from \$50,000 to \$60,000 annually for an Endowed Chair
2. Support supplement expenses changed in range from \$2,500 to \$5,000
3. While the Holder of an Endowed Professorship/Chair award was previously being distributed in accordance with a calendar year, and we are proposing that changes be made to adhere to the academic year

VIII. POLICY URL

Southern University Policies and Procedures: <https://www.sus.edu/page/su-board-policies>

IX. POLICY APPROVAL



Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College

Effective Date of Policy



The Honorable Attorney Domoine D. Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy