

## Northwestern State University (NSU) Endowed Professorship (EP) Policy and Procedure

### INTRODUCTION

An endowed professorship is the highest academic award bestowed on a faculty member at Northwestern State University. The award is an honor for the named recipient and also an enduring tribute to the donor.

Endowed professorships are crucial for recruiting and retaining exemplar faculty members whose accomplishments in teaching, research, and/or service activities enrich the academic environment of a department, college, university, or the state. As a result of funding provided by endowments, the quality of higher education in specific programs is enhanced, and economic development in the community, region, or state is promoted.

An endowed professor can touch the lives of many students through coursework, mentoring, or scholarship. Often, students work with endowed faculty to inspire innovation and creative ideas or to solve particular problems or issues and/or gain advancements in a particular field of study.

### ENDOWED PROFESSORSHIPS FUNDING

EPs are created from funding donated to NSU, and matched by Board of Regents Support Funds per Board of Regents EP Policy. State procurement laws must be followed by EPs when using these funds. Guidance on locating State procurement rules and regulations can be viewed in the [Purchasing Policies and Procedures User Guide](#) found in the Purchases section of the Business Affairs Policy and Procedures User Guides.

### ENDOWED PROFESSORSHIP AWARDS

EPs are awarded to faculty on a competitive basis for terms of one year or more. A limited number of EPs are awarded non-competitively at the direction of the donor, college, or university to advance the mission of the respective college, department, or university. A faculty member may hold only one endowed professorship at a time. The tenure of the NSU EP award is usually two or three years if the faculty member continues to demonstrate a high level of performance in achieving the EP's goals. All awards are reviewed annually to ensure faculty are meeting the goals of the submitted EP application--the premise for the award. A professorship award carries supplemental financial support, determined annually based on the investment performance of the University's endowment. Therefore, the professorship monies may change during the term of the award. In certain cases, as determined by the College Professorship Selection Committee, and approved by the Council of Academic Officers, revenues produced by an EP may be used to fund department or college-specific travel, faculty research, or other needs that enhance the quality of education in the respective department or college.

## CONFIGURATION OF ENDOWED PROFESSORSHIP AWARDS

There are primarily two configurations of EP awards:

1. **Individual Professorships:** A faculty member holds a single professorship. A screening and selection process is administered through the offices of the respective college (typically through an established college-level EP selection committee) and the dean of the college.
2. **Linked Professorships:** Linked professorships simply allow two faculty to couple two available professorships to support a common research or scholarly goal. Faculty members may submit requests to their college-level EP selection committee to approve linkage of two otherwise distinct professorships for a set amount of time. Faculty must explicitly state the intent of the “linked” professorship in the application and have a written request submitted with the application to both the EP selection committee and the dean. The linked professorship would be awarded to faculty who meet the same standards as un-linked professorships. The faculty holding the linked professorships would receive the stipends attached to the individual professorship being used for a common scholarly purpose.

## GENERAL QUALIFICATIONS AND SELECTION CRITERIA FOR ENDOWED PROFESSORSHIPS

Recipients of EPs must hold appointment as full-time faculty members, unless specified by the donor source. Professorships are awarded to eligible recipients whose accomplishments will potentially result in significantly improving university development in areas of research, scholarship, teaching, or service.

**Examples of excellence in research and scholarship include but are not limited to:** Active research project(s) related to respective discipline; publications or creative work in refereed journals; conference participation on state and national scope; contribution or publication to a book or other creative work; exhibitions or performance at major venues; receipt of funding for an external, competitive grant from a federal agency or major foundation; and other significant works commonly recognized as evidence of scholarly or research merit within academic communities.

**Examples of excellence in teaching include but are not limited to:** Scholarship focusing on a specific area of teaching, publications on the scholarship of teaching and learning in refereed journals/and or conference proceedings of a state or national scope. Other forms of excellence in teaching include service-learning, pedagogical/andragogical approaches, creative approaches to teaching and mentoring students, integrating technology, assessment, and supporting student success in learning and research. Special consideration is given to integration of undergraduate and graduate students into research and scholarly activities.

**Examples of excellence in service include but are not limited to:** leadership positions in and honors and awards from community, regional, and national professional and public organizations. Excellence in institutional service such as sustaining effort and leadership in concert with the University's mission and strategic plan through substantial contributions that advance educational, cultural, and economic development. Special consideration is given to service that contributes to the growth of academic units.

**NOTE:** Donors may also establish a professorship with specific criteria and expectations for its holder such as credentials (e.g., degree, certificate, licensure in a specific field of study), an exceptional teaching record, or contributions to a particular program.

## GENERAL UNIVERSITY ENDOWED PROFESSORSHIP POLICY

NSU's EP policy embodies the EP policies of the Louisiana Board of Regents, which may be viewed at: <https://web.laregents.org/wp-content/uploads/2009/07/BoRSF-EP-Policy-Rev-9-13.pdf>

**Please note the following statements provided in the *Statewide Principles and Guidelines for Operation of Endowed Professorships*:**

- A. Professorships shall be awarded to faculty recipients for terms of one year or more.
- B. The institution shall not divide the professorships among multiple recipients, except in special circumstances as approved by the Commissioner of Higher Education.
- C. Income generated from an Endowed Professorship shall be designated specifically for the use of the faculty member holding the position that are congruent with the goals of the application, not for general discretionary use of departments or the campus unless designated to enhance the quality of education in the respective department or college and approved by the college professorship selection committee and the council of academic officers .
- D. Campus officials shall have primary and final responsibility to determine professorship recipients.
- E. Campuses shall develop and maintain regular interaction with donors coordinated through the Northwestern State University Foundation, including annual reporting, and involvement of donors in award ceremonies.

For each professorship, a college-level EP selection committee reviews applications and makes final recommendations to the college dean. The selection committee provides evidence of fair evaluation of all EP applications in its recommendations to the dean.

The dean reviews the college-level EP selection committee's recommendations and provides final approval to the Chief Academic Officer (CAO). The CAO forwards the EP recommendations to the President.

1. EPs are typically awarded for a period of two or more years. Applicants must submit a proposed budget for the duration of the award period; **funding is to be expended by June 30th each year.**

**NOTE:** Funding for year two of the award is contingent upon funding availability AND the committee's determination that the award will be continued. This determination is based upon the annual report reflecting expected progress.

2. The EP award, which is 5% of the EP corpus, may be used for salary supplements, equipment, travel or any combination thereof, and is not necessarily limited to those categories. A salary supplement is issued as an Extra Services Contract with payments distributed to the EP recipient accordingly (e.g., monthly, quarterly, bi-annually, annually). **The total amount that can be used for salary supplement including the total benefit package should not exceed \$4,000.00 per year. If used as a salary supplement, the recipient's total benefit package will be paid from the EP funding award, which could approximate 50% of the salary.** Guidance on Extra Services Contracts can be viewed in the [Personnel Actions Policies and Procedures User Guide](#) found in the Business Affairs Policy and Procedures User Guides.

**When using EP funds, recipients should use caution when distinguishing between awards and gifts to students or other individuals. Acceptable items include plaques, certificates, items with a University logo imprint, or books associated with the student's educational experience. Prohibited items include jewelry, cash, gift cards, etc.** Guidance on locating State procurement rules and regulations can be viewed in the [Purchasing Policies and Procedures User Guide](#) found in the Purchases section of the Business Affairs Policy and Procedures User Guides.

3. Disbursement of funds shall be made in accordance with the approved budgets submitted by the EP recipient (budget unit head) to the Office of Business Affairs and authorized by the Approving Agent (dean) and the Chief Academic Officer (CAO).
4. UL System office policy allows Endowed Professorships to pay for 1 professional membership per year. This professional membership must be tied to your curriculum or accreditation for that department.
5. A vacancy of professorship can occur if: 1) the incumbent resigns, is terminated or changes from full-time to part-time status; 2) a professorship is rescinded as a part of disciplinary action taken against a faculty member; 3) a faculty member resigns from a professorship; 4) the maximum number of years an incumbent has held an EP has been awarded; and/or, 5) the college-level EP selection committee determines an incumbent has failed to fulfill professorship obligations comparable to that presented for selection or has had an extended illness (beyond 6 months), with either determination confirmed by the respective dean.

6. If stipulations are specified, the recipient should coordinate all donor proposals, negotiations, and contracts with the Northwestern State University Foundation to ensure no conflict with other donor/proposal contracts and to ensure all parties agree with donation stipulations.
7. The donor and the Foundation must approve any substantive changes to the original endowment.
8. The University will maintain a website recognizing professorship recipients and donors.
9. Endowment funds are audited annually as required by the Board of Regents and as authorized by the Louisiana Legislative Auditor to ensure compliance with the Louisiana Board of Regents Endowed Professorship Policies and Procedures.  
[https://web.laregents.org/wp-content/uploads/2009/07/EP\\_POLICY\\_7-17\\_REV-1.pdf](https://web.laregents.org/wp-content/uploads/2009/07/EP_POLICY_7-17_REV-1.pdf)

## GENERAL UNIVERSITY ENDOWED PROFESSORSHIP PROCEDURES

The following are general NSU EP procedures. Each college may add other specific requirements, if congruent with the University and Board of Regents policies.

1. The college dean will appoint a college-level EP committee annually and designate the committee chair.
2. The college-level EP committee will establish guidelines for the selection process consistent with the intent and guidelines of the Board of Regents and the University.
3. A team cannot apply for more than one EP, unless they use the “Linked Professorship” guidelines.
4. Anyone desiring to apply for an EP will submit their EP to the EP college level committee. The EP proposal will focus on at least one primary scholarly activity (i.e., research, scholarship, teaching, or service). *Unless designated EP has a specified activity (i.e., assessment, accreditation, etc.)*
5. After the EP recipient is chosen by the EP selection committee, or designated by the Dean, the recipient (budget unit head) and the approving agent (Dean) will sign the approved application, which will serve as the written agreement that delineates the specific expectations and performance objectives for the funded period.
6. Each EP recipient will thank the donor in writing for making the professorship available.

**GENERAL UNIVERSITY ENDOWED PROFESSORSHIP TIMELINES**

Applicants are encouraged to become familiar with the requirements of the Board of Regents, and any specific college/department EP policies effective 2016-2017. The timeline for the EP process is as follows:

1. By Friday of the first week of the spring semester, the dean of each college shall constitute an EP selection committee and appoint the EP committee chair.
2. By January 15<sup>th</sup>, the chair of the college-level EP selection committee issues a call for EP proposals to all full-time faculty members of the college and requests yearly reports from current EP recipients.
3. By March 1<sup>st</sup>, all completed EP application packets are submitted to the chair of the college-level EP selection committee.
4. By March 1<sup>st</sup> of each year, the current EP recipient (budget unit head) submits a yearly report to the chair of the college-level EP selection committee. (See #13 below.)
5. By April 1<sup>st</sup> of each year, the college-level selection committee selects EP recipients and makes recommendations to the dean (Approving Agent).
6. By April 15<sup>th</sup> of each year, the dean of each college submits names of college-level EP recipients to the Chief Academic Officer (CAO).
7. By May 1<sup>st</sup> of each year, the CAO submits all NSU EP recommendations to the President who then forwards to the Louisiana Board of Regents.
8. By July 1<sup>st</sup> of each year, EP recipients are notified of their award.
9. By September 1<sup>st</sup> of each year, the Vice President for Business Affairs informs each dean of each professorship's status, specifically the amount of funds that constitutes 5% of the total EP corpus in each EP account. Each dean will then notify the EP recipients of available college professorships amounts.
10. By September 15<sup>th</sup> of each year, an approved budget account must be established with the Office of the Vice President for Business Affairs. Each EP recipient will initiate, sign, and submit the "NSU Account Create" form to establish a unique budget account with the Office for Business Affairs; the EP recipient is the designated budget unit head and the dean is the designated approving agent for the account. All monies are state funds and must be expended in accordance with approved budgets and all applicable policies, procedures, rules, and regulations.

11. For each year of the award (first, second, or third), the EP holder prepares and submits an annual report to the chair of the college-level EP selection committee. The report requirements are included at the bottom of each EP Application. Annual Reports are due by March 1st each year.
  - a. The college-level EP selection committee reviews the performance of the EP to ascertain if the specific expectations and performance objectives were met. The review occurs during the month of March each year.
  - b. Results of the committee's review is forwarded to the college dean (Approving Agent) along with a recommendation for either continuance or discontinuance applicable to the EP by April 1st each year.
  - c. A meeting between the dean (Approving Agent) and recipient of the EP is held to discuss the committee's recommendation by April 15th each year. Action by the approving agent may include:
    1. Affirm the continuance of the recipient in the EP
    2. Affirm the continuance of the recipients in the EP with modifications to the performance objectives, or
    3. Declare to the college-level EP selection committee that the EP is vacant.
    4. The Dean has the right to propose to the EP committee a change in the budget unit head at the beginning of each award year.
12. For the last academic award year, all funds must be expended by June 30th. An academic award period includes fall, and spring. For one-year recipients, funding must be spend by June 30th of next year.

### Other Helpful Links:

#### Salary, Payroll, and Other Personnel Actions:

- If you are doing an extra services for non-recurring Salary Supplements
  - o Employee Involved in University Extra Services Employment Activities – <http://businessaffairs.nsula.edu/x-personnel-actions/>
- If you are making a permanent Salary Adjustment
  - o Request for Change in Personnel/Position Status – <http://businessaffairs.nsula.edu/x-personnel-actions/>
- If you establishing a position in an Endowed Chair
  - o Non-Classified Position Employment Procedure – <http://businessaffairs.nsula.edu/x-personnel-actions/>
  - o Classified Position Employment Procedure – <http://businessaffairs.nsula.edu/x-personnel-actions/>



- If you are hiring Student Employees
  - Student Employment – <https://www.nsula.edu/financialaid/studentemployment/>
- Other Salary and Payroll Documents
  - Personnel Documents – <http://businessaffairs.nsula.edu/human-resources/>
  - New Employee Orientation & New Hire Packets – <http://businessaffairs.nsula.edu/x-personnel-actions/>

**Travel:**

- If you are traveling
  - Request for Authorized Travel and Travel Expense – <http://businessaffairs.nsula.edu/assets/banner/Fiscal-PP-User-Guides/V.-Travel/V-1-Request-for-Authorized-Travel-and-Travel-Expense.pdf>

**Purchases:**

- If you are purchasing
  - Purchasing – <http://businessaffairs.nsula.edu/assets/banner/Fiscal-PP-User-Guides/III.-Purchases/III-1-Banner-Purchasing.pdf>
  - Special Meals – <http://businessaffairs.nsula.edu/iii-purchases/>
  - Professional Services – <http://businessaffairs.nsula.edu/purchasing-2/>
  - University Printing – <http://businessaffairs.nsula.edu/assets/banner/Fiscal-PP-User-Guides/III.-Purchases/III-1-Banner-Purchasing.pdf>
  - P-Card – <http://businessaffairs.nsula.edu/assets/banner/Fiscal-PP-User-Guides/III.-Purchases/III-9-Banner-P-Card.pdf>
  - Creating a P-Card Requisition – <http://businessaffairs.nsula.edu/assets/banner/Finance-Departmental-User-Guides/IX.-Requisition/IX-6.-Creating-a-P-Card-Requisition-FPAREQN.pdf>
  - Creating a Requisition - <http://businessaffairs.nsula.edu/assets/banner/Finance-Departmental-User-Guides/IX.-Requisition/IX-2.-Creating-a-Requisition-FPAREQN.pdf>



**Budget:**

- Checking your Available Budget - <http://businessaffairs.nsula.edu/assets/banner/Finance-Departmental-User-Guides/VIII.-Checking-Budget/VIII-5.-Finding-and-Calculating-your-Budget-Balances-using-FGIBDST.pdf>
- Budget Revision – <http://businessaffairs.nsula.edu/vii-budgets/>

**Other:**

- Banner User Documents
  - o Direct Pay/Accounts Payable Voucher - <http://businessaffairs.nsula.edu/accounts-payable/>
- To request access to Finance
  - o Finance Access Request <http://businessaffairs.nsula.edu/assets/banner/User-Docs-Forms--Attachments/E.-Data-Management/2.-Finance-Access-Request.pdf>
- To change the Budget Unit Head
  - o Budget Unit Head Change <http://businessaffairs.nsula.edu/vii-budgets/>