

University of Louisiana at Lafayette

Endowed Chairs

The University of Louisiana at Lafayette (UL Lafayette) is a comprehensive statewide doctoral university with a mission to educate academically well-prepared undergraduates and graduate students throughout the U.S. and the world in a variety of arts, sciences, applied fields and professional programs, and to conduct prominent research and creative endeavors activities in these fields. The University develops academic disciplines and the research and creative endeavors, scholarship, creative, and professional communities, and facilitates the economic development interests of entrepreneurs throughout the state. UL Lafayette offers a broad range of baccalaureate and master's programs in arts and sciences appropriate to a comprehensive teaching and research and creative endeavors university and baccalaureate and master's programs in the professional fields of architecture, computer science, education, engineering, criminal justice, nursing and allied health, and business. The University provides support for K-12 schools seeking general education college courses for advanced students and aiming to ensure that their graduates are college and career-ready. UL Lafayette offers doctoral programs in a variety of arts, sciences, and professional fields, including English, Francophone studies, language and speech sciences, computer science, education, nursing, computer and systems engineering, mathematics and environmental biology, and research and creative endeavors activity appropriate to its Carnegie classification of higher research and creative endeavors activity, including research and creative endeavors and development in STEM and Non-STEM fields. In addition, the University offers services specifically designed to meet the cultural, economic, social, and technological development needs of the state.

The Endowed Chair for Eminent Scholar an Endowed Chair is the highest academic honor that can be bestowed upon a faculty member at the University of Louisiana at Lafayette. The holder of an Endowed Chair shall be a person of national stature. The recipient of an Endowed Chair must have a distinguished record of accomplishments in his/her field, as indicated variously by research and creative endeavors, professional publications, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. In most cases the holder of an Endowed Chair possesses an earned doctorate in a discipline appropriate for the chair. The recipient must also be an excellent teacher who exhibits generosity of spirit in working with students and faculty colleagues. Endowed Chairs serve as models of professional accomplishment and commitment to the mission of the University.

There are four kinds of endowed chairs based on the primary responsibility of the chair: research and creative endeavors, education, workforce, and a combination of two or more of the three categories.

The Endowed Chair will hold a full-time tenured faculty appointment, except under unusual circumstances as approved by the Commissioner of Higher Education. Generally, Endowed Chairs do not hold administrative posts, such as department head, dean, or director.

General Qualifications and Selection Criteria for All Chairs

The recipient of a chair must hold rank as a faculty member. Most of chairs are awarded to tenured faculty members. Deans, department heads, associate deans, and graduate coordinators, who are also tenured are eligible for endowed chairs. Chairs are awarded primarily to recruit Scholars of national achievement as demonstrated through research and creative endeavors, scholarship or creative works, teaching, and professional service. In exceptional cases of distinguished achievements, a faculty member may hold more than one chair simultaneously or may hold both an endowed chair(s) and an endowed professorship(s).

Should a faculty member holding a chair assume a full-time administrative position within the University, he or she may complete the term of the award, and provided that the individual retains rank as a faculty member, he or she remains eligible for renewal of the chair by continuing to achieve excellence in

University of Louisiana at Lafayette

Endowed Chairs

research and creative endeavors, teaching, and professional service. Deans, associate deans, and other administrators who hold faculty rank may hold a chair award by continuing to achieve excellence in research and creative endeavors, teaching, and professional service. These individuals must meet the same standards of excellence based on continuing achievement in research and creative endeavors, teaching, and professional service.

Excellence in research and creative endeavors, scholarship, and creative work is demonstrated through prominent intellectual contributions, and primarily through professional publications or creative work: articles in reliable refereed journals; conference proceedings of national or international scope; books or original works by major publishers; exhibitions or performances at major venues; and other forms of significant scholarly work commonly recognized within the academic community. Signature initiatives and externally funded research and creative endeavors grants, especially those awarded competitively by federal agencies or major foundations, are evidence of the merit of scholarly activities.

Proof of excellence in teaching includes activities such as professional publications on the scholarship of learning and instruction in respected peer reviewed journals and conference proceedings of national scope. Further demonstration of teaching accomplishments may include other forms of scholarship that focus on the area of teaching, such as engaging in service learning, research and creative endeavors, pedagogical approaches, mentoring students, integrating technology (including distance learning) in teaching practices, contributing to assessment, supporting student success in learning and research and creative endeavors, and involving undergraduate and graduate students in research and creative endeavors.

Excellence in professional service consists of leadership positions, honors, and awards bestowed by a community, regional, or national organization. These include substantial contributions that advance educational, cultural, and economic development initiatives that contribute to the growth of the state.

NOMINATION PROCEDURES

For each chair, the Office of Faculty Affairs reviews applications and makes a final recommendation to the President and Provost and Vice President for Academic Affairs. The charge of the college level screening committee is to determine which applicants meet the qualifications and to rank the applications for consideration by the University Selection Committee.

A. Nominations

1. If candidates for an Endowed Chair are sought by a national search, as required in the case of all Board of Regents-funded Endowed Chairs, faculty may nominate them currently at the University or may apply for the position on their own.
2. For non-Board of Regents-funded Endowed Chairs, nominations may be restricted to current faculty and senior research and creative endeavors. In this case, the candidate may be nominated by a faculty member or chief administrator (e.g., dean) of the relevant department, school, college, or research and creative endeavors center. Alternately, a faculty member may apply directly for the Chair.

B. Nominating Committee

1. The **Nominating Committee** shall be charged with reviewing the credentials of all candidates for the chair and ultimately with submitting a ranked list of up to three candidates who are judged by the committee as being qualified for the position.

University of Louisiana at Lafayette

Endowed Chairs

2. The members of the Nominating Committee shall include:
 - a. the dean of the unit in which the chair is to be awarded
 - b. the appropriate director or department head(s)
 - c. two to three tenured faculty representatives from the relevant disciplines, nominated by the dean and approved by the President (At least two nominees for each faculty representative must be submitted to the President, who will select one.)
 - d. an individual who is external to the campus and who is a recognized expert/scholar in the general field of the chair but who is not affiliated with the private donor or the Board of Regents
3. The dean of the unit in which the chair is to be awarded will serve as chair of the Nominating Committee.
4. When an external candidate is an applicant for the Chair, the candidate should be reviewed for appointment by the usual procedures of the department/school/college in which the appointment will be made.
5. After all nominations and/or applications are received, the Nominating Committee shall meet to review the credentials of both internal candidates and all external candidate(s) endorsed by their prospective academic department(s). The Committee must rank up to three top candidates in priority order. All voting is to be conducted by secret ballot.

Selection Procedures

The Dean shall arrange for the University Selection Committee meeting, which may immediately follow the Nominating Committees meeting.

The Office of Faculty Affairs shall make available to the University Selection Committee the results of the College Screening Committee meeting and the candidates' application materials before the meeting. When a member of the University Selection Committee is unable to attend, he or she may submit a vote by written proxy before the meeting, under certain circumstances. There may be no more than two proxy votes submitted for the University Selection Committee meeting. The allowable proxies include no more than one permanent member of the committee, from the department head/faculty representatives. The Dean may not vote by proxy.

The University Selection Committee shall study and discuss the credentials of the candidates recommended by the College Screening Committee. After its deliberations, the University Selection Committee will vote by secret ballot, with each member providing a "yes" vote for the candidates he/she deems qualified. If there are more than two faculty under consideration, the University Selection Committee will continue to vote until the final candidate selected wins by a majority.

All committee deliberations are confidential. The Office of Faculty Affairs shall inform the candidate(s) of the University Selection Committee recommendation (although the actual votes will not be communicated), with the understanding that final decisions are the prerogative of the President and Provost and Vice President for Academic Affairs and are subject to the approval of the UL System Board of Supervisors. The Assistant Vice President for Faculty Affairs may rely on the dean of the college to assist in the notification.

The chair is responsible for archiving the minutes of the meeting, to be kept on file in the Office of Faculty Affairs.

University of Louisiana at Lafayette

Endowed Chairs

After the Committee's decision, the Office of Faculty Affairs shall then forward the name of the recommended candidate to the Provost and Vice President for Academic Affairs and President who will make the final recommendation to the Board of Supervisors. Upon approval of the nominations by the President and the Board, the President's Office shall notify the relevant dean and faculty member to whom the chair was awarded.

A. The dean shall forward the ranked nominations from the Nominating Committee to the Office of Faculty Affairs. The dean shall then call a meeting of the **Endowed Chair Selection Committee**, whose membership includes:

1. Designee of the Provost
2. Vice President for Research and creative endeavors or designee
3. Dean of the Graduate School or designee
4. Faculty Senate President or designee
5. Dean of the appropriate college or unit
6. one faculty member from the Nominating Committee, selected by the dean
7. the outside reviewer¹

B. The designee of the Provost chairs the meeting of the Selection Committee who will review the Nominating Committee's recommendations and supporting materials and discuss the candidates nominated. Up to three of the above listed members of the Selection Committee, including the outside reviewer, may vote by written proxy. The Committee shall vote by secret ballot and shall send a recommendation to the President, whose recommendation shall be forwarded to the University of Louisiana System Board of Supervisors for final determination of the awardee.

Responsibilities of the Chair Holder and the University

The recipient of the chair is expected to pursue a program of high-quality research and creative endeavors, creative endeavors, and/or scholarship commensurate with the position of eminent scholar and shall disseminate results of that research and creative endeavors both by presentations and by professional publications. The Chair's duties shall also include teaching, developing appropriate curricula, and providing positive leadership in the intellectual development of the faculty through mentoring and other interactions. The Chair should also develop professional relationships external to the department and/or college. More precise responsibilities and expectations of the Chair are detailed in the guidelines specific to the Chair, if they exist, and/or in the letter authorizing appointment.

Responsibilities of the Holder:

- A. The awardee shall thank the donor(s) in writing for the chair by October 1.
- B. The awardee shall participate fully in the academic activities of the academic unit in which the chair is awarded, with emphases on conducting research and creative endeavors, teaching, and or professional service activities that contribute to the mission of the department, college and University, and development of the State. The awardee shall expend the available discretionary fund amounts annually following University policy and procedures; manage discretionary funds and track expenditures on a regular basis through Banner; submit all expenditure requests such as travel requests and purchase requests for the academic year no later than April 1. The Office of Purchasing strongly recommends that each

¹ The written report of the outside reviewer must be presented at the meeting of the Selection Committee, should the reviewer not be able to attend.

University of Louisiana at Lafayette

Endowed Chairs

- C. Professorship holder use a University-issued LaCarte Card to facilitate travel and purchases.
- D. In special circumstances a chair holder may request approval to accumulate funds (including unspent funds at the end of the previous fiscal year) over multiple fiscal years for planned major equipment purchases or expenditures. Request to retain funds in a future fiscal year are to be in writing and routed for approval by the Department Head, Dean, and Provost and Vice President of Academic Affairs, President and approved by the BOR as required by BOR policy.

The awardee shall provide the Board of Regents with an annual report of academic activities undertaken during the chair by October 1 of the following fiscal year.

Responsibilities of the University:

1. The University shall provide in writing to the faculty endowment holder, department head, Dean and Provost and Vice President for Academic Affairs the following:
 - a. Corpus value of the endowment held
 - b. Market value of the endowment, including any amount held in a principal account
 - c. Total amount available for expenditure in the current year
2. The Office of Faculty Affairs shall notify the holder of the permissible uses for the expendable fund to include a stipend, fringe (at a minimum), and a discretionary allocation (if there are enough funds available) by September 1 of each year.
 - a. Permissible uses of discretionary funds include support for research and creative endeavors, scholarship, creative works, teaching, and professional service. Expenditures may be for travel, materials, or equipment. Discretionary funds may not be used to purchase department or college office supplies or items that should be available through the operating budget.

REVIEW AND RE-APPOINTMENT PROCEDURES

Towards the end of the third year of a scholar's tenure in an Endowed Chair, and every third year thereafter, the holder must submit to the department head materials demonstrating accomplishments during his/her tenure in the Chair. These materials are then forwarded with the department head's recommendation regarding continuation to the Dean, who shall submit them with his/her recommendation to the Office of Faculty Affairs. The Assistant Vice President for Academic Affairs: Faculty Affairs will distribute them to the permanent members of the Endowed Chair Selection Committee. Those permanent members include the designee of the Provost, Vice President for Research and creative endeavors or designee, Dean of the Graduate School or designee, and Faculty Senate President or designee. After review of the submitted materials and the recommendations of the department head and dean, that group will forward its recommendation to the President, who will decide whether the holder of the Endowed Chair will be reappointed to the Chair.

Vacancies and Chair Holder Changes

University of Louisiana at Lafayette Endowed Chairs

The declaration of a vacancy of an awarded chair shall occur under the following circumstances and according to the subsequent standards:

1. In the event of the incumbent's resignation, termination, or change from full-time to part-time faculty status, the chair shall become vacant as of the effective date of the decision. The base department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the chair that the faculty is vacating.
2. If the incumbent receives a denial of tenure, the chair shall become vacant at the end of the faculty member's employment at the University or the chair's scheduled expiration date, should it occur earlier. The home department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the chair that the faculty is vacating.
3. The rescission of a chair award may occur as part of a disciplinary action taken against a faculty member, in which case the chair becomes vacant as stated in the findings. The unit issuing the disciplinary action shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the chair that the faculty is vacating.
4. If a faculty member resigns from a chair, the chair shall become vacant as of the effective date of the resignation. The home department of the faculty member shall initiate a Personal Action Form and include in the "Comment" section the account number and name of the chair that the faculty is vacating, and attach the faculty member's letter or resignation for the chair.
5. If the relevant dean determines that an incumbent has failed to fulfill the obligations of the chair with due process, the Dean may recommend to withdraw the chair. Failure to maintain requirements include not maintaining a sufficient level of research and creative endeavors, teaching, and professional service activity comparable to those stated in the selection criteria, or not engaging in these prescribed activities due to an extended illness (beyond one year). The Dean shall request that the Provost and Vice President for Academic Affairs and the President of the University reconvene the University Selection Committee to hold appropriate hearings to determine the proper course of action relative to the continuance or termination of the chair.

Per the Board of Regents Support Fund Endowed Chairs Subprogram Policy for endowments matched in FY 2016-17 or later, if the chair endowment is not filled, remains vacant within four years of matching, or remains vacant for up to three years of most recent faculty holder the University shall submit in writing a request to retain the matching BORSF funds. For endowments matched before FY2016-2017 and vacant more than two years, the campus shall notify the initial donor with plans to fill the chair and solicit the donor's preference as to how to proceed with the fund.