**The College Selection Process**

The charge of the college level selection committee is to decide which applicants meet the college’s qualifications and to select faculty to hold an endowed professorship. The dean of the college may chair the College Selection Committee.

There are two situations in which applications are not reviewed by a Selection Committee: 1) when, with the approval of the Provost and Vice President for Academic Affairs, the professorship will be used to recruit a new faculty member and 2) when, with the approval of the Provost and Vice President for Academic Affairs, the professorship will be used to keep a faculty member.

**Applications:**

An applicant for a professorship sends the following materials to the college.

1. Cover letter briefly summarizing the applicant’s qualifications for the award.
2. A vita focusing on the last three years (July 1 – June 30) that includes the following recommended items:
   1. personal data
   2. educational background
   3. employment history
   4. professional publications in complete bibliographic form (denoting journals that are peer review and supplying acceptance rates or other indications or evidence of journal competitiveness where possible). When including works in progress supply evidence of acceptance of the final edited form
   5. honors
   6. professional activities
   7. funded research and creative endeavors and other grants
   8. economic development successes
   9. university and community service.
3. Other materials as right for the specific professorship, i.e., if the professorship focuses on teaching, the applicant may send other materials relating to teaching; if the professorship focuses on ethics, additional materials may be appropriate to demonstrate expertise in ethics.

A minimum of two letters of support are to be sent to the dean of the college who serves as chair of the College Screening Committee. The letters are to analyze in detail the quality of the individual’s scholarly or artistic work, with specific reference to its impact on the field, and an explanation of the personal or professional relationship of each referee to the nominee.

1. One of which must be an external letter of appraisal from other eminent scholars qualified to evaluate the nominee.
2. Members of the College Screening Committee shall not write letters of support for nominees.
3. An incumbent applying for renewal of a professorship need not send a new outside letter of recommendation as one of the two required letters.

**College Selection Committee Memberships:**

At a minimum, the College Selection Committee may include the following

1. The head/director of the relevant department/school.
2. The dean of the college, who will chair the committee.
3. A minimum of two tenured faculty members appointed by dean.

The dean shall ensure that there are no conflicts of interest between Selection Committee members and the professorship applicants.

**College Selection Committee Procedures:**

1. The dean shall then call a meeting of the Selection Committee to review the applications, decide which candidates are qualified, and rank the qualified candidates.
2. The committee shall vote by confidential ballot.
3. The dean shall communicate the decisions of the committee **by letter** to the Office of Faculty Affairs. That communication shall include:
   1. A list of the College Selection Committee members.
   2. A list of all applicants with an indication of those that the Screening Committee has considered qualified for the professorship.
   3. The committee’s ranking of the candidates believed qualified.
4. The committee shall keep confidential information on all its proceedings and decisions.

**Calendar for Selection of Endowed Professorships**

The following calendar applies to professorships that are already in existence in the Fall Semester of any given year and that are available to be filled competitively effective the Fall Semester of the following academic year. The dean of a college with professorships that become available later in the year shall make alternate arrangements.

On or before November 15 each year, the Office of Faculty Affairs shall inform each dean of the status of each professorship in that dean’s college. Department heads shall receive the same information compared to their unit.

On or before December 1 each year, each dean shall notify all eligible faculty members in the college of the professorships that will be available in the college, effective the following academic year. Each dean shall invite applications for available professorships to ensure an ample pool of applicants.

The College Selection Committee shall send its recommendations, including minutes, to the Office of Faculty Affairs to send to the Selection Committee on or before April 1.

**Responsibilities of the Professorship Holder and the University**

**Responsibilities of the Holder:**

1. The awardee shall thank the donor(s) in writing for the professorship by October 1 of each year.
2. The awardee shall prepare an annual budget proposal to be submitted to the Department Head and Dean by September 1 of each year. A budget template is available at <https://academicaffairs.louisiana.edu/faculty/awards-honors/chairs-professorships>
3. The awardee shall take part fully in the academic activities of the academic unit in which the professorship assigned, 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.
4. The awardee shall spend the available allocation fund amounts annually following University policy and procedures; manage funds and track expenditures on a regular basis through Banner; send 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 professorship holder use a university issued LaCarte Card to facilitate travel and purchases.
5. In exceptional circumstances a professorship 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 buys or expenditures. Request to keep 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.
6. The awardee is required to supply the Office of Faculty Affairs, their Dean and Department Head, an annual report of academic activities undertaken during the professorship including how the funds were used.

**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:
   1. Corpus value of the endowment held
   2. Market value of the endowment, including any amount held in a principal account
   3. 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 the discretionary allocation (if there are enough funds available) by September 1 of each year.
   1. 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 buy department or college office supplies or items that should be available through the operating budget.

**Vacancies and Professorship Holder Changes**

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

1. In case of the incumbent’s resignation, termination, or change from full-time to part-time faculty status, the professorship shall become vacant as of the effective date of the decision. The base department of the faculty member shall start a Personnel Action Form and include in the “Comment” section the account number and name of the professorship that the faculty is vacating.
2. If the incumbent receives a denial of tenure, the professorship shall become vacant at the end of the faculty member’s employment at the University or the professorship’s scheduled end date, should it occur earlier. The home department of the faculty member shall start a Personnel Action Form and include in the “Comment” section the account number and name of the professorship that the faculty is vacating.
3. The rescission of a professorship award may occur as part of a disciplinary action taken against a faculty member; in which case the professorship becomes vacant as stated in the findings. The unit issuing the disciplinary action shall start a Personnel Action Form and include in the “Comment” section the account number and name of the professorship that the faculty is vacating.
4. If a faculty member resigns from a professorship, the professorship shall become vacant as of the effective date of the resignation. The home department of the faculty member shall start a Personnel Action Form and include in the “Comment” section the account number and name of the professorship that the faculty is vacating and attach the faculty member’s letter of resignation for the professorship.
5. If the relevant dean finds that an incumbent has failed to fulfill the obligations of the professorship with due process, the Dean may recommend withdrawing the professorship. Failure to keep requirements include not maintaining enough 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 ask that the Provost and Vice President for Academic Affairs and the President of the University reconvene the University Selection Committee to hold hearings to determine the proper course of action relative to the continuance or termination of the professorship.

Per the Board of Regents Support Fund Endowed Professorships Subprogram Policy for endowments matched in FY 2016-17 or later, if the professorship endowment is not filled, stays vacant within four years of matching, or stays 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 professorship and ask for the donor’s preference as to how to go ahead with the fund.

**Fund and Balance**

**Professorship fund number:**

The discretionary funds for your professorship have been transferred from the UL Foundation to your account. Your Professorship is assigned a six-digit FUND number to be used on ALL Professorship correspondence. With Banner, the FUND number is also your ORGANIZATION number.

Example: **Fund** # **Organization** # **Account** # **Program** #

701234 701234 Banner Account Code 10 (for Faculty)

**Tracking your fund balance:**

You will use the fund number to log into Banner to track your fund balance. Information about Banner Self-Service will offer instructions on how to access your fund on Banner is attached. The default type for all Professorship allocations will be “Travel.” There is no need to adjust the default, as the Comptroller’s Office handles it. If you have problems or questions, you may contact the Comptroller’s Office (Arlene Hoag /482-1775). It is important to track of all expenses made from your Professorship account. Neither the Office of Faculty Affairs nor the UL Foundation will be able to supply information on allocation fund balances. All professorship discretionary funds are to be spent annually. Personnel Action Forms (PAFs) for students or graduate students will need to be manually deducted from the balance as shown in Banner. The to-date expenses for these can be viewed by changing the ACCOUNT TYPE from 70 to 60.

**Use of Allocation Funds**

The Board of Regents policy for the Endowed Professorship Program states:

*Consistent with Constitutional restrictions on the BORSF and BOR policies, a faculty holder’s expenditures must be supplementary and enhancing in alignment with the defined purposes and goals of the professorship. Per Article VII, §10.1,**no expenditures may “displace, replace, or supplant appropriations from the general fund…for higher education.” 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.*

Professorship funds are not for general purchases that should be paid using general operation funds. To ensure the proper use of this funding as allowed by the University and the Board of Regents Policy, listed below are examples of specialized, enhanced materials and general purchases for which the funds can and cannot be used.

The following are based on BOR and State policies and are offered as a guide.

|  |  |
| --- | --- |
| **ALLOWABLE EXPENSES** (include, but are not limited to)**:** | |
| * Travel for research presentations, development, or research | * Professional memberships that contribute to research and teaching |
| * Books and professional subscriptions | * Specialized or enhanced equipment |
| * Specialized or enhanced computers, etc. | * Research supplies (lab, etc.) |
| * Graduate student hiring | * Student worker hiring |
| * Graduate student travel | * Publishing expenses |
| * Teaching technologies | * Undergraduate research |
| * Graduate research | * Scholarship and research materials |
|  |  |
| **Non-ALLOWABLE EXPENSES:** (include, but are not limited to)**:** | |
| * Costs typically borne by the institution, or unit for non-endowment holders | * Operational costs of institution, college, or department |
| * Standard office furniture | * General office supplies |
| * Standard computers | * Alcohol |
| * Appliances for office use | * Memberships to community organizations |
| * Repair and maintenance of standard office/lab equipment | * Construction and renovation of standard office/lab spaces |
| * Gifts, swag, or incentives | * Paper (for department’s office use) |
| * Meals (non-travel related) | * Donations |

If you have any questions about allowable purchases with your allocationfunding, contact Dr. Robert McKinney ([rmckinney@louisiana.edu](mailto:rmckinney@louisiana.edu)).

**Important Dates**

Allocation funds are for the period of July 1 through June 30 of any given fiscal year; however, it is important to note thatdeadlines are prior to the June 30 date and must be followed to allow adequate time for processing expenses and reimbursements. Financial Services closes accounts at the end of the University’s fiscal year (June 30). The Purchasing Office sets up deadlines for sending requests for expenditures and reimbursements. Purchase Requisitions and Travel Requests will not be accepted after the deadline dates.

Administrative and Financial Services’ **final deadlines for the fiscal year closing** are announced via email in the “University’s Announcement”. While the exact date is uncertain at this time, you should begin watching for it at the beginning of March or contact the Purchasing Office for information on deadline announcements. If you have any questions, on due dates or end-of-the year processes, contact the Purchasing Office (482-5396). Travel Expenses forms are due within 30 days from the return date of your travel. However, at the end of the fiscal year, this 30-day period may vary. Check the University’s end-of-the-year email notification.

**General Purchase Information**

It is important to note that purchases paid for with Professorship funds are NOT individual property. The items and equipment bought are University property. All purchases MUST follow state procedures and be inventoried and tagged as determined by State and University guidelines. On all correspondence, Purchase Requisitions or LaCarte Card logs, the fund number must be included. It is not necessary to route requests through the Office of Faculty Affairs for approval and do not send Foundation Warrant Forms for use of your Professorship funds.

All equipment equals to or over $1000 MUST be purchased with a Purchase Requisition. Equipment valued at or over $1000 per unit cannot be bought with a LaCarte Card. Equipment equals to or over $1000 (per unit) in value and computer-type items of ANY value (desktops, laptops, tablets, iPads) are considered taggable items and require a Purchase Requisition. Following this procedure ensures that the item will be tagged before it is delivered to you.

**LaCarte Cards:**

Professorship holders who will be traveling must hold a LaCarte card. Information on the application and use of LaCarte Cards can be found at <https://purchasing.louisiana.edu/department-information/lacarte>. The State Travel Office requires that all travelers have a LaCarte for airfare, lodging, registration, taxis and vehicle rental, parking, and baggage. Use of personal credit cards for travel must be pre-approved by the UL Travel Office. To ensure reimbursement, it is important to contact the Purchasing Office on the allowable use of a personal credit card before making any purchases on a personal credit card. In the event that it is necessary for another cardholder to buy an item on their LaCarte Card for a Professorship holder, the Professorship holder will need to approve the transaction by signing the LaCarte Card Log of the cardholder next to the applicable transaction.

**Travel:**

To use your discretionary allocation for travel and to allow time to receive the approved request for booking hotel stays and airfares, submit a completed Requisition for travel in Chrome River Form at least 3-4 weeks prior to domestic travel and 6-8 weeks for international travel. Upon pre-approval, your requisition you may then book reservations. All State policies apply to travel. Reimbursement for alcohol and Louisiana State Sales Tax with University funds is prohibited.

If your Travel Request has been approved by the University and your requested trip has been CANCELLED, send an email to Kassie Clarke, Travel Office ([kxs2315@louisiana.edu](mailto:kxs2315@louisiana.edu)) indicating all pertinent information regarding the requisition. Once the Travel Request is approved, the funds requested for travel are encumbered and will not be available for use UNLESS you have cancelled the approved requisition. Information on travel policies and on obtaining a LaCarte/State Travel Card is available at <https://purchasing.louisiana.edu/travel>.

**Computer and Software Purchases:**

Information about software and/or computer purchases can be found at:

<https://purchasing.louisiana.edu/department-information/computer-purchase>

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/software-university-owned-computers>

<https://helpdesk.louisiana.edu/get-help/knowledgebase/software/university-standard-software>

Software (up to $5000) may be bought with a LaCarte Card after approval has been obtained by the Information Technology Department. Requests should be sent to [deviceapprovals@louisiana.edu](mailto:deviceapprovals@louisiana.edu). Indicate the amount and supply a justification for the purchase. A copy of the approval email must be attached to the LaCarte Card statement and log. The Purchasing Office can provide you with added University instructions and procedures regarding ordering.

**Student Worker Hires:**

Professorship funding can be used to can hire student workers by following the procedures below. The Professorship holder will need to contact the Student Financial Aid Office, Brenda Mouton (482‑6499 or [stupay@louisiana.edu](mailto:bbm4583@louisiana.edu)). The student financial aid office will need to decide if additional pay will interfere in any way with any aid or scholarships a student is receiving. **NOTE:** All student employees, whether Federal Work Study or paid with departmental or professorship funds, can work only one job. S/he would have to cancel one to work the other. If the student is cleared by Student Financial Aid to receive more funds, a Personnel Action Form (PAF) will need to be completed on the student worker. You can contact Human Resources with questions regarding properly completing the form (482-6242), and the form can be found on their louisiana.edu webpage (personnel.louisiana.edu).

The PAF will need to include the:

1. Amount per hour that the student will be paid (student workers are paid hourly)
2. Number of hours per week being requested for the student
3. MAXIMUM dollar amount the student will be paid from the Professorship Account,
4. Period for which they are being paid and
5. Justification that shows why a student worker is needed and what his/her duties will be.

Indicate this information in the “Comments/Justification”section of the form. Please note that the amount shown on the formwill be encumbered and not available for use unless the holder indicates to the Comptroller that the encumbered funding should be released. Student workers are allowed to work up to 20 hours per week during the semester and 40 hours per week during breaks. **NOTE:** The Professorship holder is responsible for not exceeding the amount indicated on the PAF form.

For student financial aid questions or information, contact Brenda Mouton in the Student Financial Aid Office. (Phone: 482‑6499; email: [stupay@louisiana.edu](mailto:bbm4583@louisiana.edu)).

**Graduate Assistant Hires:**

Professorship funding can be used to hire graduate assistants by following the procedures below. A Personnel Action Form (PAF) along with an offer letter will need to be completed. For more detailed instructions, please follow this link: <https://gradschool.louisiana.edu//faculty/funding-your-students>

Contact Human Resources with questions regarding properly completing the Personnel Action Form (482-6242). The Personnel Action Form link (shown below) can be found on their louisiana.edu webpage (personnel.louisiana.edu).

<https://humanresources.louisiana.edu/sites/humanresources/files/Personnel%20Action%20Form%20%28Revised%201.8.19%29.pdf>

The PAF will need to include the:

1. Pay rate of the graduate student being hired,
2. Period for which the student is being paid
3. Students can be hired for both fall and spring on the same PAF.
4. Summer semester and breaks must be sent on separate PAFs
5. MAXIMUM dollar amount the student will be paid from the Professorship Account,
6. Justification that shows why a graduate student is needed and what his/her duties will be.

Indicate the justification for hiring a graduate student in the “Comments/Justification” section of the form. Please note that the amount shown on the form will be encumbered and not available for use unless the holder indicates to the Comptroller that the encumbered funding should be released.

Graduate students may be hired as “Instructor of Record” Graduate Teaching Assistants (GTAs) providing they have completed a minimum of 18 graduate credit hours. Graduate students are not allowed to work more than 20 hours per week.

Once signed by the Department Head and Dean of the College, the PAF form is sent to the Comptroller’s Office (Arlene Hoag). The Comptroller will then send the PAF to the Graduate School for final approval. The Graduate School will send the approved copy to the Professorship holder. Please remember that the student may not begin working until you receive the approved PAF.

**NOTE:** The Professorship holder is responsible for not exceeding the amount indicated on the PAF form.

For questions on hiring a graduate assistant, contact the Graduate School Office (Tanya Derigo / 482-6963 or C00001165@louisiana.edu).

**Quick Reference and Reminders**

1. It is important that you keep copies of any paperwork sent (including all forms and receipts).
2. All receipts MUST be itemized.
3. Please allow a generous amount of time for routing and processing all paperwork, especially travel and purchase requisitions. On average, the recommendation is 6-8 weeks.
4. Holders are accountable and in control of their funds. Departments are not allowed to spend Professorship funds dedicated to the holders.
5. Holders who overspend their Professorship account/s will need to supply another funding source or repay the University personally.
6. All State policies apply to discretionary funds and are handled through the University’s Administration and Finance Offices.

**Links**

Office of Purchasing: <http://purchasing.louisiana.edu/>

LaCarte Card: <https://purchasing.louisiana.edu/department-information/lacarte>

Travel: <https://purchasing.louisiana.edu/travel>

Computer Purchases: <https://purchasing.louisiana.edu/department-information/computer-purchase>

Software Purchases:

[https://helpdesk.louisiana.edu/get-help/knowledgebase/software/software- university-owned-computers](https://helpdesk.louisiana.edu/get-help/knowledgebase/software/software-%20%20%20%20%20%20%20%20%20%20%20university-owned-computers)

and

[https://helpdesk.louisiana.edu/get-help/knowledgebase/software/university- standard-software](https://helpdesk.louisiana.edu/get-help/knowledgebase/software/university-%20standard-software)

Printer Purchases: <https://helpdesk.louisiana.edu/howtoorder-printer>

**Important Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| **TRAVEL:**  Kassie Clark  [kassie.clark@louisiana.edu](mailto:kassie.clark@louisiana.edu)  482-6250 | **LA CARTE CARDS:**  Josie Mariano  [josephine.mariano@louisiana.edu](mailto:josephine.mariano@louisiana.edu)  482-6243 | **BANNER:**  Arlene Hoag  [arlene.hoag@louisiana.edu](mailto:arlene.hoag@louisiana.edu)  482-1775 | **PURCHASING:** |

The intention of the information shown in the Procedures and Guidelines is to provide an overview of the processes involved with using Professorship funding. For detailed information or questions, contact the office/s associated with the inquiry.

The above procedures are subject to individual exceptions following State, laws, policies, and requirements as approved in writing through by the Dean and the Provost.