

**GUIDELINES FOR SELECTION AND REVIEW OF  
ENDOWED CHAIRS  
at the University of Louisiana at Lafayette**

I. GENERAL CRITERIA<sup>1</sup>

An Endowed Chair is the highest academic honor that can be bestowed upon a faculty member at the University of Louisiana at Lafayette. It is assumed that the holder of an Endowed Chair is 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, publication, 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.

The Endowed Chair will usually hold a full-time tenured or tenure-track faculty appointment or a senior research appointment. Generally, Endowed Chairs do not hold administrative posts, such as department head, dean, or director.

II. Nomination Procedures

**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, they may be nominated by faculty 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 researchers. 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 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.
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

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<sup>1</sup> In the case of particular Endowed Chairs, these criteria may be supplemented by additional criteria and performance expectations published by the academic college or unit in which the Chair is housed.

- 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
  - e. the donor or a representative, should the donor choose to participate.
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.

### III. SELECTION PROCEDURES

- A. The dean shall forward the ranked nominations from the Nominating Committee to the Office of Academic Planning and Faculty Development. The Director of that office shall then call a meeting of the **Endowed Chair Selection Committee**, whose membership includes:
  1. the Vice President for Academic Affairs
  2. the Vice President for Research and Graduate Studies
  3. the Director of Research and Sponsored Programs
  4. the Director of Academic Planning and Faculty Development
  5. the dean of the appropriate college or unit
  6. one faculty member from the Nominating Committee, selected by the dean
  7. the donor or a representative, if the donor chooses to participate
  8. the outside reviewer<sup>2</sup>
- B. The Director of Academic Planning and Faculty Development 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.

### IV. DUTIES AND RESPONSIBILITIES OF THE ENDOWED CHAIR

The recipient of the chair is expected to pursue a program of high quality research, creative endeavors, and/or scholarship commensurate with the position of eminent scholar and shall

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<sup>2</sup> 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.

disseminate results of that research both by presentations and by 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.

#### **V. 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 Academic Planning and Faculty Development. The Director of Academic Planning and Faculty Development will distribute them to the four permanent members of the Endowed Chair Selection Committee. Those permanent members include the Vice President for Academic Affairs, the Vice President for Research and Graduate Studies; the Director of Research and Sponsored Programs; and the Director of Academic Planning and Faculty Development. 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.

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