

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>ENDOWED PROFESSORSHIP AWARD</b>
<b>EFFECTIVE DATE:</b>	<b>April 18, 2018*</b> <i>(*Procedural Update 4/18/18; 9/28/16; Title Updates 6/7/12; 8/26/10; 9/8/04; Original: 3/18/03)</i>
<b>CANCELLATION:</b>	AA-2230.2 (2/5/02)
<b>CATEGORY:</b>	Academic (AA)

**POLICY STATEMENT**

In accordance with the Louisiana Board of Regents Endowed Professorships policy, Delgado Community College has instituted an Endowed Professorship Award program. This program is a major effort by which the College, the Delgado Community College Foundation, and the community demonstrate their commitment to quality instruction by recognizing and fostering faculty excellence.

The Board of Regents Endowed Professorship Program was established in 1990-1991 "to recruit superior new faculty and/or to retain faculty whose research, teaching and/or public service have contributed to the mission of their departments and institutions." The objectives of this program are "to enhance the quality of higher education and to promote the economic development of Louisiana."

To accomplish this mission, the Louisiana Board of Regents Endowed Professorship program has guaranteed a support fund--the Louisiana Education Quality Support Fund (LEQSF). This fund provides for a state match of \$40,000 in Support Fund dollars to colleges and universities that provide \$60,000 in private money. Income generated (i.e., interest, earnings income) from each professorship endowment is specifically designated to the person holding the professorship position. The intent of the program is to provide outstanding faculty members with a salary supplement and an increased opportunity for professional development.

Under Louisiana Board of Regents guidelines, Delgado can apply for the establishment of two endowed professorships each year. The procedures for awarding endowed professorships to qualified faculty members are outlined in detail in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To establish criteria and procedures for the awarding of endowed professorships.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the recruitment and retention of full-time teaching faculty members at Delgado Community College.

3. **Goals**

The goals of the Delgado Community College Endowed Professorship Award are to encourage, promote, and reward:

- Excellence in innovation, scholarship and instruction that have a direct effect on student outcomes;
- Exceptional contributions of faculty to the academic discipline, the College (or former college/university for recruited faculty), and the community it serves; and
- Collaboration with College (or former college/university for recruited faculty) staff, business and industry, and the community to align programs with industry needs and standards.

4. **Eligibility\***

To be eligible to apply for an endowed professorship award, a current or potential faculty member must meet the following criteria:

- Hold faculty rank. Current Delgado faculty must be at the rank of instructor or above, and in at least his/her third year of full-time service at that rank at the College.
- Have full-time teaching responsibilities at the College or his/her respective college or university. Program heads and coordinators in the various academic divisions and majors with no more than 60% released time are eligible for selection.
- Generally, faculty within the academic division or major for which the endowed professorship award is designated (by the donor) are eligible to apply. However, under exceptional circumstances, the appropriate Endowed Professorship Selection Committee may decide to grant the award to a faculty member outside the division who can demonstrate the benefits of their proposal to the division or major awarding the professorship.

- In a case in which the donor of the endowed professorship award places restrictions that conflict with these eligibility criteria, the procedures will be modified to be consistent with the donor's restrictions or the donation will be rejected, at the discretion of the College.

\* (Note: *The Seymour Weiss Excellence in Teaching Endowed Professorship* is awarded following criteria and procedures outlined in the College's policy on the [Seymour Weiss Excellence in Teaching Award](#).)

## 5. **Application Process**

- A. Faculty may apply or be nominated by students, peers, staff or administrators for the endowed professorship award. Applications/nominations are to be submitted in letter form to the Vice Chancellor for Academic Affairs in accordance with the timeline in Section 9. The Vice Chancellor for Academic Affairs or the hiring committee may seek an Endowed Professorship designation to recruit new faculty to the College.
- B. The Vice Chancellor for Academic Affairs will verify eligibility of the faculty member.
- C. Following verification of eligibility, nominees and applicants will be contacted by the Vice Chancellor for Academic Affairs (see Section 9 for timeline). Nominees wishing to pursue the application process must write and submit a letter of intent to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs or the hiring committee must write a letter justifying a recruited faculty member for the Endowed professorship designation.
- D. Applicants who do not meet eligibility requirements will receive a written explanation from the Vice Chancellor for Academic Affairs.
- E. Individual Selection Committees for each Endowed Professorship Award will be established in accordance with Section 6, *Selection Process*. The Selection Committees will make the final decision regarding eligibility status. A committee consisting of department chairs and deans will make final decisions regarding recruited faculty's eligibility status.
- F. Following receipt of the applicants' letters of intent, eligible candidates will be forwarded to the Dean of the academic division and the head of the department, if applicable, through which the endowed professorship will be awarded.
- G. Once eligible faculty have been determined, the Endowed Professorship Selection Committee Chair will schedule a meeting for all applicants to discuss the policy, selection process and timelines for the submission of all the supporting material.

- H. Current Delgado faculty applicants must submit a portfolio as outlined in Section 6, *Selection Process*. For recruited faculty, the portfolio consists of an updated curriculum vitae, biography, and three to five letters of recommendation.
- I. Upon receipt of the portfolio, the Vice Chancellor for Academic Affairs will forward the applicant's completed file to the appropriate Endowed Professorship Selection Committee.
- J. The Endowed Professorship Selection Committees will review appropriate applicant's materials.
- K. The Endowed Professorship Selection Committees will inform the Vice Chancellor for Academic Affairs of the final selection. Applicants will be notified in writing of final decision concerning the award process.
- L. Current Delgado faculty recipients will receive their cash awards by June 1<sup>st</sup> of the fiscal year awarded. Recruited faculty will receive their cash awards in their pay for the designated period of time.
- M. Awarded endowments will be announced during Fall Convocation.

## 6. **Selection Process**

- A. The applicants' material will be reviewed and evaluated by the College Endowed Professorship Selection Committees. Each selection committee will be comprised of the following members:
  - Vice Chancellor for Academic Affairs' designee – To serve as Chair of each Endowed Professorship Selection Committee and as a non-voting member of each committee.
  - Vice Chancellor for Academic Affairs - Will vote only if a tie exists.
  - Head of the academic division(s) for the endowed professorship(s).
  - During Spring Convocation Division Meetings, seven (7) ad hoc faculty committee members consisting of: Four (4) faculty representatives from the academic divisions in which the professorship will be awarded (to be elected by their respective divisions at the beginning of the spring semester). In addition, two (2) faculty members will be elected from each of the academic divisions that do not have Endowed Professorships from the College will be placed in a pool from which the Vice Chancellor for Academic Affairs randomly selects three (3) candidates to serve as ad hoc committee members. (Deans of the divisions will submit names to the Vice Chancellor for Academic Affairs' designee – who serves as Chair of each Selection Committee.)

- B. The Selection Committee for recruited faculty will consist of the academic division deans, department chairs, and faculty members of the academic division of the endowed professorship.
- C. The portfolio will be assessed on how well the individual applicant addresses the following three goals to encourage, promote, and reward:
- (1) Excellence in innovation, scholarship and instruction that have a direct effect on student outcomes;
  - (2) Exceptional contributions of faculty to the academic discipline, the College (or former college/university for recruited faculty), and the community it serves; and
  - (3) Collaboration with College (or former college/university for recruited faculty) staff, business and industry, and the community to align programs with industry needs and standards.

For current Delgado faculty applicants, the portfolio should include a complete and current curriculum vitae and a minimum of three (3) and no more than five (5) letters of support (from colleagues, students, supervisors, business/industry associates, professional associates, etc.). For recruited faculty, the portfolio consists of an updated curriculum vitae, biography, and three to five letters of recommendation.

In addition, the applicant should include a plan of action in the portfolio. This plan of action should address the enduring quality of contributions and the future contributions to the profession. The plan will include its purpose, desired outcomes, and a timeline.

- D. The criteria for assessing the portfolio will be as follows:
- (1) ***Depth, Scope, and Quality of Contributions***
    - Wide-reaching effects of contributions, as evidenced in the quality of the support statements received.
    - Previous recognition of contributions, as demonstrated by other awards and honors documented in the applicant's vitae.
    - Professional public visibility of contributions, as demonstrated by publications, presentations, invited lectures, appointed and elected positions held, and other information in the applicant's vitae.

- Contributions in more than one of the areas of administration, education, practice in the field, and research, as documented in supporting statements and in the applicant's vitae.
- Sustained and continued contributions, as demonstrated in the applicant's vitae.
- Qualitative effects of contributions in one or more areas of administration, education, practice in the field and research, and/or the image of the profession, as documented in supporting materials.
- Enduring quality of contributions or potential contributions to the profession.

(2) ***General Esteem in Which Applicant is Held by Peers***

- Favorable comments made in the support documentation and sources of the comments.
- Collective, favorable judgment of the Selection Committee.

E. All applicants will receive a narrative response from the committee outlining the criteria stated above.

7. **Duration/Distribution of Awards**

- A. Each endowed professorship will be awarded for the stipulated period of one (1) to three (3) years to be determined by each Selection Committee. In general, the total amount will be based on the annual earnings of the award.
- B. A faculty member may receive an endowed professorship for consecutive terms. However, the Selection Committees *may* make exceptions to this rule as required by donor restrictions or for other compelling reasons.
- C. Award recipients may reapply in subsequent years.
- D. The award is a salary supplement. However, when additional endowment funds are available, they will be allocated for use by the recipient to purchase College resources, or pay for professional development activities and other expenses, as applicable to the endowed professorship. Award recipients receive a one-time yearly check not to exceed an amount deemed appropriate by the Vice Chancellor for Business and Administrative Affairs.

- E. The College reserves the right to terminate the award based on any of the following:
  - (1) The recipient retires, resigns, or otherwise ends full-time employment prior to implementing the plan of action.
  - (2) The recipient fails to use the funds as described in the submitted proposal.
  - (3) The Vice Chancellor Academic Affairs determines that circumstances exist that deem it necessary to terminate the award.
- F. Any funds remaining in the award will be distributed in accordance with the Board of Regents Endowed Professorship policy or reinvested in the professorship account.

**8. Annual Review of Guidelines/Procedures**

The Endowed Professorship guidelines and procedures will be reviewed annually and revised as needed with input from the Endowed Professorship Selection Committees, and the Vice Chancellor for Academic Affairs.

**9. General Timeline**

Fall Convocation	Vice Chancellor for Academic Affairs announces availability of Endowed Professorships.
Fourth Monday of October	Letters of application/nomination must be submitted to the Vice Chancellor for Academic Affairs.
Second Monday of November	Vice Chancellor for Academic Affairs notifies applicants/nominees of eligibility to submit complete portfolio.
Last Monday of November	List of eligible candidates forwarded by the Vice Chancellor for Academic Affairs to the Dean of the academic division and the head of the department, if applicable, through which the endowed professorship will be awarded.
First Friday of December	Endowed Professorship Selection Committee Chair will hold a meeting for all eligible applicants to explain policy, selection process and timeline for submission of all portfolio materials.

Spring Convocation	Divisions elect four representatives (per division) to serve on division selection committee. Divisions that represent joint Endowed Professorship Awards (across one or more divisions) identify which two faculty members will serve on the joint committee. Other College academic divisions select two faculty members to serve as members of a pool from which “at large” members of the committee will be selected.
First Friday of February	Endowed Professorship Selection Committee Chair will hold a meeting for all selection committee members to explain policy and selection process.
Last Wednesday of February	Deadline for current Delgado faculty applicants to submit complete portfolio to the Vice Chancellor for Academic Affairs through the learning management system portal. Deadline for recruited faculty to submit complete portfolio directly to the Vice Chancellor for Academic Affairs.
First Monday of March - Second Monday of April	Selection Committees review portfolios.
First Monday of April	Decisions of Selection Committees communicated to the Vice Chancellor for Academic Affairs along with a narrative critique. Vice Chancellor for Academic Affairs will inform the Dean of the academic division and the head of the department, if applicable, through which the endowed professorship will be awarded.
Third Monday of April	Each applicant will be notified in writing of the committee's decision.
June 1	Awards will be disbursed.
Fall Convocation	Awards announced.
End of Fall Semester of Professorship Year	Recipient submits progress report on project, including contributions to the College, how the faculty member has benefitted, and use of funds to the VCAA Office.
End of Spring Semester of Professorship Year	Recipient submits final report on completed projects, including contributions to the College, how the faculty member has benefitted, and use of funds to the VCAA Office.

April 18, 2018

AA-2230.2A

(\*Procedural Update 4/18/18; 9/28/16;

Title Updates 6/7/12; 8/26/10; 9/8/04; Original 3/18/03)

10. **Cancellation**

This policy and procedures memorandum cancels policy and procedures memorandum AA-2230.2, *Endowed Professorship Award*, dated February 5, 2002.

*Policy Reference:*

Louisiana Board of Regents Endowed Professorships Policy

Delgado Policy and Procedures Memorandum, [Seymour Weiss Excellence in Teaching Award](#)

*Review Process:*

Academic Affairs Council 2/27/03

Executive Council 3/18/03

*Updates:*

Title Update 9/8/04 –Vice Chancellor for Learning and Student Development Approval

Title Update 8/26/10 – Vice Chancellor for Learning and Student Development Approval

Title Update 6/7/12 –Vice Chancellor for Academic Affairs Approval

Procedural Update 9/28/16 – Vice Chancellor for Academic Affairs Approval

Procedural Update 4/18/18 – Vice Chancellor for Academic Affairs Approval

*Distribution:*

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