



POLICIES & PROCEDURES

Title: Endowed Professorship Award

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Department: Office of Vice Chancellor

Purpose

In accordance with the Louisiana Board of Regents Endowed Professorships policy, Louisiana Delta Community College (LDCC) has instituted an Endowed Professorship Award program. The Board of Regents originally established an Endowed Professorship Program in 1990-91 with the following directive: "The objectives of this program are to enhance the quality of higher education and to promote the economic development of Louisiana."

Scope

LDCC Faculty

Policy

Louisiana Delta Community College shall maintain and periodically update or review procedures for the Endowed Professorship Award Program (EPAP). The procedures shall, at a minimum, include: 1) Purpose and Scope 2) Goal(s) of the program 3) Eligibility requirements 4) Processes for application and selection 5) Timeline and 6) Monitoring and/or assessment.

Procedures & Specific Information

This program is a major effort by which the College, the Louisiana Delta Community College Foundation, and the community demonstrate their commitment to quality instruction by recognizing and fostering faculty excellence. The objectives of this program are "to enhance the quality of higher education and to promote the economic development of Louisiana."

In accordance with the Louisiana Board of Regents Endowed Professorships policy, Louisiana Delta Community College has instituted an Endowed Professorship Award program. 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." 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.

Under Louisiana Board of Regents guidelines, Louisiana Delta Community College 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.

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 Louisiana Delta Community College.

3. Goals

The goals of the Louisiana Delta 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 faculty member must meet the following criteria:

- Hold faculty rank. Current Louisiana Delta Community College 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 departments and majors with no more than 60% released time are eligible for selection.
- Generally, faculty within the academic department 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 department who can demonstrate the benefits of their proposal to the department 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.

5. Application Process

- A. Faculty may apply for the endowed professorship award. Applications/nominations are to be submitted in letter form to the Vice Chancellor in accordance with the timeline in Section 9.
- B. The Vice Chancellor will verify eligibility of the faculty member.
- C. Following verification of eligibility, nominees and applicants will be contacted by the Vice Chancellor (see Section 9 for timeline). Nominees wishing to pursue the application process must write and submit a letter of intent to the Vice Chancellor.
- D. Applicants who do not meet eligibility requirements will be notified by the Vice Chancellor.
- E. The Selection Committee for Endowed Professorship Award will be established in accordance with Section 6, Selection Process. The Selection Committee will make the final decision regarding eligibility status.
- F. Following receipt of the applicants' letters of intent, eligible candidates will be forwarded to Division Chair of the academic department through which the endowed professorship will be awarded.
- G. Current Louisiana Delta Community College faculty applicants must submit a digital portfolio as outlined in Section 6, Selection Process. The digital portfolio consists of an updated curriculum vitae, biography, and three letters of support.
- H. Upon receipt of the portfolio in digital format, the Vice Chancellor will forward the applicant's completed file to the appropriate Endowed Professorship Selection Committee.
- I. The Endowed Professorship Selection Committee will review applicant's materials.
- J. The Endowed Professorship Selection Committee will inform the Vice Chancellor of the final selection. Applicants will be notified in writing of final decision concerning the award process.
- K. Current Louisiana Delta Community College faculty recipients will receive reimbursement for their expenses or LDCC will pay for expenses directly

(anything related to conference, supplies, professional services, equipment, etc...) by the end of the fiscal year awarded.

L. Awarded endowments will be announced in July 1.

6. Selection Process

A. The applicants' material will be reviewed and evaluated by the College Endowed Professorship Selection Committee. The selection committee will be comprised of the following members:

- Vice Chancellor designee – An LDCC Employee to serve as Chair of each Endowed Professorship Selection Committee and as a non-voting member of each committee.
- Vice Chancellor - Will vote only if a tie exists.
- Community Partner
- Director of Institutional Advancement
- Faculty Senate Chair or alternate
- LDCC Staff
- Division Chair (rotation each year)

B. The portfolio (digital copy) 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 Louisiana Delta faculty applicants, the portfolio should include a complete and current curriculum vitae and minimum of three (3) and no more than five (5) letters of support (from colleagues, students, supervisors, business/industry associates, professional associates, etc.) and submitted in a digital format.

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.

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 and diversity 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.
 3. 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 the 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 Committee 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. Awarded recipients will receive reimbursement for their expenses or LDCC will pay for expenses directly (anything related to conference, supplies, professional services, equipment, etc...) by the end of the fiscal year awarded.
- 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 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. General Timeline

A timetable of events will be created and published by the Office of Vice Chancellor to guide this process and will follow the general sequence as below inserting appropriate dates each year. In January, the Vice Chancellor announces availability of Endowed Professorships and the Selection Committee.

Month	Description of Activity
February	Letters of nomination and applications submitted to the Vice Chancellor.
March	Vice Chancellor notifies applicants/nominees of eligibility to submit complete portfolio in digital format.
May	Deadline for applicants to submit completed portfolio in digital format to the Vice Chancellor or designee.
May-June	Vice Chancellor holds a meeting with the Endowed Professorship Selection Committee to explain policy, selection process, and timeline, and distribute applications for review. Endowed Professorship Selection Committee Chair will hold a meeting for all selection committee members to finalize recommendation for award.
June	Endowed Professorship Selection Committee Chair forwards recommendations with corresponding narrative critiques to the Vice Chancellor. Vice Chancellor notifies in writing applicants, respective Division Chairs of final decision.
July	Vice Chancellor notifies in writing applicants and awards are announced.
September following	The first week of September recipients submit final report on completed projects, including contributions to the College, how the faculty member

award year	has benefitted, and use of funds to the VC Office.
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9. Cancellation

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

10. Monitoring Process

- A. Plan of action progress will be reported to the Vice Chancellor at least once a year. A review and discussion of the established goals and related professional activities for the professorship may be included as part of the annual faculty evaluation procedure.
- B. The Vice Chancellor determines if the endowed professorship position may be continued for the recipient based on the recipient's performance.
- C. The Vice Chancellor is able to initiate review of this policy and procedure at least annually. Such a review is to ensure that the policy and procedure is meeting the needs of the Endowed Professorship as envisioned by the Board of Regents and satisfies the needs of the selection committees in making appropriate informed decisions.

Policy Reference:

Louisiana Board of Regents Endowed Professorships Policy