



TITLE: Endowed Professorship Award Policy

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LAST REVISION: Initial

Policy No. 1.020.1

Policy Statement

In accordance with the Louisiana Board of Regents Endowed Professorships policy, SOWELA Technical Community College (SOWELA) has instituted an Endowed Professorship Award program. This program is a major effort by which the College, the SOWELA Foundation, and the community demonstrate their commitment to quality instruction by recognizing and fostering instructional excellence. 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."* The intent of the program is to provide outstanding faculty members with a salary supplement and an increased opportunity for professional development.

This policy establishes criteria and procedures for the awarding of endowed professorships for eligible outstanding full-time teaching faculty members of SOWELA. The goals of the SOWELA Technical Community College Endowed Professorship Award are:

- to encourage, promote, and reward excellence in scholarship and instruction;
- to encourage, promote, and reward exceptional contributions of outstanding personnel/faculty to the relevant profession, the academic discipline, the College and the community it serves; and
- to bring the College faculty, business and Community leaders together in recognition of the importance of maintaining high quality instruction and an outstanding faculty.

A. Eligibility

To be eligible to apply for an endowed professorship award, an applicant must meet the following criteria:

1. Be existing faculty. A faculty member must have full-time teaching responsibilities at the College and must hold a minimum rank of Instructor. All faculty will be required to demonstrate significant relevant experience, relevant service, leadership and effective instruction in the area the endowed professorship is offered. Faculty applicants that already additionally serve as committee chairpersons and/or program coordinators in the various academic divisions, majors and programs that receive no more than 40% total reassigned time will be eligible for selection.
2. Only faculty within the profession or occupation program area, academic discipline 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 an internal part-time faculty or staff member applying to fill a full-time faculty vacancy or external applicant applying to fill a full-time faculty vacancy at the College or a faculty member outside the division who can demonstrate the benefits of their proposal to the program, occupation, division or major awarding the professorship.
3. 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, if possible, to be consistent with the donor's restrictions or

the donation will be rejected, at the discretion of the College.

B. Application Process

1. The applicants may apply, or be nominated by students, peers, staff, administrators, external organizations and the community for the endowed professorship award. All applications/nominations are to be submitted in writing as *letter of nomination* citing the perceived attributes of the nominee to the Vice Chancellor for Academic Affairs in accordance with the selection timeline.
2. The Vice Chancellor for Academic Affairs will verify eligibility of the applicants.
3. Following verification of eligibility, nominees and applicants will be contacted by the Vice Chancellor for Academic Affairs (following the timeline). Nominees wishing to pursue the application process must write and submit a *letter of intent* to the Vice Chancellor for Academic Affairs.
4. Letters from all applicants who do not meet eligibility requirements will be forwarded to the appropriate Endowed Professorship Selection Committee with a written explanation from the Vice Chancellor for Academic Affairs.
5. Individual Selection Committees for each Endowed Professorship Award will be established in accordance with the Selection Process. The Selection Committees will make the final decision regarding eligibility status.
6. Following receipt of the applicants' letters of intent, a list of eligible candidates will be forwarded to the Dean of the respective Division, through which the endowed professorship will be awarded.
7. Once eligible applicants 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.
8. All applicants must submit a *portfolio* as outlined in the Selection Process.
9. 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 Chairperson - who will convene the committee.

C. Selection Process

1. All applicants' materials will be reviewed and evaluated by the College Endowed Professorship Selection Committees.
Each selection committee will be comprised of the following members:
 - a. Vice Chancellor for Academic Affairs or designee - To serve as Chair of each Endowed Professorship Selection Committee and as a non-voting member of each committee unless a tie occurs and will cast the deciding vote.
 - b. Dean of the Division(s) from which the endowed professorship(s) will be awarded.
 - c. A member of the external Community.
 - d. Five ad hoc faculty committee members consisting of: three (3) faculty representatives from the relevant 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 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 two (2) candidates to serve as ad hoc committee members. (Deans of the Divisions will submit names to the Vice Chancellor for Academic Affairs or designee - who serves as Chair of each Selection Committee.)
 - e. The Endowed Professorship Selection Committees will review each applicant's materials.
 - f. 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.
 - g. Announcement of the endowed professorship awards will be made during the all College Fall Convocation.
2. The portfolio will be assessed on how well each individual applicant addresses the following three goals:
 - a. to encourage, promote, and reward excellence in scholarship and instruction;
 - b. to encourage, promote, and reward exceptional contributions of faculty to the academic discipline, the

College and the community it serves; and

- c. to bring the College faculty, business, and community leaders together in recognition of the importance of maintaining quality instruction and an outstanding faculty.

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, supervisors, business/industry associates, professional associates, etc.). Individual hired to fill a full-time vacancy must include copies of relevant credentials and qualifications and be prepared to further submit these documents to enable formal faculty credentialing.

In addition, the applicant should include a clear plan of action in the portfolio. This plan of action should address the enduring quality of contributions and the future contributions to the profession that are planned if he/she is awarded this professorship.

3. The criteria for assessing the portfolio will be as follows:

The Depth, Scope, and Quality of Contributions

- a. Wide-reaching effects of contributions, as evidenced in the quality and diversity of the support statements received.
- b. Previous recognition of contributions, as demonstrated by other awards and honors documented in the applicant's vitae.
- c. 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.
- d. 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.
- e. Sustained and continued contributions, as demonstrated in the applicant's vitae.
- f. 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.
- g. Enduring quality of contributions or potential contributions to the profession.

The General Esteem in Which Applicant is Held by Peers

- a. Favorable comments made in the support documentation and sources of the comments.
 - b. Collective, favorable judgment of the Selection Committee.
4. All applicants will receive a narrative response from the committee outlining the criteria stated above.

D. Duration/Distribution of Awards

1. Each endowed professorship will be awarded for the stipulated period of one (1) to three (3) years to be determined by each Selection Committee or restricted to the term nominated by the donor. Generally, a faculty member will not be named to 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.
 - a. Award recipients may reapply in subsequent years.
 - b. The SOWELA Foundation Board will perform an annual review of investment income related to endowed professorships. Following the investment guidelines adopted by the Foundation Board and those established by the Louisiana Board of Regents, the annual payout will be determined and reported to the Vice Chancellor for Academic Affairs.
 - c. The College reserves the right to terminate the award based on any of the following:
 - i. The recipient retires, resigns, or otherwise ends full-time employment.
 - ii. The recipient fails to use the funds as described in the submitted proposal.
 - iii. The Vice Chancellor for Academic Affairs determines that circumstances exist that deem it necessary to terminate the award.
 - d. Any funds remaining in an award after completion or termination will be reinvested in the professorship account.
2. A review and discussion of the established goals and related professional activities for the professorship will be included as part of the annual faculty evaluation procedure. Failure to meet the conditions of the appointment may result in termination of the professorship.
3. Faculty selected should be identified with the respective professorship title in news releases, presentations, and publications. An additional sentence stating, "The XXXX Professorship is made available through the

State of Louisiana Board of Regents Support Fund” should be included. Recognition of donors and interaction with donors and the recipient/unit/college/university should be promoted.

Annual Review of this Policy/Procedure

The Vice Chancellor for Academic Affairs is able to initiate review of the 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.

Source of Policy: Academic Affairs
Related Policy: N/A

Responsible Administrator: Vice Chancellor for Academic Affairs
LCTCS Policy Reference: N/A

Approved by Chancellor: 

LCTCS Guideline Reference: N/A
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