



Title:	Endowed Professorship Policy
Effective Date:	07/01/2022
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Office:	Academic Affairs

Endowed Professorship Policy

Introduction

This policy provides for the establishment of endowed faculty professorships at the college to recognize the distinguished achievements of faculty currently at the college and those faculty the college wishes to recruit. The goals of the Northshore Technical Community College Endowed Professorship are:

- To assist the recipient in making greater contributions to their field of study, and educational mission of the College;
- To bring the College faculty, business and community leaders together in recognition of the importance of maintaining high quality instruction, scholarly activity, and support for the college curriculum;
- To fulfill the expressed intentions of the benefactors.

Establishment

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’.*” In accordance with this directive, Northshore Technical Community College and the Northshore College Enhancement Foundation provide endowed professorships in accordance with College, Foundation, and Louisiana Board of Regents guidelines. Endowments for professorships consist of private donations matched with State funds awarded by the Board of Regents.

Eligibility

To be eligible to apply for an endowed professorship award, an applicant must be an existing faculty or outside applicant who meets the following criteria:

- A faculty member must have full-time teaching responsibilities at the College and must hold a minimum ranking of Instructor. All faculty will be required to demonstrate one or more of the following criteria: 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, department chairs, program coordinators in the various academic divisions, majors and programs that receive no more than 40% total reassigned time will be eligible for selection.

- An outside applicant may be an existing part-time faculty member staff member, outstanding visiting faculty, or a person from the desired professional community. All these applicants must also demonstrate one or more of the following criteria: significant relative experience, relative service, leadership and the ability to be an effective instructor to be considered for selection. Their qualifications and expertise must be satisfactory to be eligible to be appointed to faculty. Further any outside applicants must demonstrate in their application materials that successful attainment of this position ensures appropriate time commitments to the position and the College to service the requirements of the position granted.

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.

Application, Selection, and Appointment Process

1. Vacant Endowed Professorship positions are posted on the College website through the Office of Human Resources.
2. Applicants apply for vacant Endowed Professorship positions through the Office of Human Resources.
3. Interview Committees follow policies and procedures established by the Office of Human Resources.
4. Applicants will be notified in writing of the final decision concerning the award process by the Office of Human Resources and will coordinate with the Strategic Initiatives Division for notification of the benefactor and any additional notifications needed.
5. A plan of action detailing how the applicant intends to make greater contributions to their field of study or the mission of the College, their intended arrangements for collaborations inside and outside the College, and their fulfillment of the benefactor's intentions. They should include in detail 1) deliverables outcomes, and benefits as a result of professorship funding, and 2) expected outcomes of the proposed funding. 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 the professorship.



Use of Distribution for Endowed Funds

- The Northshore College Enhancement Foundation Board of Directors determines the amount of each award annually. In general, the total amount will be based on the investment performance of the endowment and other fiscal factors.
- Each endowed professorship will be awarded for the stipulated period of three (3) years, unless otherwise specified by the College or restricted to a varying term nominated by the donor. Generally, an outside applicant or 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.
- Award recipients may reapply in subsequent years.
- Currently, the College does not allow for salary supplements and/or stipends.
- The remaining Endowment earnings may be used for:
 1. Research and teaching support materials (e.g., print materials, biological specimens, computer software, art supplies, etc.);
 2. Travel expenses;
 3. Equipment supporting the chair holder and/or his/her research or field of study;
 4. Office supplies, miscellaneous services and materials unique to the goal of the endowment;
 5. Journal subscriptions (The subscription must be an institutional subscription);
 6. Institutional memberships/certifications/dues/fees (Payments for non-transferable memberships, certifications, etc., are not allowed);
 7. Licenses/permits (non-personal);
 8. Communications costs (telephone, cell phone, postage) beyond normal position;
 9. Testing, medical and/or diagnostic laboratory fees;
 10. Incidental rental of space and/or equipment;
 11. Honoraria, fees for invited speakers and/or scholars-in-residence supporting scholarly interests of the chair holder.
- 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. If a cost or category of costs is typically borne by the campus, college, or department for non-endowed faculty, it should also be borne for an endowment holder.
- Funds must be expended in accordance with State and College guidelines.
- Funds must be expended during the duration of the professorship and may not be held for future expenses not related to the goals of the professorship.



Dis-establishment of Endowed Professorship

The College reserves the right to terminate the award based on any of the following:

- The recipient retires, resigns, or otherwise ends full-time employment;
- The recipient's actions are not appropriate as a representative of the College;
- The recipient fails to use the funds as described in the submitted proposal or fails to fulfill the obligations of the professorship;
- The VCAA determines that circumstances exist that deem it necessary to terminate the award;
- Any funds remaining in an award after completion or termination will be reinvested in the professorship account;
- During periods of time in which an endowed professorship is not occupied (e.g., during a search), the income from the endowment may be used for any purpose consistent with the endowment agreement if such use is approved by the appropriate consultative body, department chair (or program coordinator), Dean, and the VCAA.

Reporting and Implementation of Professorship

- The recipient and supervisor will develop goals, objectives, and accountability measures for the professorships. Periodically, but not less than every 3 years, the supervisor will evaluate the progress of the professorship recipient relative to the established goals and objectives.
- Endowed Professors will also be required to participate in donor recognition activities. The NCEF provides information regarding donor recognition activities.

The VCAA and Vice Chancellor for Strategic Initiatives are able to initiate review of this policy and procedure at least annually. Such a review is to ensure that the policy and procedure are meeting the needs of the Endowed Professorship as envisioned by the Board of Regents and satisfying the needs of the selection committees in making appropriate informed decisions.

Policy Reference:

Louisiana Board of Regents Endowed Professorships Program Policy

Louisiana Community & Technical College Policy #5.017 LCTCS Policy on Foundations

Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	Chancellor	06/08/2022	07/01/2022
X	College Leadership Committee	06/08/2022	07/01/2022
X	Academic Affairs Committee	06/08/2022	07/01/2022

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