



**THE UNIVERSITY of
NEW ORLEANS**

**ADMINISTERED BY: Office of the Senior
Vice President for Academic Affairs**

Policy No: AP-AA-27.1
TITLE: Endowed Professorships
EFFECTIVE DATE: October 19, 2022
CANCELLATION:
REVIEW DATE: Fall 2025

PURPOSE

To define the selection, appointment and review of endowed professorships (“Endowed Professorship” or “Endowed Professorships”), including those funded in part by the Louisiana Board of Regents LEQSF Eminent Scholars Program.

The Endowed Professorship program is a significant effort by the University, the community, and the Louisiana Board of Regents to demonstrate commitment to quality of instruction by recognizing and fostering faculty excellence in teaching, research and creative productivity, and public service which has contributed to the missions of their departments and the University. These positions are among the highest and most prestigious appointments at the institution.

Each Endowed Professorship consists of funds donated by community sponsors and, in some instances, matched by the Board of Regents LEQSF Eminent Scholars Program. The annual spending allocation (“Spending Allocation”) to holders of an Endowed Professorship shall be determined annually by the University of New Orleans Foundation Board of Directors.

AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System;
Louisiana Board of Regents Endowed Professorships Program Policy*

GENERAL POLICY

The Endowed Professorship is generally established by a gift agreement (“Gift Agreement”) executed between a donor and the University of New Orleans Foundation or the University, in consultation with the appropriate University administrative officials. The Gift Agreement generally sets forth the amount of the gift, possible funding from the Board of Regents, purpose, department, discipline, and other pertinent conditions which the Endowed Professorship is to support.

PROCEDURE

Selection

The dean of the college in which an Endowed Professorship is housed is responsible for ensuring the

Endowed Professorships are occupied and the selection process for filling those professorships. Nominees for an Endowed Professorship¹ must hold a tenure-track position in an academic department or be eligible for that rank if selected from outside the University (i.e., new employee). Selection will be based on the candidate's record of creative and scholarly accomplishments. If the Endowed Professorship is used as a recruiting tool to attract an outstanding new faculty member the normal university procedures for advertising, selecting, and hiring must be followed.

The dean of the college in which the Endowed Professor holds rank, or will hold rank, will determine and announce the dates when nominations will be accepted. Nomination materials minimally consist of a letter of nomination or application explaining why the nominee or applicant should receive the honor, a copy of the candidate's curriculum vita, a summary of competitive grants and honors received in the candidate's career, and a list of names and addresses of at least three experts in the field who could provide an evaluation of the candidate's work. If the candidate's work is interdisciplinary in nature, the relevant fields of the referees should be indicated. The dean must consult with the chair (unless the chair is among the candidates) of each candidate before a recommendation is made.

Appointment

The dean of the college of the Endowed Professor will make a recommendation to the Provost who will announce the appointment, subject to any approvals required by the UL System. The initial appointment of an Endowed Professor may be made at the beginning of the academic year following completion of the funding of the endowment. The letter appointing (or reappointing) an Endowed Professor should indicate what activities and accomplishments are expected of the faculty member during the term of the appointment. Appointment as Endowed Professor will be for a period of up to three years and may be renewed, subject to a satisfactory review. Renewal of an appointment will be initiated by the dean after formal consultation with the department chair, and, if necessary, the donor. A recommendation for appointment or reappointment must be submitted to the Provost for approval.

Review for Reappointment

Near the end of an appointment term, the dean must conduct a formal review of the Endowed Professor to determine if the conditions of the appointment have been satisfied per the University's [guidelines](#). The Endowed Professor will complete the [evaluation form](#) and submit it to the dean no later than the tenth (10th) week of the spring semester. Evaluations are due to the Provost by May 15. The dean, after consultation with the Provost will make a recommendation to reappoint or not reappoint with copies to the endowed professor, the department chair, and the Provost.

Endowment Revenue

Normally, annual Spending Allocations from the endowment, which may be supplemented with university funds, are used to support the activities of the Endowed Professor including stipends,

¹ Endowed Chair appointments follow the Board of Regents process.

travel, student support, etc. A Spending Allocation stipend is not considered part of the faculty member's base pay.

Title

An Endowed Professorship title is honorary and not one of rank. The title may be used only for the duration of the appointment.



John W. Nicklow
President
University of New Orleans