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3 **POLICY STATEMENT 62**
4 **ACADEMIC HONORIFICS: CHAIRS, PROFESSORSHIPS, LECTURESHIPS, AND**
5 **AWARDS**

6 **POLICY DIGEST**

7
8 **Primary Monitoring Unit: University Advancement**

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13 **I. PURPOSE**

14 To describe honorifics by which faculty and others may be recognized for academic abilities or
15 accomplishments. Academic honorifics include chairs, professorships, lectureships and awards.

16 **II. DEFINITIONS**

17 **Additional Compensation.** Compensation above the employee's base salary paid by LSU
18 Eunice from any source. Additional compensation is earned for performing specific
19 duties/services in addition to previously assigned duties.

20 **Award.** Usually a one-time cash amount but sometimes merchandise or a permanent increase
21 in base salary given to employees selected in accordance with previously defined criteria and
22 procedures.

23 **Base Salary.** Permanent, ongoing compensation paid to a faculty member for services
24 rendered over a 12-month period for faculty employed on fiscal pay basis, or over a 9-month
25 period for faculty employed on academic pay basis.

26 **Chair.** A faculty position typically supported by an endowment of at least \$1 million or by a
27 similar level of annual University funding. Monetary considerations associated with chairs may
28 include salary support for the holder or funds to be spent on activities supporting the chair. Note:
29 References to chairs in this policy pertain to honorifics termed "chair" unless the term used is
30 "department chair/head" in which case it refers to the administrative leader of an academic
31 department, or is being used in reference to the head of a committee.

32 **Designated Honorific.** A chair, professorship, lectureship or award supported from University
33 funds or from annual gifts for these purposes and, under terms set by the LSU Board of
34 Supervisors, where there is no endowed support.

35 **Endowed Honorific.** A chair, professorship, lectureship or award supported by income from an
36 endowment fund.

37 **Faculty.** As defined by the [*Rules and Regulations of the LSU Board of Supervisors*](#),
38 individuals appointed full-time at the rank of instructor and above, including those holding joint
39 appointments with other campuses.

40 **Full-time.** 100% effort constitutes full-time; any appointment less than 100% effort is considered
41 part-time for the purposes of this policy statement.

42 **Honorific.** Chairs, professorships, lectureships and awards may be referred to generically in
43 this policy as "honorifics."

44 **Lectureship.** An invitation carrying a substantial honorarium for a scholar of note to publicly
45 deliver one or more lectures.

46 **Professorship.** A faculty position, typically supported by an endowment corpus between
47 \$100,000 and \$1 million (or a similar level of annual University funding). Monetary
48 considerations associated with professorships may include salary support for the holder, or
49 funds to be spent on activities supporting the professorship.

50 **Recognized Support Organization.** An alumni organization recognized by the LSU Board of
51 Supervisors, or a foundation or entity organized by the alumni or other individuals supportive of
52 LSU Eunice, the charter of which specifically provides that the purpose of the foundation or
53 entity is to aid LSU Eunice in a philanthropic manner.

54 **Salary Supplement.** A payment beyond salary, made by a Recognized Support Organization to
55 an LSU Eunice employee, for which the University is not obligated beyond the period specified
56 and that is not made in consideration for services rendered, but rather as an incentive to
57 encourage the employee to remain at the University, or as a recognition of past services to the
58 University.

59 **Summer Salary.** Salary paid between two academic years to a faculty member appointed on a
60 regular academic year (9-month) basis.

61 **Support Fund.** Funds used for expenditures supportive of an honorific, such as travel,
62 equipment, and salaries for assistants.

63 **III. GENERAL POLICY**

64 Honorifics will be utilized as a means of reward, recognition, motivation, inspiration, academic
65 enhancement, economic development and fostering excellence in accordance with the terms
66 and conditions associated with the particular honorific. The creation of awards and lectureships
67 at the department, college or campus level must be approved by the LSU Eunice Vice
68 Chancellor for Academic Affairs and Provost. The creation of chairs and professorships must be
69 recommended by the LSU Eunice Vice Chancellor for Academic Affairs, the LSU Eunice
70 Chancellor and the President of LSU System and finally approved by the Board of Supervisors.
71 The University reserves the right to decline any proposal to endow or designate an honorific.
72 Recommendations for creation of honorifics must include:

73 A. Sources of Support:

74 1. University sources: allocation of University funds.

75 2. Recognized Support Organization: endowment, annual gift or one-time donation.

76 B. Classification of Honorific Being Created: chair, professorship, lectureship, or award.

77 C. Duration: single event, specific term or indefinite term.

78 D. Exact Title and Basis for Naming:

79 For clarity and consistency, a standard format for naming chairs and professorships will
80 be followed. The format comprises three elements, as follows:

81 _____(1)_____ (2)_____ (3)_____

82 (Name, usually of (honorific type, with (academic discipline) donor or honoree)
83 appropriate adjectives)

84 For example, "Fred C. Frey Chair of Southern Studies" or "Chevron Professorship in
85 Engineering." Use of the adjective "endowed" in the title is discouraged because it
86 unnecessarily lengthens the title. This format notwithstanding, strong donor preferences
87 will be honored.

88 All references to an honorific in the LSU Board of Supervisors' resolution to establish the
89 honorific, in subsequent personnel actions, in catalog entries and in other publications
90 must be uniform and consistent.

91 For endowments of \$1 million or more, or designated support at a similar level, the
92 honorific title usually should be "chair." Exceptions would include honorifics originally
93 termed professorships that have reached the \$1 million level through a number of
94 contributions and state matching grants. Such honorifics would remain titled
95 "professorship," or an approved variation, such as "university professor." Endowments of
96 less than \$1 million should be titled "professorship," or an approved variation of that
97 term.

98 E. Current Value to the Recipient:

99 1. Chairs and Professorships: Monetary consideration may take several forms
100 depending on the length of appointment to the honorific and whether there are
101 specific duties associated with holding the chair or professorship.

102 a. Support in the form of base salary (*Support in the form of base salary is charged
103 to object code 1110) may be paid if the holder is permanently appointed to the
104 chair or professorship, or the salary is permanently increased even if
105 appointment to the chair or professorship is temporary. Retirement contributions
106 must be made on any amount paid as base salary.

107 b. Support in the form of additional compensation (* Support in the form of
108 additional compensation for temporary additional duties during the academic
109 year or fiscal year is charged to object code 1060. If additional duties are
110 performed throughout the academic year or fiscal year, the additional
111 compensation may be paid as an administrative salary supplement charged to
112 object code 1050.) may be paid during the fiscal year or academic year as
113 appropriate if funds are allocated for this purpose for the period for which there
114 are specific additional duties associated with appointment to the honorific, such
115 as developing and directing an institute. Retirement contributions must be made
116 on additional compensation paid for services rendered.

- 117 c. Support may be provided in the form of summer salary (*Support in the form of
118 summer salary is charged to object code 1060.) for chair- or professorship-
119 related activity performed during the summer months by holders appointed on
120 academic year (9-month) pay basis. Retirement contributions must be made on
121 summer salary.
- 122 d. Support may be provided in the form of a salary supplement (*Support in the
123 form of a salary supplement is charged to object code 1090.) from funds provided
124 by Recognized Support Organizations for chair or professorship holders
125 appointed for a limited period and who are not assigned specific additional duties
126 associated with appointment to the chair or professorship. Retirement
127 contributions cannot be made on these salary supplements because the amount
128 is not permanent, nor is it for specific services rendered.
- 129 e. Support may be provided in the form of a support fund (The object code to which
130 expenditures from a support fund are charged depends upon how the funds are
131 used.) to be used for expenditures supportive of the purpose of the chair or
132 professorship, such as travel, equipment, and salaries for assistants.
- 133
- 134 2. Lectureships: The value to the recipient of a lectureship is established by approved
135 donor terms and conditions or, in the case of University allocations, the value is
136 established by the LSU Executive Vice Chancellor and Provost through appropriate
137 administrative channels. Lectureships established after June 30, 1980 require a
138 dedicated support level of no less than \$2,000 annually.
- 139 3. Awards: The value to the recipient of an award is established by approved donor
140 terms and conditions or, in the case of University allocations, the value is established
141 by the LSU Eunice Vice Chancellor for Academic Affairs and Provost through
142 appropriate administrative channels.

143 **IV. ENDOWED AND DESIGNATED CHAIRS AND PROFESSORSHIPS**

144 A. Proposal Process for Chairs and Professorships:

145 1. Chairs:

- 146 a. Proposal. A written proposal to be submitted to a donor for a gift for a new chair,
147 as well as a plan for the proposed chair, must be submitted to the LSU Eunice
148 Office of Academic Affairs for approval prior to presentation to the prospective
149 donor. The proposal must include the academic discipline, budgeted support, a
150 statement indicating compliance with regulations of the Board of Regents
151 Support Fund (if a match is sought) and the proposed naming format. This review
152 must take place in advance of presentation to the donor in order to avoid
153 adversely affecting a donor relationship by making adjustments to a written
154 proposal previously submitted to a donor.
- 155 b. Donor Agreement. Donor agreements for chairs must be approved by the LSU
156 Eunice Vice Chancellor for Academic Affairs and Provost, as well as Recognized
157 Support Organizations as applicable, before submission to the donor for
158 execution.

- 159 2. Professorships:
- 162 a. Proposal. Prior approval of proposals to be presented to prospective donors for
163 professorships is not required unless unusual terms or conditions are involved.
164
- 165 b. Donor Agreement. Donor agreements for professorships must be approved by
166 the appropriate dean/director or by the appropriate LSU Eunice Vice Chancellor if
167 the position is not restricted to a college or school, as well as the applicable
168 Recognized Support Organization, before submission to the donor for execution.
169
- 170 B. Approval by Board of Supervisors: The creation and award of any endowed or
171 designated chair or professorship requires approval of the LSU Board of Supervisors.
172 The sources of funding and stipulations on the use of such funds must be approved by
173 the LSU Eunice Chancellor through administrative channels. For those chairs and
174 professorships that will be supported by proceeds from the Board of Regents Support
175 Fund, resolutions to approve the establishment of chairs or professorships for
176 presentation to the LSU Board of Supervisors are prepared by the LSU Office of Finance
177 and Administrative Services. For other chairs and professorships, the resolutions for
178 presentation to the LSU Board of Supervisors are prepared by the LSU Eunice Office of
179 University Advancement.
- 180 C. Documentation Requirements for Chairs and Professorships Funded in Part by the
181 Board of Regents:
- 182 1. The applicable policies of the Board of Regents shall govern the creation,
183 appointment and administration of endowed chairs and professorships supported by
184 matching funds from the Board of Regents Support Fund.
- 185 2. The LSU Office of Finance and Administrative Services is responsible for the
186 preparation of documentation required by the Board of Regents to apply for state
187 matching funds and for the transmission of that documentation to the Office of the
188 LSU Vice President for Academic Affairs.
- 189 3. The Office of the LSU Vice President for Academic Affairs is responsible for
190 submitting the necessary documentation to the Board of Regents in accordance with
191 the due dates established by the Board of Regents.
- 192 4. Upon receipt of state matching funds from the Board of Regents, the LSU Office of
193 Finance and Administrative Services deposits the matching funds and provides the
194 Board of Regents with the required documentation verifying that the funds were
195 deposited.
- 196 5. The LSU Office of Finance and Administrative Services then transfers the state
197 matching funds to the LSU Eunice Foundation to be managed jointly with the private
198 contributions already on deposit with the LSU Foundation in accordance with the
199 Funds Management Agreement duly executed between the LSU Board of
200 Supervisors and the LSU Foundation.
- 201 6. The LSU Office of Finance and Administrative Services is responsible for adherence
202 to the annual reporting requirements established by the Board of Regents for chairs
203 and professorships for which state matching funds were received.

200 D. Filling Chairs and Professorships:

201 1. Chairs: Chair positions for which matching funds have been provided by the Board of
202 Regents through the Board of Regents Support Fund must be filled competitively
203 through a national search utilizing a selection committee. At a minimum, the
204 selection committee must include an individual who is external to the campus and
205 who is a recognized expert/scholar in the general field of the chair, but who is not
206 affiliated with the private donor or the Board of Regents. Procedures for filling other
207 chairs must be submitted through appropriate administrative channels for approval
208 by the LSU Eunice Vice Chancellor for Academic Affairs and Provost. The
209 appointment of an individual to a chair requires approval by the LSU System
210 President through appropriate administrative channels.

211 2. Professorships: Procedures for filling professorships must be submitted for approval
212 through appropriate administrative channels to the LSU Eunice Vice Chancellor for
213 Academic Affairs and Provost. The appointment of an individual to a professorship
214 requires approval by the LSU System President through appropriate administrative
215 channels.

216 **V. AWARDS**

217 Eligibility criteria and selection procedures for all awards are subject to approval by the LSU
218 Eunice Vice Chancellor of Academic Affairs and Provost. Awards are to be made in accordance
219 with those procedures and subsequently reported to the LSU Board of Supervisors.

220 Information regarding nomination procedures and due dates for major faculty awards is
221 distributed by the unit responsible for coordinating the nomination and selection processes for
222 the various awards. This information is generally distributed early in the fall semester with
223 nomination packets due at the beginning of the spring semester. See the Appendix for a profile
224 of major university-wide awards. Note that recipients of university-wide awards are not eligible
225 to receive the same award more than once. Whether or not recipients of awards restricted to a
226 particular department or college are eligible to repeatedly receive the same award is dependent
227 upon the eligibility criteria associated with that particular award.

228 **VI. LECTURESHIPS**
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230 Lectureships shall be awarded in accordance with University and state regulations governing
231 personal services contracts. Procedures for processing personal services contracts are
232 established and monitored by the LSU Eunice Purchasing Office.

APPENDIX

LSU EUNICE NAMED FOUNDATION PROFESSORS

The LSU Eunice Named Professorships (designated for specific academic focus) is an honorific title awarded in recognition of a faculty member who has a reputation for excellence in field of study.

REQUEST FOR NOMINATIONS

The call for nominations is issued by the LSU Eunice Office of Academic Affairs, after notification from the LSUE Foundation that funds are available.

ELIGIBILITY

The nominations shall be

- A. Hold faculty rank at LSU Eunice
- B. Be employed on a full-time basis
- C. Hold permanent position at LSU Eunice
- D. Meet criteria set forth by established Professorship/Chair

SELECTION PROCEDURES

Nominations will be reviewed by a special committee appointed by the LSU Chair of the Division of Instructional Support and Development Advisory Council. The Committee's recommendations shall be submitted to the Vice Chancellor of Academic Affairs, who will review the nominations with the selection committee prior to submission of recommendations to the LSU Eunice Chancellor, the LSU President and the LSU Board of Supervisors. Final appointment of an individual shall be made by the Board of Supervisors.

MONETARY CONSIDERATION

Faculty named Professorships receive a base salary increase based on market conditions. Generally 60% of allocation is salary and 30% is research, travel, or other needs related to instruction.

TERM

Appointment as a Named Foundation Professor is ongoing unless the holder chooses to accept another named professorship or chair. A Named Foundation Professor who accepts another named professorship or chair automatically forfeits the Foundation Professorship and the associated academic support fund.