

LSU College of Science Policy: Procedure for Awarding Endowed Professorships

The LSU College of Science is fortunate to have donations from generous individuals that support faculty through endowed professorships and chairs. The process for filling open chair positions occurs through a national search process that has been established by the Louisiana Board of Regents with guidelines detailed in PS-7. However, a similar procedure has not been set forth for endowed professorships. This document outlines procedures that will be used to assign endowed professorships within the College of Science.

The College of Science has a variety of professorships that are designated for: (a) faculty in individual departments and (b) faculty in multiple departments. Open professorships may be awarded to individuals who are (1) currently on the LSU faculty or (2) to candidates recruited to LSU who have been identified through a national search process. The processes for selecting the awardee differ in these circumstances:

I. Awarding of Professorships to Current LSU faculty

1. A committee of senior faculty within the unit (department or college, as appropriate) will be appointed to receive and review nominations for an open professorship. These committees may include faculty who hold professorships themselves, although this is not required.
2. A notice of an open professorship will be sent to all faculty within the eligible unit (department(s) or College of Science). This notice will provide the criteria for eligibility and will solicit nominations and deadlines for submitting materials. Self nominations are acceptable. Members of the review committee are not eligible.
3. Required nomination materials include a cover letter by the nominator, the CV of the candidate, and a summary of ongoing research and teaching accomplishments and service activities. A list of potential external reviewers for the nomination should be included.
4. If criteria include teaching, letters should be solicited from former students. In addition to the list(s) of potential reviewers submitted by the nominator, the committee may/should solicit additional letters from external reviewers and former students.
5. The committee will review and rank acceptable candidates, and state if any are not acceptable. A written report summarizing the ranking and strengths of the candidates will be submitted to the Dean.
6. The Dean will make the final selection, based on the input from the review committee. The Dean's recommendation will be communicated to the Provost.
7. Upon approval by the Provost and necessary board(s), the awardee will be notified and a broadcast announcement will be made about the named professorship.
8. The awardee will meet with the unit business manager to complete paperwork for the appointment and for briefing on budgeting, allowed expenditures, and reporting, in compliance with PS-7 and other university procedures.

II. Awarding of Professorships in Conjunction with Faculty Searches

When a faculty search is approved by the College and the Office of Academic Affairs, there may be a search in a specific area and at a rank appropriate for an open professorship.

1. The faculty search will proceed according to university policy. Review materials needed for the professorship selection are gathered as part of the normal search process (e.g. cover letter by the nominator, the CV of the candidate, a summary of ongoing research, teaching and funding, and a list of references). Letters will be solicited from references if they are not already available.
2. After on-campus interviews with finalists, the department will review and rank candidates, and a report summarizing the ranking and strengths of the candidates will be submitted to the Dean.
3. If there is an open professorship with agreement terms that are appropriate for the candidate (rank/area), the department may request that a professorship be offered to recruit the candidate. A recorded vote of the faculty must accompany the request.
4. If approved, the offer to the candidate of choice will include the professorship.
5. Upon acceptance of a faculty appointment and approval of the professorship by the Provost and necessary board(s), the awardee will be notified and a broadcast announcement will be made about the named professorship.
6. The awardee will meet with the unit business manager to complete paperwork for the appointment and for briefing on budgeting, allowed expenditures, and reporting.

(NOTE: In some circumstances, a process for assigning a professorship is dictated by terms in the donor agreement, In cases where the specified process deviates from the College process, defined above, the Dean and Department must be informed.):