



POLICY STATEMENT

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SUBJECT: Administration of Endowed Programs

I. PURPOSE

To define the policies under which the University will administer endowed chairs, professorships, and programs.

II. DEFINITIONS

Endowed chairs, endowed professorships, and endowed programs are those supported by income from funds placed for that purpose in the LSUS Foundation under terms governed by the Board of Supervisors and/or the Board of Regents.

III. APPOINTMENTS

Appointments to endowed chairs and endowed professorships will be made through the regular personnel procedures of the University. The terms of the appointment (salary supplement, release time, duties, etc.) to an endowed program shall be representative of the nature of the program. For instance, release time would be appropriate for a chair but would not be appropriate for a professorship. Annual salary supplements for holders of chairs and professorships will be set by the same process as that of any other faculty, but may not be set at a level exceeding the available resources as determined by the Board of Regents, Board of Supervisors, and/or LSUS Foundation guidelines.

IV. BUDGET

An annual budget is required for each endowed chair, professorship, or program. The budgeting process shall begin with notification, through channels, from Business Affairs of the amount that is available for spending during the next fiscal year. Each chair, professorship, or program director shall prepare a budget, based on the projected amount available, that identifies the amount to be spent in each budget category. The budget shall be submitted for approval through appropriate administrative channels.

V. ACTIVITIES

The proposal establishing an endowed chair, professorships, or program shall specify the particular activities and expectations associated with the funding. Each endowed chair, professorship and program will submit an end-of-year (fiscal) report that includes a record of accomplishments and activities.

AUTHORIZED

Stuart E. Mills

Provost and Vice Chancellor
for Academic Affairs

8-1-06

Date

APPROVED

Vincent J. Marsala

Chancellor

8-1-06

Date