



POLICY STATEMENT 32

ACADEMIC HONORIFICS: CHAIRS, PROFESSORSHIPS, LECTURESHIPS AND AWARDS

POLICY DIGEST

Functional Classification: Faculty

Monitoring Unit: Office of Academic Affairs

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I. PURPOSE

To describe honorifics by which faculty and others may be recognized for academic abilities or accomplishments. Academic honorifics include Chairs, Professorships, Lectureships and Awards.

II. DEFINITIONS

Additional Compensation - Compensation above the employee's base salary paid by LSU New Orleans from any source. Additional compensation is earned for performing specific duties/services in addition to previously assigned duties.

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

Base Salary - Permanent, ongoing compensation paid to a faculty member for services rendered over a 12-month period for faculty employed on fiscal pay basis, or over the academic year for faculty employed on academic pay basis.

Chair - A faculty position typically supported by an endowment of at least \$1 million or by a similar level of annual University funding. Monetary considerations associated with chairs may include salary support for the holder or funds to be spent on activities supporting the chair.

Note: References to chairs in this policy pertain to honorifics termed "chair" unless the term used is "department chair/head" in which case it refers to the administrative leader of an academic department or is being used in reference to the head of a committee.

Designated Honorific - A Chair, Professorship, Lectureship or Award supported from University funds or from external funds (e.g. annual gifts) for these purposes and, under terms set by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, where there is no endowed support.

Endowed Honorific - A Chair, Professorship, Lectureship or Award supported by income from an

endowment fund.

Faculty - As defined by the By-Laws and Regulations of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, individuals appointed full-time at the rank of instructor and above, including those holding joint appointments with other campuses.

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

Honorific - Chairs, Professorships, Lectureships and Awards may be referred to generically in this policy as "honorifics."

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

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

Recognized Support Organization - An alumni organization recognized by the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, or a foundation or entity organized by the alumni or other individuals supportive of LSU New Orleans, the charter of which specifically provides that the purpose of the foundation or entity is to aid LSU New Orleans in a philanthropic manner.

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

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

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

III. GENERAL POLICY

Proposals to endow or designate an honorific may begin in multiple ways based on the source of funding for the honorific (e.g., Board of Supervisors of the LSU System, Louisiana Board of Regents, private gifts). Recommendations for creation of honorifics must include:

- A. Sources of Support
- B. Classification of Honorific Being Created; chair, professorship, lectureship, or award.
- C. Duration: single event, specific term, or indefinite term.
- D. Exact Title and Basis for Naming:

The University reserves the right to decline any proposal to endow or designate an honorific. For clarity and consistency, a standard format for naming chairs and professorships will be

followed. The format comprises three elements, as follows:

1	2	3
Name, usually of donor or honoree	Honorific type, with appropriate adjectives	Academic discipline

For example, Acme Professor of XYZ Studies or Jackson Corporation Chair of Mechanical Engineering. Use of the adjective "Endowed" in the title is discouraged because it unnecessarily lengthens the title. This format notwithstanding, strong donor preferences will be honored.

All references to an honorific in the LSU System Board of Supervisors' resolution to establish the honorific, in subsequent personnel actions, in catalog entries and in other publications must be uniform and consistent. For endowments of \$1 million or more, or designated support at a similar level, the honorific title usually should be "Chair." Exceptions would include honorifics originally termed Professorships that have reached the \$1 million level through a number of contributions and state matching grants. Such honorifics would remain titled "Professorship," or an approved variation, such as "University Professor." Endowments of less than \$1 million should be titled "Professorship," or an approved variation of that term.

E. Current Value to the Recipient

1. Chairs and Professorships: Monetary consideration may take several forms depending on the length of appointment to the honorific and whether there are specific duties associated with holding the chair or professorship.
2. Support in the form of base salary (*Support in the form of base salary is charged to cost center X) may be paid if the holder is permanently appointed to the Chair or Professorship, or the salary is permanently increased even if appointment to the Chair or Professorship is temporary. Retirement contributions must be made on any amount paid as base salary.
3. Support in the form of additional compensation (* Support in the form of additional compensation for temporary additional duties during the academic year or fiscal year is charged to cost center X. If additional duties are performed throughout the academic year or fiscal year, the additional compensation may be paid as an administrative salary supplement charged to cost center X.) may be paid during the fiscal year or academic year as appropriate if funds are allocated for this purpose for the period for which there are specific additional duties associated with appointment to the honorific, such as developing and directing an institute. Retirement contributions must be made on additional compensation paid for services rendered.
4. Support may be provided in the form of summer salary (*Support in the form of summer salary is charged to cost center X.) for Chair- or Professorship related activity performed during the summer months by holders appointed on academic year (9-month) pay basis. Retirement contributions must be made on summer salary.
5. Support may be provided in the form of a salary supplement (*Support in the form of a salary supplement is charged to cost center X.) from funds provided by Recognized Support Organizations for chair or professorship holders appointed for a limited period and who are not assigned specific additional duties associated with appointment to the chair or

professorship. Retirement contributions cannot be made on these salary supplements because the amount is not permanent, nor is it for specific services rendered.

6. Support may be provided in the form of a support fund (The cost center to which expenditures from a support fund are charged depends upon how the funds are used.) to be used for expenditures supportive of the purpose of the Chair or Professorship, such as travel, equipment, and salaries for assistants.
7. Lectureships: The value to the recipient of a lectureship is established by approved donor terms and conditions or, in the case of University allocations, the value is established by the Provost and Senior Vice Chancellor of Academic Affairs through appropriate administrative channels.
8. Awards: The value to the recipient of an award is established by approved donor terms and conditions or, in the case of University allocations, the value is established by the Provost and Senior Vice Chancellor of Academic Affairs through appropriate administrative channels.

IV. PROCEDURES

Endowed and Designated Chairs and Professorships

A. Proposal Process for Chairs and Professorships:

1. Chairs:

- Proposal. A written proposal to be submitted to a donor for a gift for a new Chair, as well as a plan for the proposed Chair, must be submitted to the Provost and Senior Vice Chancellor of Academic Affairs for approval prior to presentation to the prospective donor. The proposal must include the academic discipline, budgeted support, a statement indicating compliance with regulations of the Board of Regents Support Fund (if a match will be sought) and the proposed naming format. This review must take place in advance of presentation to the donor in order to avoid adversely affecting a donor relationship by making adjustments to a written proposal previously submitted to a donor.
- Donor Agreement. Donor agreements for Chairs must be approved by the Provost and Senior Vice Chancellor of Academic Affairs, as well as Recognized Support Organizations as applicable, before submission to the donor for execution.

2. Professorships:

The Endowed Professorship is generally established by a gift agreement executed between a donor and the LSU 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.

- Proposal. Prior approval of proposals to be presented to prospective donors for Professorships is not required unless unusual terms or conditions are involved.

- Donor Agreement. Donor agreements for Professorships must be approved by the appropriate dean/director or by the appropriate vice chancellor if the position is not restricted to a college or school, as well as the applicable Recognized Support Organization, before submission to the donor for execution.

B. Approval by Board of Supervisors: The creation and award of any endowed or designated Chair or Professorship requires approval of the Board of Supervisors of Louisiana State University and Agricultural and Mechanical College. The sources of funding and stipulations on the use of such funds must be approved by the Chancellor through administrative channels. For those Chairs and Professorships that will be supported by proceeds from the Board of Regents Support Fund, resolutions to approve the establishment of Chairs or Professorships for presentation to the LSU System Board of Supervisors are prepared by the Office of Finance and Administration. For other chairs and professorships, the resolutions for presentation to the LSU System Board of Supervisors are prepared by the Office of Academic Affairs.

C. Documentation Requirements for Chairs and Professorships Funded in Part by the Board of Regents:

1. The applicable policies of the Board of Regents shall govern the creation, appointment and administration of endowed Chairs and Professorships supported by matching funds from the Board of Regents Support Fund.
2. The Office of Finance and Administration is responsible for the preparation of documentation required by the Board of Regents to apply for state matching funds and for the transmission of that documentation to the LSU System Board of Supervisors.
3. The LSU System Board of Supervisors is responsible for submitting the necessary documentation to the Board of Regents in accordance with the due dates established by the Board of Regents.
4. Upon receipt of state matching funds from the Board of Regents, the Office of Finance and Administration deposits the matching funds and provides the Board of Regents with the required documentation verifying that the funds were deposited.
5. The Office of Finance and Administration then transfers the state matching funds to the LSU New Orleans Foundation to be managed jointly with the private contributions already on deposit with the LSU New Orleans Foundation in accordance with the Funds Management Agreement duly executed between the LSU Board of Supervisors and the LSU New Orleans Foundation.
6. The Office of Finance and Administration is responsible for adherence to the annual reporting requirements established by the Board of Regents for Chairs and Professorships for which state matching funds were received.

D. Filling Chairs and Professorships:

Operational Procedure Academic Affairs 1 Endowed Chairs and Professorships provides specific procedures for the selection, appointment and review of endowed Chairs and

Professors.

V. AWARDS

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

Information regarding nomination procedures and due dates for major faculty awards is distributed by the unit responsible for coordinating the nomination and selection processes for the various awards. This information is generally distributed early in the fall semester with nomination packets due at the beginning of the spring semester. See Appendix 1 for a profile of major University-wide awards. Note that recipients of University-wide awards are not eligible to receive the same award more than once. Whether or not recipients of awards restricted to a particular department, school or college are eligible to repeatedly receive the same award is dependent upon the eligibility criteria associated with that particular award.

VI. LECTURESHIPS

Lectureships shall be awarded in accordance with University and state regulations governing personal services contracts. Procedures for processing personal services contracts are established and monitored by the Office of Finance and Administration.

VII. SOURCES

Operational Procedure Academic Affairs 1 Endowed Chairs and Professorships

VIII. APPENDICIES

[LSU New Orleans Endowed Chairs and Professors](#)