

# Endowed Chairs Reporting Format

Institutions will be required to provide data on an annual basis for each chair for which State funds have been provided through the Endowed Chairs for Eminent Scholars Program. Endowed Chairs reporting will be part of the Louisiana Online Grants Automation Network (LOGAN) and will take place entirely online. Each campus will log into LOGAN to see a list of its Endowed Chairs, and each chair name will link to a brief reporting form requesting the following information:

1. Name of current chairholder (if vacant, indicate why the chair is not filled)
  - \* Upload Letter of Appointment for current chair (only for first reporting period – archived thereafter)
2. Date of chairholder's appointment
3. Date of most recent performance evaluation
4. Professional accomplishments of the chair in the past academic year, including:
  - Number of Refereed Publications
  - Number of Invited Presentations
  - Number of Patents/Licenses
  - External funding received (in dollars)
  - Highlights (in narrative form)
5. Broader impacts of the chairholder's service (in narrative form)
6. Date(s) of key contact(s) with the donor(s) during the past academic year
7. Use of Endowment Earnings Available to the Chair:
  - Total earnings available: \$
  - % discretionary research support
  - % salary
  - % other (describe)