

**BOARD OF REGENTS SUPPORT FUND  
ENDOWED PROFESSORSHIPS SUBPROGRAM ELIGIBILITY AND MATCH REQUEST  
SUBMISSION POLICY**

In 1990-91, the Board of Regents (BoR) established the Board of Regents Support Fund (BoRSF) Endowed Professorships subprogram, patterned after the successful Endowed Chairs for Eminent Scholars subprogram, to strengthen instruction and research across a diverse array of campuses. Since its inception, the Endowed Professorships subprogram has operated as a non-competitive opportunity for campuses to receive State match of donor contributions. BoR fulfills all obligations and commitments to the Endowed Professorships subprogram by funding matches in accordance with Support Fund plans and budgets as approved annually by the Legislature and Governor.

This policy document includes general information about the Endowed Professorships subprogram and guidelines for submission of requests for matching. Policies governing post-match management and use of Endowed Professorships and First-Generation Undergraduate Scholarships are contained in separate policy documents.

**I. POLICY EFFECTIVE DATE**

The effective date of this policy is July 1, 2019.

**II. DEFINITION AND USES OF ENDOWED PROFESSORSHIPS**

Endowed professorships are established to help Louisiana postsecondary institutions recruit and retain superior faculty aligned with the submitting campus's role, scope, mission, and strategic priorities. The recipient of an Endowed Professorship must be a faculty member whose research, teaching, and/or public service uniquely contributes to the mission(s) of their departments, their campuses, and the State.

If a campus wishes to enable donors to contribute funds eligible for BoRSF match to establish scholarships for first-generation undergraduate students, the Board has approved this alternative use under the Endowed Professorships subprogram and within the funding guarantees set forth below. Policies related to managing professorships and scholarships after matching has been provided are contained in separate policies.

The Endowed Professorships subprogram is designed to further achievement of the constitutionally prescribed co-equal goals of the Support Fund: to enhance the quality of higher education and promote economic development in Louisiana.

**III. PUBLIC POSTURE OF BoRSF MATCH**

BoR is constitutionally entrusted with the allocation of the Louisiana Quality Education Support Fund (Support Fund) toward four specific purposes enumerated in Article VII, §10.1(D) of the Louisiana Constitution: targeted research and development; enhancement of academic, research and agricultural departments and units; recruitment of superior graduate students; and endowment of chairs for eminent scholars. In accordance with the constitutional parameters and restrictions, BoR through the Support Fund provides State funds to match non-State endowments. Endowed Professorships funding is provided through the enhancement category.

The public dollars provided as match to endowments do not lose their public character and function, even when entrusted to or managed by a non-public entity or matched to a private donor's contribution. The endowed professorships toward which BoR is authorized to allocate public funds must be used within a reasonable period of the State match and consistently over time to achieve the specific goal of attracting eminent scholars to foster economic development. An endowment created through a non-State donation matched by State dollars is not simply a fund held by a university-affiliated foundation or other managing entity, as such funds being held are not required to serve a specific public purpose distinct from the institutional mission.

Accordingly, Support Fund policies restrict the use and investment of such funds to ensure all related activities serve the purposes for which Support Fund money may be expended. Should the public funds contributed for these purposes not be used to accomplish the mandated goals and/or purposes of the Support Fund, and/or address specific BoR policy requirements, such funds and all associated earnings shall be subject to revocation by BoR. All agreements and arrangements related to the non-State funds are strictly the obligation of the original donor, his/her successors, and the campus; no private agreement or act of donation shall contravene or supersede State constitution and laws, and any BoR policy adopted in accordance therewith. To that end, all institutions and their affiliated foundations shall fully inform private donors of the purpose of the donation, initial and subsequent time periods within which a State-matched donation must be put to use, parameters for the use of earnings on the corpus of the endowment, the possible reversion of the State match if it is not put to use within specified time periods, and the options available to the donor should such reversion occur.

#### **IV. ELIGIBLE CAMPUSES**

All Louisiana public institutions of higher education and those independent institutions which are members of the Louisiana Association of Independent Colleges and Universities (LAICU) are eligible to participate in the Endowed Professorships subprogram. To request matching for first-generation undergraduate scholarships through Endowed Professorships, the eligible campus must offer undergraduate-level programs and related credentials.

#### **V. ALLOCATION OF BoRSF/LEGISLATIVE MATCHING FUNDS**

##### **A. BoRSF Matches**

1. Matching Funds: State funds will be provided at a ratio of 80% non-State to 20% State match with the following provisions:
  - a. Endowed Professorships must be established at a minimum level of \$100,000 (\$80,000 non-State/\$20,000 BoRSF matching); first-generation undergraduate scholarships may be requested at the same ratio, but at different levels for four-year and two-year campuses. Four-year campuses may establish scholarships at a minimum level of \$100,000 (\$80,000 non-State/\$20,000 BoRSF matching); two-year campuses may establish scholarships at a minimum level of \$50,000 (\$40,000 non-State/\$10,000 BoRSF matching).
  - b. Except in the case of two-year campus scholarships, for each \$20,000 State match requested, a minimum \$80,000 non-State contribution is required. While a non-State contribution may exceed \$80,000, State match will be provided only in indivisible \$20,000 increments. For first-generation

undergraduate scholarships at two-year campuses, a minimum \$40,000 non-State contribution is required for each \$10,000 BoRSF match requested, with matching provided only in indivisible \$10,000 increments.

- c. Campuses with fewer than fifteen (15) Endowed Professorship slots matched by the BoRSF (inclusive of first-generation scholarships matched as a component of Endowed Professorships) may request matches at a ratio of 60% non-State to 40% State. For such requests, State match will be provided only in indivisible \$40,000 increments, except in the case of first-generation undergraduate scholarships requested by two-year campuses, which may be provided \$20,000 for a \$30,000 non-State contribution. Once a campus has received State match for fifteen (15) Endowed Professorship slots, inclusive of first-generation scholarships submitted through the Professorships subprogram, that campus will be eligible only for the 80% non-State/20% State ratio.
  - d. Campuses and foundations should ensure donors are aware that the full non-State contribution must be on deposit to be eligible for BoRSF matching. Should a donor wish to contribute and the campus choose to accept funds incrementally over time toward a BoRSF-eligible endowment, such contributions shall not be recognized or matched until the full required amount has been deposited. If BoR programs or policies change during the period in which the donor is building a contribution for match, that contribution shall be considered for match under the program(s) and policies in place at the time the non-State contribution is completed and the campus's request for BoRSF match is submitted to BoR unless otherwise specified by BoR.
2. Funding Guarantees: The subprogram guarantees Support Fund assistance to annually fund two (2) \$20,000 matches to establish two (2) \$100,000 professorships per year for each eligible campus. The matching guarantee is applicable to all applications submitted for match in a funding cycle, inclusive of professorships and first-generation undergraduate scholarships; campuses are not guaranteed separate matching for each endowment type, but two slots of any type, totaling \$40,000. Campuses with fewer than fifteen (15) matched slots are guaranteed two matching slots, inclusive of professorships and first-generation undergraduate scholarships, at \$40,000 each until the threshold is reached. For two-year campuses submitting requests for first-generation scholarship matching, up to four \$10,000 matching slots, or eight for campuses with fewer than fifteen matched slots, may be guaranteed in the funding cycle. Annual funding guarantees per institution are contingent upon compliance with policy requirements related to maximum vacancy rates and numbers of full-time-equivalent (FTE) faculty employed by the institution (see Policy Sections V.A.5-6, below).
  3. Selection of Slots to be Matched: The campus shall, as part of its application for match, submit a single consolidated rank-order list of all slots, inclusive of professorships and first-generation scholarships, for which match is requested. Separate rank orders of professorships and scholarships will not be accepted. The BoR will match in the rank order requested by the campus.
  4. Eligibility for Annual Matching Based on Vacancy Rates: If a campus's percentage of vacancies of greater than two years' duration in the Endowed Professorships subprogram exceeds 20%, that campus

shall not be eligible to submit requests for additional Endowed Professorships matches during that year.<sup>1</sup>

5. Eligibility for Matching Based on Full-Time Equivalent Faculty: The number of BoRSF-matched endowed professorships on a campus shall not exceed the number of FTE faculty, defined as all full-time equivalent faculty employed by the institution (including instructional, clinical, research, adjunct and visiting faculty).<sup>2</sup> Should the number of BoRSF-matched endowed professorships exceed the number of FTE faculty on a campus during a submission year, additional new BoRSF matches for professorships shall not be provided in that year. Regardless of institutional FTE faculty counts, campuses will remain eligible to submit requests for first-generation undergraduate student scholarships.
  6. Eligibility for Matching Based on Academic Unit Faculty Count: The number of BoRSF-matched endowed professorships in an academic unit (department, center, college, etc.) shall not exceed its number of FTE faculty, defined as all full-time equivalent faculty assigned to the academic unit. Should the number of BoRSF-matched endowed professorships exceed the number of FTE faculty in an academic unit during a submission year, additional new BoRSF matches shall not be provided in that year. Regardless of an academic unit's FTE faculty counts, the unit will remain eligible to submit requests for first-generation undergraduate student scholarships.
- B. BoRSF Funding for Additional Slots: Campuses may submit applications for match in addition to that guaranteed by BoR and may receive additional matches beyond guaranteed slots if one or more campuses submit fewer than their guaranteed applications. While BoR has no responsibility to recognize or match applications submitted in excess of guarantees, any unmatched slots may be funded for campuses through this arrangement. Should BoR approve additional slots through this proviso, BoR shall determine the most appropriate allocation of such funds.
- C. Supplemental Legislative Funding: In the event that supplemental State appropriations to provide endowment matching are forthcoming, BoR shall determine the most appropriate allocation of such funds.

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<sup>1</sup> A campus's percentage of endowed professorship vacancies longer than two years shall be calculated as the number of matched slots reported as unfilled for longer than two years divided by the total number of slots matched at the campus. The duration of an endowed professorship vacancy shall be calculated from August of the academic year following the departure of the most recent professorship holder or, in the case of new or not-yet-filled professorships, from August of the calendar year in which Board match was provided. Endowed professorships accounts with market values below corpus are excluded from policy formulae related to vacancy rates.

<sup>2</sup> FTE faculty counts by institution shall be required in annual endowment reporting. With the permission of the donor(s), multiple individual endowed professorships slots may be combined into a single professorship for assignment to a faculty recipient. If consistent with donor intent and not explicitly prohibited by the donor, donor permission for such combinations shall not be required under the following circumstances: 1) the donor is deceased; 2) the donor has in writing indicated that the campus may make appropriate changes at its discretion; and/or 3) despite a good-faith effort, the donor's contact information could not be located.

## **VI. VACANCIES AND RETENTION OF STATE MATCHING FUNDS**

BoRSF faculty endowment programs are designed to provide matching resources to non-State donations, the earnings from which support the productivity and performance of superior faculty. Persistent vacancies are not in the interest of participating campuses and faculty nor supportive of BoRSF constitutional and program goals. Vacancies also do not serve the intent of the non-State donor, to the extent that the donor expects the contribution to support faculty work. In addition, they sequester significant State resources – corpus and earnings – during the period of vacancy, severely limiting any impact these funds might have, especially in view of sharply declining State support for higher education. The following provisions are made to ensure that endowments matched by the State are needed, useful, and representative of campus priorities, as reflected in their consistent use; if an endowment is not consistently used, State funds should be freed to be applied to other priorities.

For endowments matched in FY 2016-17 or later, if the faculty endowment has not been filled within four years after provision of BoRSF matching or three years following departure of the most recent faculty holder of the endowment, the campus shall submit for BoR approval a written request and justification to retain the matching funds, along with an account of activities undertaken since the vacancy occurred to fill the faculty endowment, problems and barriers encountered, and plans and a timeline to appoint a faculty holder. Such request shall be submitted to the Deputy Commissioner for Sponsored Programs and assessed by both Sponsored Programs staff and the Commissioner of Higher Education, with staff recommendations forwarded to BoR, which has sole authority to grant final approval. If the campus does not act as approved to fill the slot, the campus shall return matching funds and associated unexpended principal and earnings to BoR. BoR reserves its right to seek a return of the match only in this circumstance or where it finds that the endowment becomes unusable as described in the paragraph below.

For endowments matched prior to FY 2016-17 and vacant for more than two years, the campus shall notify the non-BoRSF donor of the duration of the vacancy along with plans, if any, to fill the vacancy within the next two years, and request that the donor indicate how he/she wishes to proceed. Based on documentation retained by the campus, the campus's annual fiscal report for each affected endowment shall certify that the donor is aware of current policies governing vacancies as well as indicate the donor's preferred course of action and a timeline for implementation of the action plan or account of progress toward implementation if a multiyear plan is underway. If the donor prefers to redirect the original non-State contribution and/or earnings to an activity not permissible under BoRSF endowment programs, the campus shall submit for BoR approval a plan to redirect the BoRSF share to a BoRSF-eligible endowment category to fund a donor contribution awaiting State match. In the event that the endowment becomes unusable (e.g., the associated academic program ceases to exist and the donor does not agree to redirect the original non-State contribution to a category eligible for BoRSF match), the campus shall return the BoRSF matching funds, with associated unexpended earnings, as soon as possible after the circumstance becomes known. BoR reserves its right to seek a return of the match only where it finds the BoRSF funds have become unusable for their intended purpose and no other acceptable use – repurposing the endowment or redirecting matching funds to an eligible endowment category – can be identified.

## **VII. CAMPUS INTERNAL STANDARDS AND PROCESSES**

- A. Required Submission: To be eligible to participate in the Endowed Professorships subprogram, each campus with existing State-matched professorships and/or new applications for match shall submit and

maintain in the BoR's files a current document defining (1) its internal standards for selecting faculty recipients of endowed professorships and/or first-generation scholarships; and (2) its internal processes for implementing these standards and monitoring compliance.<sup>3</sup> If changes are adopted by the campus, standards and practices may be updated annually by March 31.

- B. Applicability of Internal Standards and Processes: Each affected campus shall fill any vacancies in State-matched professorships and appoint students to first-generation scholarships using these internal standards and processes.

## VIII. ANNUAL SUBMISSION OF REQUESTS FOR MATCHING FUNDS

- A. Application Elements: Annual applications to the Endowed Professorships subprogram must include the following, as well as an online list of all applications submitted for match via the campus's institutional account on Louisiana Online Grants Automated Network (LOGAN) (See Policy Section VIII.B):
1. Annual Letter and Rank-Order List: Each year, along with its individual applications, an eligible campus requesting funds through the Endowed Professorships subprogram shall submit a cover letter signed by the President or Chancellor of the campus listing all applications, inclusive of Professorship and First-Generation Scholarship requests, in rank order of funding priority and requesting appropriate matching funds during the current funding cycle. A single rank-order list is required; separate lists for Professorships and First-Generation Scholarships will not be accepted.
  2. Individual Applications for Match: Each individual application for Endowed Professorships match shall be comprised of six (6) documents:
    - a. A brief statement, not to exceed three pages, defining the need for the professorship or scholarship, its intended purpose, alignment of the professorship or scholarship with the campus's role, scope, mission, and strategic priorities, selection criteria for the holder/recipient, and minimum standards of performance for the holder's retention of the professorship/scholarship. For professorships only, the statement must include as an appendix (not within the three-page limit) the total number and list by individual slot of existing BoRSF-matched professorships and/or professorship holders assigned to the academic unit in which the new slot is requested.
    - b. An authenticated statement, notarized in the presence of two witnesses, which shall indicate that the campus has in good faith satisfied the requirements of the Board of Regents Endowed Professorships subprogram policy related to the Definition and Purpose of the subprogram, and describing how campus standards and processes will be used to select the professorship/scholarship holder.
    - c. An affidavit from the financial institution in which the non-State matching funds are held verifying that the participating campus has received and deposited non-State matching funds in at least the

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<sup>3</sup> Standards must reflect one or both of the Constitutional goals of the Support Fund: to improve the quality of education and/or enhance economic development.

minimum amounts set forth in Policy Section VI.A.1.a-c , and that the funds received and deposited meet all eligibility requirements of the Endowed Professorships subprogram policy.

- d. A Statement of Understanding executed by the donor(s) and the campus certifying that the donor(s) has been informed of Board of Regents and campus policies and practices relative to the Endowed Professorships subprogram. (See template in Appendix A.)
  - e. A detailed summary of all terms, inclusive of but not limited to conditions and restrictions related to disposition of endowment earnings, selection and retention of faculty/student holder(s), and intent of the endowment, set forth in any agreement(s) with non-State donor(s) specific to the endowment submitted for State match.
  - f. Documentation via official minutes of the relevant management or governing board of the participating campus that the board has granted approval for the establishment of the endowment to be supported by the proceeds of the non-State contribution and the requested State match.
- B. Online Submission of Rank-Order Application List: A list of all requests submitted through this subprogram for BoRSF matching dollars in the funding cycle, in rank order if matching is requested for more than one slot, must be uploaded in the required format and submitted via the institution’s LOGAN account (<https://web.laregents.org/logan/>).
- C. Acceptance of Applications and Deadlines: Applications for match, including both packets of original materials and the online list via LOGAN, must be received by the Board of Regents by 4:30 p.m. Central time on March 31 for each funding cycle. Should March 31 fall on a Saturday, Sunday, or State holiday, the deadline shall be extended to 4:30 p.m. Central time of the next working weekday. Submissions after March 31 will be held for matching consideration in a subsequent funding cycle, pending inclusion on the campus’s rank-order list (see Policy Section VIII.A.1).

One copy of the cover letter and original documents for each new application shall be submitted as follows:

U.S. Mail	UPS, Federal Express, Hand-Delivery
Endowed Professorships Subprogram c/o Deputy Commissioner for Sponsored Programs Louisiana Board of Regents P. O. Box 3677 Baton Rouge, LA 70821-3677	Endowed Professorships Subprogram c/o Deputy Commissioner for Sponsored Programs Louisiana Board of Regents 1201 North Third Street, Suite 6-200 Baton Rouge, LA 70802

**IX. RESUBMISSION OF UNMATCHED APPLICATIONS**

Endowed Professorships applications that were submitted in a previous year but not matched may be resubmitted without the above-referenced supporting documentation (Policy Section VIII.A.2.a-d), which is kept on file by BoR. The rank-order list provided in the cover letter from the campus president or chancellor (Policy Section VIII.A.1) must rank all previous and new submissions, inclusive of professorships and scholarships, for which matching is requested; only submissions included in the annual rank-order list are eligible for match during the funding cycle.

**X. BOARD ENCOURAGEMENT OF USE OF NON-STATE FUNDS WITHOUT STATE MATCH**

Campuses, foundations, and donors are encouraged and urged to help alleviate the Endowed Professorships backlog and address budgetary issues by acting as follows:

- A. For donations awaiting State match, arrange to spend income accumulating from non-State funds to address current faculty and departmental needs.
- B. Endow professorships/scholarships entirely through non-State funds by combining unmatched donations.
- C. If a donor match generates income in addition to the principal contribution prior to provision of the State match, the campus and donor may, at their discretion, determine ways to expend such income. To be eligible for State match, however, the principal must remain whole.



**APPENDIX A**

**TEMPLATE: DONOR STATEMENT OF UNDERSTANDING**

**TEMPLATE**  
**Endowed Professorships Subprogram**  
**Donor Statement of Understanding**

1. (I or We) have been fully informed and accept that the Board of Regents guarantees match for a maximum of two (2) endowed professorships/first-generation scholarships per year for (Institution). I or We understand that the Board of Regents matching guarantee is inclusive of professorships and first-generation scholarships, and such endowment types are not subject to separate funding guarantees. Additional matches may be provided at the BoR's discretion, provided funds are available. Slots shall be matched in accordance with the rank order furnished by the campus.
  
2. (I or We) have reviewed, understand, and accept the Program Policy and Investment Policy provisions relative to retention of corpus, principal, and expendable funds, expenditure of income, and other administrative conditions related to provision of BoRSF matching funds.
  
3. (I or We) have reviewed, understand, and accept (Institution's) internal standards and process for selecting faculty/student recipients of BoRSF-matched endowed professorships/first-generation scholarships.

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Donor or Donor Representative

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Campus Representative