


PROCEDURE MANUAL

		Procedure IN_111	
		Page 1 of 3	
		Last Revision Date: 7.2013	
		Effective Date: 5.22.13	
Section		Subject	Search and/or nomination of endowed chairs, professorships and faculty fellows

PURPOSE

This procedure provides guidelines for the search and/or nomination of Endowed Chairs, Professorships, and Faculty Fellows

1. Search Methodology

External/Internal Search Process

- In preparing to fill a vacant endowed faculty position and with approval of the Chancellor, the Vice Chancellor of Academic Affairs or designee, consistent with the endowing documents, may decide to limit the applicant search to external candidates or to internal candidates or may open the search to both internal and external candidates. In the case of a vacant endowed chair, a state-wide and regional search will be implemented with applications sought from both external and internal candidates.
- The uniform guidelines on Employee Selection Procedures which addresses the use of interviewing, testing, training, and other employee selection tools and their impact on discrimination based on race, color, religion, gender, national origin, or other protected status will be followed.

Internal

- All full time Department members will be sent a job announcement
- The VCAA may designate the Dean as the hiring manager
- With approval of the VCAA, the Dean may appoint a search committee to oversee the search process
- The Dean or searching committee must provide a mechanism for department faculty input either through forums or through interviews
- The Dean will make recommendations to the VCAA on behalf of the search committee. The VCAA will forward recommendations to the Chancellor for final consideration

External

- External application processes may be handled through established HR procedures.

2. Search Criteria

General

Documents associated with endowed faculty positions may establish selection criteria agreed to between the donor and LDCC or the particular department in which the endowed position is established as long as the intent of the Board of Regents (BoR) is accomplished. It is the LDCC Foundation's policy to honor the intentions of the donor as agreed to in the endowing documents.

Criteria for Selection

- The publication of books, articles, reviews, creative works; the exhibition of works of art and music; and other evidence particular to the field of scholarly achievement;
- Awards and prizes from professional organizations and foundations;
- Grants in support of research, study, or creative works;
- Offices and memberships held in learned societies;
- Papers read before learned societies;
- Lectures or performances;
- Services such as expert, consultant, etc., to business, industry, governmental agencies, and educational organizations; and the arts and humanities.
- Evidence of teaching distinction;
- Examples of extraordinary service to the College or community
- Other as deemed appropriate

3. Conditions of Appointments

Appointments to endowed chairs or professorships will be made on an academic year basis or when a vacancy exists. The expectation is that the chair or professorship will be held for a period of three years subject to annual review of performance against established criteria.

The annual renewal of an appointment of an endowed chair or professorship is subject to a satisfactory faculty evaluation. The evaluation should establish that the faculty member who holds an endowed chair or professorship consistently demonstrate the level of responsibility and professionalism expected of any College employee.

The annual evaluation should recommend renewal or nonrenewal of the appointment by the Vice Chancellor of Academic Affairs.

4. Provision of Appointments

By law, the principal cannot be spent, only the income earned from the endowment can be used. Moreover, that income cannot be used for any purpose other than the support of the endowed professorship, e. g., a salary supplement for the holder, travel and research expenses associated with his or her professional responsibilities, stipends for teaching and research assistants for the distinguished professor, special equipment or library books needed to support the teaching and research of the holder of the endowed chair. It is a violation of the law to spend the income from the Professors or Endowed Chair Endowment Fund for purposes unrelated to the particular professorship. The amount and purpose of the expenditures each year shall be determined through consultation between the chair holder, the appropriate department chair person, dean, and Vice Chancellor of Academic Affairs