I. General Policy Statement
Policy on appointment and reappointment of designated professors in the E.J. Ourso College of Business Administration (hereafter, College) is subject to university rules and regulations. Relevant policy documents are listed in the Appendix. This document describes policies regarding the appointment, evaluation, and reappointment of designated professors in the College, which are consistent with those prescribed in university policy documents.

For purposes of this Policy Statement, two categories of designated professors exist:
1. Endowed Chair
2. Endowed Professorship

Recruitment of other faculty is one of the most important faculty responsibilities. Faculty from the host unit should approve the composition, placement, and timing of position advertisements for all positions, including designated ones. Search committee members should come from the host department whenever possible. Non-host unit faculty may be involved when senior faculty of the host unit are candidates for the endowed position, leaving no other eligible senior faculty to serve on the search committee. Untenured faculty should not serve on search committees for designated chairs and professorships.

II. Policy on Endowed Chairs
A. Initial Appointment
National Search. A national search will be conducted that provides a timeline appropriate to advertise the position and recruit the best possible candidate. The search committee must consist of at least one individual who is (1) a recognized expert/scholar in the general field of the prospective chair, (2) external to the campus, and (3) not affiliated with the donor or the Board of Regents. The search committee will make a recommendation to the Dean of the College who will make the final decision on awarding an endowed chair.

In the initial proposal to recruit for an endowed chair, an explanation of the types of individuals who would serve on the search committee should be clearly stated. The names, titles, employing organizations, and vitae of the search committee members should be made known to the faculty of the College.

Internal Candidates. The Board of Regents does not prohibit internal recruitment of endowed chairs, but indicates such a “...situation should occur only infrequently and only under circumstances where a national search has documented the national and/or international eminence of the chairholder.”

Term of Appointment. In the absence of a donor-prescribed term of appointment, the normal appointment period for an endowed chair will be five years.

Appointment Letter. The endowed chairholder will be provided with an appointment letter that clearly articulates goals, objectives, accountability measures, term of appointment, and timing of evaluation for reappointment.

Change of Discipline Associated with the Endowed Chair. Board of Regents Endowed Chairs policy requires written permission from the donor (or legal representative) to change the discipline associated with the chair.
B. Evaluation and Reappointment
A periodic review of all chairholders will occur, consistent with the timing described in the individual appointment letter. The individual’s performance will be evaluated relative to criteria established in the initial appointment contract. An ad hoc committee will be formed of five voting members: three members selected by the College’s seven academic unit chairs and two members selected by the chairholder being reviewed. The ad hoc committee will conduct a review and written evaluation of the endowed chairholder’s performance and submit a recommendation to the Dean of the College regarding reappointment.

The individual holding the chair has a right to read the written evaluation made by the ad hoc evaluation committee. In the event of disagreement with the evaluation, the chairholder may include a response that will be included with the materials provided to the Dean who will make the reappointment decision.

In the case of nonreappointment, the individual will receive a written report signed by the ad hoc committee chair and Dean of the College stating the specific reason(s).

III. Policy on Endowed Professorships
A. The Potential to Hold Two Endowed Professorships
This policy permits the awarding of two professorships to one individual to match market conditions. However, the opposite practice of having two individuals share one professorship is not permitted. Both practices are consistent with university policy (see the Appendix, notably Board of Regents Endowed Professorship Policy).

B. Initial Appointment
Recruitment. Endowed professorships should be awarded in light of the Louisiana Board of Regents Endowed Professorship Policy (December 7, 2000), which states (page 1): “Endowed Professorships were established to recruit superior new faculty and/or retain faculty whose research, teaching, and/or public service have uniquely contributed to the missions of their departments and universities.” Consequently, endowed professorships can be awarded based on merit to either new faculty or to current faculty. Recommendations for awarding an endowed professorship shall originate in an academic unit within the college, with the final decision being made by the Dean of the College.

Term of Appointment. In the absence of a donor-prescribed term of appointment, the normal appointment period for a tenured faculty member holding an endowed professorship will be five years.

Appointment Letter. The endowed professorship holder will be provided with an appointment letter that clearly articulates goals, objectives, accountability measures, term of appointment, and timing of evaluation for reappointment.

C. Evaluation and Reappointment
As part of the College’s annual performance evaluation process, the unit chair will comment on the individual’s performance in accordance with the professorship agreement. Prior to reappointment, the Unit Chair will evaluate the individual’s performance relative to criteria established in the initial appointment contract. The Unit Chair will make a recommendation to the Dean of the College regarding reappointment.

Nonreappointment. In the case of nonreappointment, the individual will receive a written report signed by the Unit Chair and Dean of the College stating the specific reason(s). The professorship holder may
appeal a nonreappointment decision by requesting that an *ad hoc* committee of three designated professors or chairs in the College independently review the evaluation and decision. The *ad hoc* committee will issue a written report to the Dean of the college and the individual seeking the appeal. The College Policy Committee will select members of the *ad hoc* committee by a random draw from all designated chairs and professorships in the College, excluding those individuals who participated in the original nonreappointment decision.

The Dean of the College will issue a written report to the individual seeking the appeal that documents the final decision.

IV. Applicability
This Policy Statement is applicable to all designated professors in the E.J. Ourso College of Business Administration and is subordinate to all University, System, and Board of Regents policies.

Approved on April 30, 2003

Appendix. University Policies Related to Designated Professors

1. The Board of Regents Endowed Chairs Policy
2. The Board of Regents Endowed Professorships Policy
3. Board of Supervisors Bylaws
4. PS-7—*Academic Honorifics*
5. PS-36—*Criteria for Evaluating Academic Performance; Policy and Procedures on Faculty Appointment, Performance Evaluation, Reappointment, Nonreappointment, Promotion, and Tenure*
6. PM-23—*Ranks, Provisions, and Policies Governing Appointments and Promotions of the Academic Staff*
Until the mid-1990's, appointments and reappointments to endowed chairs and professorships were generally handled on a case-by-case basis. There were no standardized procedures. The first step toward developing formal policies governing appointments, reappointments, and evaluations of endowed positions was launched in the summer of 1994 with a preliminary draft of proposed guidelines [see attached August 1994 memorandum]. However, as the College was then in the midst of a search for a permanent dean, no further action was taken until a new dean was named. Soon after Dean Tom Clark's arrival at LSU in the summer of 1995, an ad hoc committee consisting of Professors Joe Hair, Carter Hill and Kevin Mossholder was formed to examine current appointment practices and to offer recommendations for improvement. The committee's charge was motivated, in part, by a unilateral decision by the former interim dean to split a $1 million endowed chair between two individuals. As a result, the committee concluded that the selection process for endowed positions should involve faculty participation and that performance reviews of incumbents should occur on a periodic basis. [The September 1995 report of the Hair committee is attached].

From 1995 through 1999, the College followed the spirit of the recommendations contained in the 1995 Hair report. The procedures followed for selection of designated professorships were outlined in an October 1998 memorandum from Executive Associate Dean Williams to Provost Fogel [attached]. In addition, all Board of Regents' policies mandated for appointments to State-matched endowed chairs were followed as well.

As the number of endowed professorships and chairs in the College continued to grow, Dean Clark reconstituted Professor Hair's ad hoc committee (now consisting of Professors Biswas, Tang, and Terrell) and requested that they revisit and update their observations on appointment and evaluation practices. The committee's September 1999 report [attached] formed a basis for consideration of a formal policy statement by the College's Executive Committee. A draft policy statement was prepared and distributed to the College's faculty Policy Committee for review and comment [see attached e-mail from Dean Clark]. Based upon feedback received, a final revision of "Policies on Appointment and Evaluation of Endowed Chairs and Professorships" was drafted and distributed to College faculty in January 2000 [policy attached]. These policies have guided the College's appointment, reappointment, and evaluation practice since that time.