

*Marty J. Chabert*  
*Chair*

*Collis B. Temple III*  
*Vice Chair*

*Blake R. David*  
*Secretary*

*Kim Hunter Reed, Ph.D.*  
*Commissioner of*  
*Higher Education*



*Claudia H. Adley*  
*Randy L. Ewing*  
*Robert W. Levy*  
*Charles R. McDonald*  
*Darren G. Mire*  
*Sonia A. Pérez*  
*Wilbert D. Pryor*  
*T. Jay Seale III*  
*Gary N. Solomon, Jr.*  
*Gerald J. Theunissen*  
*Felix R. Weill*  
*Jacqueline V. Wyatt*  
*William S. Jewell, Student*

**BOARD OF REGENTS**  
*P. O. Box 3677*  
*Baton Rouge, LA 70821-3677*  
*Phone (225) 342-4253, FAX (225) 342-9318*  
[www.regents.la.gov](http://www.regents.la.gov)

**AGENDA**  
**SPONSORED PROGRAMS COMMITTEE**  
**Wednesday, June 19, 2019 at 11:15 a.m.**

The Claiborne Building  
Thomas Jefferson Room (1-136) A&B  
Baton Rouge, Louisiana

- X. Call to Order
- XI. Roll Call
- XII. Consent Agenda
  - A. Appointment of Endowed Chairholder without National Search: Xavier University of Louisiana
- XIII. Supplementary Endowed Professorships Funding for 2018-19 Submission Cycle: LSU Health Sciences Center – Shreveport
- XIV. Revisions to Endowed Professorships Program Policy
- XV. Other Business
  - A. BoRSF Regional Meetings for Applicants
- XVI. Adjournment

Committee Members: Sonia Pérez, Chair, Collis Temple III, Vice Chair, Blake David, Charles McDonald, Darren Mire, T. Jay Seale III, and Felix Weill

## **AGENDA ITEM III.A.**

### **Appointment of Endowed Chairholder without National Search: Xavier University of Louisiana**

#### **Background Information**

At its January 12, 2015 meeting, the Board unanimously approved the following revision to the Endowed Chairs for Eminent Scholars policy:

Effective immediately, all campuses shall provide documentation to the Commissioner of Higher Education that each Chair vacancy is being filled – whether externally or internally – following a national search. Any request for waiver of this policy shall be made in writing to the Commissioner of Higher Education and reviewed by external consultants. Upon receipt of the consultants' response, the Commissioner will provide a formal recommendation for consideration and approval by the Board of Regents. Board approval of the waiver must be provided prior to appointment of the chairholder. The Board reserves the right to render a campus not in compliance with this policy to be ineligible for new Endowed Chairs funds.

#### **Staff Summary**

The Xavier University/State of Louisiana Endowed Chair in Science, a \$1 million Chair matched by the Board of Regents Support Fund in FY 2007-08, has been vacant since July 2016. In accordance with current policy, Xavier University has requested waiver of the Endowed Chairs national search requirement to appoint Dr. Camellia Moses Okpodu, a highly accomplished professor of Biology and recently appointed Dean of the College of Arts and Sciences, to the Chair. Though not specifically a search for the Xavier/State of Louisiana Chair, a national search was used to select Dr. Okpodu as dean. Dr. Okpodu's qualifications were reviewed and determined to be appropriate to requirements outlined in the Endowed Chairs program policy.

#### **Senior Staff Recommendation**

**The Senior Staff recommends approval of Xavier University of Louisiana's request to appoint Dr. Camellia Moses Okpodu, Dean of Arts and Sciences, to the Xavier University/State of Louisiana Endowed Chair in Science without a national search. As stipulated in Board policy, the Letter of Appointment to Dr. Okpodu must be submitted to the Board within 90 days of this approval.**

## **AGENDA ITEM IV.**

### **FY 2018-19 Supplementary Endowed Professorships Funding: LSU Health Sciences Center – Shreveport**

#### **Background Information**

Endowed Professorships is a non-competitive Board of Regents Support Fund (BoRSF) program which guarantees each eligible campus two (2) Support Fund matches during each fiscal year. To be eligible for the FY 2018-19 match, campuses were required to submit appropriate documentation as specified in the program policy by March 31, 2019. Funding recommendations, based on campus submissions and funding guarantees in policy, were adopted by the Board at its April 25, 2019 meeting.

#### **Staff Summary**

For FY 2018-19, LSU Health Sciences Center – Shreveport submitted a single application for an Endowed Professorship to the Board of Regents in late March 2019, before the submission deadline for the funding cycle. This application was sent via Priority Mail but was not received or misdirected in the state mail system or BoR Office. Board of Regents program policy guarantees matching of \$20,000 for this slot during FY 2018-19 for the LSU Health Sciences Center – Shreveport. Last August, in light of a similar circumstance, the BoR approved a mandatory online submission component to ensure tracking of submitted applications. Campuses, systems, and foundations/development offices were notified of the new requirement immediately after BoR action; however, the campus did not submit the mandatory list of applications online via Sponsored Programs' grant network, so staff was unaware of the match request when others were approved for funding in April 2019. Since the requirement for online submission was new in FY 2018-19 and many participating campuses did not comply, staff recommends provision of this match from previously unexpended earnings in the BoRSF. Prior to the next funding cycle, all systems, campuses and associated foundations/development offices will again be reminded that online submission of a list of slots for which match is required as part of the Professorships application packet and that in future cycles applications missing this component will not be accepted.

#### **Senior Staff Recommendation**

**The Board approves the allocation of \$20,000 in unobligated monies from previous years' earnings in the Board of Regents Support Fund to establish the O'Callaghan Family Endowed Professorship in Microbiology at LSU Health Sciences Center – Shreveport during fiscal year 2018-19.**

## AGENDA ITEM V.

### Revisions to Endowed Professorships Program Policy

#### **Background Information**

Beginning in FY 2007-08, the Board of Regents Support Fund (BoRSF) offered non-competitive matching to non-State donor contributions to establish endowed scholarships in support of first-generation undergraduate students. The intent of the subprogram was to encourage additional resources on campuses for students with high levels of need and a large in-state student population essential to meeting the workforce demands of Louisiana's 21<sup>st</sup>-century economy. The subprogram was suspended beginning FY 2017-18 as part of a restructuring of the BoRSF due to lack of demand relative to other Support Fund programs and severe budget constraints caused by a 40% reduction in expendable revenues across the Fund. In December 2018, the Board reinstated the matching opportunity as a component of and within the budget of the Endowed Professorships program.

#### **Staff Summary**

Based upon program revisions approved by the BoR in December 2018, Sponsored Programs staff developed policy language to implement changes. For clarity, the existing Endowed Professorships policy was divided into three separate policies: a pre-award policy setting forth the program purpose and criteria for submission and separate post-award policies for management of professorships and scholarships after matching is provided. These revised documents were circulated to all campuses and systems with an invitation for comment. Campuses expressed no concerns and were enthusiastic about the reinstatement of the First-Generation Undergraduate Scholarship matching. Revised policies with substantive changes highlighted are included in Appendix A.

#### **Senior Staff Recommendation**

**The Senior Staff recommends approval of Endowed Professorships pre- and post-award policies as presented, to accommodate the inclusion of the First-Generation Undergraduate Scholarships matching component.**

# Appendix A

**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.

---

<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

---

<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.

---

Donor or Donor Representative

---

Campus Representative

## **BOARD OF REGENTS SUPPORT FUND**

### **ENDOWED PROFESSORSHIPS SUBPROGRAM POLICIES AND GUIDELINES FOR MANAGEMENT AND USE OF MATCHED ENDOWED PROFESSORSHIPS**

The following standards and principles listed below shall guide subprogram practices across all campuses. In addition to these statewide principles, each respective campus's internal standards and processes, on file with BoR, shall govern subprogram operation.

#### **I. POLICY EFFECTIVE DATE**

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

#### **II. SUBMISSION OF REQUESTS FOR MATCHING FUNDS**

Applications for Endowed Professorships matching are guided by the separate Endowed Professorships Subprogram Eligibility and Match Request Submission Policy.

#### **III. APPOINTMENT OF ENDOWED PROFESSORSHIPS FACULTY HOLDERS**

- A. Professorships shall be awarded to faculty recipients for terms of one year or more; only under special circumstances shall a professorship be awarded for a term of less than one year.
- B. Except under extenuating circumstances, as approved by the Commissioner of Higher Education, no more than two years shall elapse from the provision of State match to its award by the campus. If an endowed professorship should become vacant, the same rule shall apply.
- C. The impact of an endowed professorship is seriously diminished when shared among two or more faculty members. The institution shall not divide a single professorship among multiple recipients except in special circumstances, as approved by the Commissioner of Higher Education.
- D. Except in special circumstances, as approved by the Commissioner of Higher Education, income generated from an endowed professorship shall be designated specifically for the use of the faculty member holding the position, not for the general discretionary use of departments or the campus.
- E. Campus officials shall have the primary and final responsibility to select and appoint professorship recipients.

#### **IV. SHARING OF DONOR/BoRSF RESTRICTIONS**

To certify that all contributing parties to each faculty endowment understand the conditions under which it is to be established and maintained, beginning with the FY 2016-17 match requests the campus shall furnish as part of the submission 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 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. Upon BoR staff's request, any portion of donor agreement(s) directly related to purpose of and restrictions pertinent to endowments matched with State funds must be furnished to an auditor for review at the campus; BoR staff shall not make copies or remove from the campus documents immediately pertaining to donor agreements without campus permission. Such information reviewed by BoR staff shall be deemed confidential pursuant to La. R.S. 44:4.1 and La. R.S. 17:3390, and not subject to disclosure under La. R.S. 44:1 et seq. Under no circumstances will the campus or its representatives be required to furnish to BoR staff agreements or other documents not related to the endowment for which State match is sought. BoR reserves the right to refuse BoRSF matching funds for any donor funds subject to terms which contravene or conflict with BoR policies until such are resolved, or terms to which BoR staff is not given access to ascertain the donor's intent.

In addition, the donor statement of understanding, indicating that the donor has received a copy of program and investment policies relevant to the appropriate BoRSF subprogram and understands the conditions under which the State provides and maintains endowment matching funds, shall be submitted as part of the request for match (see the Endowed Professorships Subprogram Eligibility and Match Request Submission Policy, Appendix A).

## **V. POST-MATCH INTERACTION BETWEEN THE CAMPUS AND DONOR**

- A. For each endowed professorship matched by BoR, the institution shall annually provide to the donor, at a minimum, the following information: the status of the endowed professorship (vacant or filled), the current market value, and the amount allocated for expenditure in the most recently completed fiscal year.<sup>1</sup>
- B. Donor reporting shall not be required under the following circumstances: 1) the donor is deceased; 2) the donor has in writing requested no contact; and/or 3) despite a good faith effort, the donor's contact information could not be located.
- C. As feasible and appropriate, campuses shall develop and maintain other regular interaction with donors, including involvement of donors in award ceremonies and engagement of donors by faculty professorship holders.

## **VI. CHANGES IN ENDOWMENT PURPOSE**

Provided the donor agreement(s) permits and subject to applicable legal restrictions, the non-BoRSF donor shall have the right to reallocate and/or change the purpose of the original non-State contribution in the following circumstances: (1) the campus has not adhered to the terms of the agreement with the donor or BoR policies; (2) the campus has not met its fiduciary duties, including the duty of care/prudence, duty to investigate, duty of loyalty/obedience, and duty to minimize costs, in management of the faculty endowment; and/or (3) the faculty endowment has remained vacant in excess of three years upon start-up

---

<sup>1</sup> A certification of compliance with this requirement, based on documentation retained by the campus, shall be included in the annual fiscal report to the Board of Regents. Compliance shall be attested to in the report provided by private or Legislative auditors.

or two years for subsequent appointments. If the donor wishes to redirect the original non-State contribution and/or earnings to an activity not permissible under BoRSF endowment programs, the campus shall immediately return the BoRSF matching funds, with associated unexpended earnings, to BoR; disposition of earnings associated with the donor's reallocated contribution should be negotiated between the campus and donor.

## **VII. PLANS TO ADDRESS NECESSARY REVISIONS**

Higher education is constantly evolving in focus and priorities. To ensure endowments, which are intended to exist in perpetuity, can be responsive to changes in academic, scholarly, educational, and other areas related to the endowment's purpose, for all endowments matched in FY 2016-17 and later the donor agreement with the campus shall specify how endowment-related decisions will be made over the long term in the event that revisions are needed. If a faculty endowment becomes no longer useful to the campus (e.g., the related academic program is terminated) and the endowment cannot be adjusted to accommodate a current focus, the BoR reserves the right to redirect or withdraw the BoRSF matching funds.

## **VIII. CREDITING THE BOARD OF REGENTS SUPPORT FUND**

Campuses shall ensure that all internal and external materials regarding the subprogram, including policies and procedures, news releases, and promotional materials, appropriately credit the BoRSF.

## **IX. RECOGNITION OF ENDOWED PROFESSORSHIPS PARTICIPANTS**

- A. Board of Regents: BoR will annually honor campuses/donors that establish endowed professorships.
- B. Campuses: Campuses shall develop and maintain procedures to recognize endowed professorship holders and donors both internally and externally through such public announcements as media releases, campus newsletters, awards ceremonies, and web pages.

## **X. INVESTMENT OF ENDOWED PROFESSORSHIPS FUNDS**

Campuses shall invest Endowed Professorships funds, inclusive of the non-state contribution and BoRSF matching, in accordance with the Louisiana Board of Regents Endowed Chair, Endowed Professorship, and Endowed Scholarship Programs Statement of Investment Policy and Objectives.

## **XI. ALLOCATION OF EARNINGS FOR EXPENDITURE**

The total market value of the endowment fund shall not exceed 125% of corpus at the end of any fiscal year, calculated as a rolling average of the most recent five years, unless the campus has sought and been granted prior approval from the Board of Regents to retain and grow earnings for a specific purpose (e.g., a major equipment purchase). For Professorships matched prior to FY 2017-18, campuses shall have five years from the effective date of this policy to become fully compliant with this provision; if additional time is needed, the Board will consider formal requests for extension on a case-by-case basis. All expenditures

must meet the policy provisions of Policy Section XII and provide meaningful academic and/or research support for the faculty holder.

If an Endowed Professorship is vacant, revenues shall be placed in an expendable account for each year of the vacancy. Market value at the end of the fiscal year shall be determined by the total amount held in the principal account, less any funds deposited for expenditure. Upon appointment to the Professorship, the next holder shall be notified of the expendable balance and provided with guidelines for use as well as BoR policies governing retention of expendable funds over time.

## **XII. FACULTY EXPENDITURE OF AVAILABLE FUNDS**

The purpose of BoRSF-matched faculty endowments is to provide a steady, permanent source of supplementary funding to support the faculty holder's professional academic and/or scholarly work. Accordingly, campuses must ensure that faculty holders expend available funds regularly and retain minimal amounts in expendable accounts; a spendable balance not to exceed 25% of the total market value of the endowment account may be retained for expenditure in a future year except in special circumstances (e.g., accrual of sufficient funds for a major equipment purchase or, as in recent years, excessive accrual of expendable earnings that must be reduced over time) as approved by BoR. This shall include all dollars allocated for expenditure, including any funds unspent at the end of a previous fiscal year. When the endowment is vacant, spending is not permitted beyond appropriate fees charged by the managing entity, though expendable amounts shall continue to be calculated and retained for expenditure by the holder, when appointed.

Earnings may be used by the faculty holder for any professional purpose related to the professorship as defined. Consistent with Constitutional restrictions on the BoRSF and BoR policies, a faculty holder's expenditures must be supplementary and enhancing in alignment with the defined purposes and goals of the professorship. Per Article VII, §10.1, no expenditures may "displace, replace, or supplant appropriations from the general fund... for higher education." Endowment earnings may not be used for general operational costs of the institution, college, or department, including repair and maintenance, construction and renovation, or standard office/laboratory equipment. If a cost or category of costs is typically borne by the campus, college, or department for non-endowed faculty, it should also be borne for an endowment holder. A campus, college, department or other entity receiving funds in violation of these expenditure provisions shall be required immediately upon discovery to reimburse the endowment's expendable account in the full amount disbursed.

## **XIII. ACCOUNTABILITY MEASURES**

### **A. Campuses**

For each matched professorship, the campus shall develop goals, objectives, and accountability measures appropriate to the department in which the faculty recipient resides (e.g., grant funding, publications, teaching, industrial ties, technology transfer, and other academic/economic development activities). Based on these accountability measures, campuses shall periodically, but

not less than every three years, evaluate the progress of each professorship recipient relative to established goals and objectives.

**B. Board of Regents**

BoR shall periodically conduct a comprehensive review of the Endowed Professorships subprogram to determine the extent to which subprogram goals and objectives are being met and the impact of professorships at participating campuses and in the State.

**XIV. REPORTING TO FACULTY HOLDER AND ACADEMIC ADMINISTRATION**

On at least an annual basis, the campus or its designated manager of faculty endowment accounts (e.g., the associated foundation) shall provide in writing the following information to the faculty endowment holder, the appropriate administrative head (department chair, center director, dean, etc.), and the campus's chief academic officer:

- Corpus value of the endowment(s) held
- Market value of the endowment(s) held, including any amount held in a principal account
- Total amount available for expenditure in the current year, and maximum spendable balance that may be carried forward in accordance with Board policy

The holder shall also be notified by the appropriate campus office of the permissible uses of expendable funds, the amount(s) and purpose(s) of funds allocated at the campus's discretion (e.g., salary supplements); the amount available for expenditure at the faculty holder's discretion, and policies relating to the cap on retention of expendable funds without BoR approval. Such notifications shall be timely, to permit the faculty holder sufficient time to plan for meaningful expenditure of funds during the year.

**XV. AVAILABILITY OF RECORDS**

The campus has the duty to fully cooperate with BoR and provide any and all specified programmatic and fiscal information, documentation, etc. related to matched endowed professorships to BoR when requested. This applies even if the professorship is rescinded or dissolved, and/or a lawsuit is filed. Specifically, the campus and any designated managers of endowed funds shall not limit or impede BoR's right to audit and shall not withhold documents related to BoRSF Endowed Professorships awards.

**XVI. REQUEST FOR WAIVER**

If a campus identifies acute and exceptional circumstances that warrant an exception to any provisions of the Endowed Professorships subprogram policy, a waiver may be formally requested in writing to BoR.

## **BOARD OF REGENTS SUPPORT FUND**

### **ENDOWED PROFESSORSHIPS SUBPROGRAM POLICIES AND GUIDELINES FOR MANAGEMENT AND USE OF MATCHED ENDOWED FIRST-GENERATION SCHOLARSHIPS**

The following standards and principles listed below shall guide subprogram practices related to endowed first-generation scholarships after BoRSF match has been provided. In addition to these statewide principles, each respective campus's internal standards and processes, on file with BoR, shall govern subprogram operation.

#### **I. POLICY EFFECTIVE DATE**

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

#### **II. DEFINITION AND PURPOSE OF ENDOWED SCHOLARSHIPS**

BoRSF-matched Endowed First-Generation Undergraduate Scholarships were established to increase college access and success for low-income and first-generation students. The objectives of these endowed scholarships are to enhance opportunities and quality of life for first-generation students with unmet financial need and to promote the economic development of Louisiana through education of its citizenry.

The Endowed Scholarships are intended to address the goals of the program as follows:

- To provide scholarships that will increase the access of first-generation students with unmet financial need to higher education opportunities in Louisiana;
- To provide eligible students with structured support through active and engaged advising; and
- To provide eligible students with meaningful employment during their education.

#### **III. SUBMISSION OF REQUESTS FOR MATCHING FUNDS**

The standalone BoRSF Endowed First-Generation Undergraduate Scholarships subprogram was suspended to new applications in FY 2017-18. BoR will continue to fund requests for matching received by the June 30, 2017 program suspension date until all requests have been completed. New applications may be submitted through the Endowed Professorships subprogram, and are guided by the separate Endowed Professorships Subprogram Eligibility and Match Request Submission Policy.

#### **IV. INSTITUTIONAL GUIDELINES FOR OPERATION OF ENDOWED FIRST-GENERATION UNDERGRADUATE SCHOLARSHIPS**

Given the diverse roles, scopes, and missions of campuses eligible to participate in the Endowed Scholarship program, the following standards listed below shall be continually in force:

- A. Each institution holding BoRSF-matched Endowed Scholarships shall maintain and appropriately

disseminate a well-articulated set of Endowed Scholarship program policies and procedures.

- B. Student recipients must meet the following criteria:
- Louisiana residents;
  - First-generation college students (i.e., neither custodial parent(s) nor legal guardian(s) have earned a college degree) with remaining financial need after deducting Estimated Family Contribution (EFC) and all federal/state/institutional grant or scholarship aid (“gift aid”) from student's Cost of Attendance (COA) and/or students, whether first-generation or not, awarded the federal Pell grant; and
  - Admitted to and matriculated in the institution awarding the scholarship for the period(s) during which scholarship funds are disbursed.
- C. Institutional officials shall have the primary and final responsibility to determine scholarship recipients within the guidelines set forth in this policy.
- D. Interest earnings from the endowed corpus will be awarded to qualified scholarship recipients and may be divided among multiple recipients, provided that each student recipient at a four-year institution receive at least \$1,000 and each student recipient at a two-year institution at least \$500 per year in program funds.
- E. In addition to scholarship proceeds, the institution must provide student recipients with structured support through active and engaged advising.
- F. Institutions will provide students with campus employment of at least 10 hours per week over and above the scholarship.<sup>1</sup> Off-campus employment may substitute for campus employment provided the following criteria are met:
- The student works at least ten hours per week;
  - The rate of pay is equal to or greater than pay for an equivalent job on campus; and
  - The off-campus employment is directly or indirectly relevant to and supportive of the student’s post-degree career plans and/or field of study.

The campus shall have discretion to determine the relevance of any external employment requested by the student and grant permission to replace on-campus with off-campus work. The campus shall retain in its permanent files related to the endowed scholarship supporting documentation for all external employment requests and related campus actions and make these available upon request.

**V. INTERACTION BETWEEN THE CAMPUS AND DONOR**

---

<sup>1</sup> The on-campus work requirement is intended to embed the student in the culture of the campus, as well as to provide additional guaranteed funding for scholarship recipients, who have documented financial need. Only under special circumstances and with strong justification should a campus allow a student to decline on-campus employment in favor of an off-campus job. Conditions for off-campus employment outlined in the program policy are considered the minimum necessary for a campus to consider approval substitution for on-campus employment.

As feasible, institutions shall develop and maintain interaction between the campus and donors, including annual program reports to the respective donors and involvement of donors in awards ceremonies.

#### **VI. CREDITING THE BOARD OF REGENTS SUPPORT FUND**

Participating institutions shall ensure that all internal and external materials regarding the program, including campus procedures, news releases and promotional materials, appropriately credit the Board of Regents Support Fund and the State of Louisiana.

#### **VII. RECOGNITION OF ENDOWED SCHOLARSHIP RECIPIENTS**

Participating institutions shall develop and maintain procedures to recognize Endowed Scholarship recipients both internally and externally through such public announcements as media releases and campus newsletters; awards ceremonies; a listing of endowed scholarships on relevant web pages; and other appropriate means.

#### **VIII. INVESTMENT OF ENDOWED FIRST-GENERATION UNDERGRADUATE SCHOLARSHIP ENDOWMENTS**

Participating institutions shall invest matched Endowed Scholarship funds in accordance with the Louisiana Board of Regents Endowed Chair, Endowed Professorship, and Endowed Scholarship Statement of Investment Policy and Objectives.

#### **IX. ACCOUNTABILITY MEASURES**

- A. Campuses: For each matched scholarship, the campus shall develop goals, objectives, and accountability measures appropriate to the scholarship as defined by the donor, the institution, and BoR. Based on these accountability measures, the award process should be regularly assessed to ensure that the endowment is functioning as intended and meeting program goals.
- B. Board of Regents: BoR shall periodically conduct a review of Endowed First-Generation Undergraduate Scholarships to determine the extent to which subprogram goals and objectives are being met.

#### **XII. AVAILABILITY OF RECORDS**

The campus has the duty to fully cooperate with BoR and provide any and all specified programmatic and fiscal information, documentation, etc. related to BoRSF-matched endowed scholarships to BoR when requested. This applies even if the scholarship is rescinded or dissolved, and/or a lawsuit is filed. Specifically, the campus and any designated managers of endowed funds shall not limit or impede BoR's right to audit and shall not withhold documents related to BoRSF Endowed Scholarships awards.

### **XIII. REQUEST FOR WAIVER**

If a campus identifies acute and exceptional circumstances that warrant an exception to any provisions of the Endowed Scholarship program policy, a waiver may be formally requested in writing to BoR.