

# Endowed Chairs FAQ

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FREQUENTLY ASKED QUESTIONS

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## APPLICATION PROCESS

### **Who can apply for an Endowed Chair?**

All tenured, tenure-track, and annually appointed professors, counselors, and librarians who are classified as faculty are eligible to apply.

### **What is the difference between Category I and II?**

In Category I, half of the award amount is designated as a personal stipend for the Distinguished Professor. In Category II, the Distinguished Scholar's entire award amount is designated to fund the proposed learning experience.

### **Can a faculty member apply to more than one Endowed Chair?**

Yes, a faculty member can be listed as an applicant on up to three (3) applications, but only one Learning Leadership Chair will be awarded per faculty member, per academic year.

### **How do I know the value of the Endowed Chairs that are available?**

Values for each Chair will be provided in the Endowed Chair Guidelines that will be shared through our Organizational Communication channels

### **How and when do I inform my Dean and Campus President about my proposal?**

Prior to submitting your application online, have a conversation with your dean and campus president about your project. Once your application is submitted, your dean and campus president will receive an electronic copy as a confirmation of your submission.

### **Is it ok for a faculty member on Sabbatical to apply for an Endowed Chair?**

Yes; however, a faculty member on sabbatical who is awarded a Category 1 Endowed Chair would have to forgo receiving a stipend for the period of the sabbatical. Since sabbatical leaves are awarded for one term or two consecutive terms, this would mean that a faculty member on sabbatical for one semester would not receive one-half of the stipend and a faculty member on sabbatical for the entire year, would not be eligible for any of the stipend amount.

The Sabbatical Leave Policy states, *"During the actual sabbatical leave period, persons are not eligible to perform work at the college through extra service contracts, supplemental contracts, stipends, or over-load assignments."*

It also states, *"An employee on sabbatical leave may accept a grant for study, research or travel from an institution of higher education or from a charitable, religious or educational corporation or foundation."*

Also, please keep in mind the Sabbatical Leave Policy regarding prohibited activities at the college during a sabbatical leave.

The policy states, *"The sabbatical leave recipient is relieved of all academic and administrative duties and responsibilities during the period of his/her leave. Recipients will not serve on*

*college committees, faculty senates/associations, or accept other similar assignments during the time of their sabbatical leave."*

This seems to preclude Endowed Chair projects that would involve working with students, clubs or classes or bringing in a visiting speaker or program during the sabbatical period.

## SELECTION PROCESS

### Who selects the Endowed Chair Recipients?

A Selection Committee is recruited and governed by Faculty Council. The College-wide Faculty Council appoints a chair for the committee from among the ten members who are selected as follows:

- 8 faculty members, selected by the Faculty Council
- 1 member, Foundation Board of Directors, selected by the President of the Foundation
- 1 member, Student Affairs, selected by the Vice President, Student Affairs

**Recommendations:** The Office for Information Technology (OIT) will review all applications that include a technology component in an effort to identify if the technology in the project is sustainable by the College. Please note that alignment with the [college's computer hardware & software standards](#) is not a requirement for approval of the Endowed Chair request. However, the recommendations made by OIT help identify when there is limited or no technical support for the technology request.

Procurement and Accounting will also review each application to make sure that each fund request falls within the purchasing and budgetary guidelines set forth by the College.

These recommendations are kept confidential and shared with only the selection committee and the applicant upon award of requested chair and approval by the president of the College.

## ENDOWED CHAIR RECIPIENTS

### When am I going to be notified if my proposal was selected by the Committee?

The selection committee meets in mid-May and you will be notified in late-June.

### How do I access the money?

You will receive a letter from the Employee Development Team in June with the index number and the specific instructions about how to access the funds. Your funds will be available starting July 1<sup>st</sup> and will be transferred to an account within your department.

**Who would be the budget manager for my funds?**

Your dean is the budget manager and your administrative assistant(s) can help you with purchases and payments.

**Are there special guidelines for expenditures?**

All state and college policies and procedures must be followed.

Examples:

- **Travel:** all required forms and permissions must be filled before traveling (If not filed properly, you may not be reimbursed)
- **Out-of-Country Travel:** Please follow the [steps for international travel](#), outlined on the SAGE website.
- You are required to register your trip with the SAGE office at least 30 days prior to departure.
- **Equipment:** items costing more than \$1,000 must be tagged into college inventory, and Valencia-approved vendors must be used. All technology products purchased through Endowed Chair funds are not eligible for refresh by Valencia's Technology Refresh Program. Details for replacing Grant funded equipment can be found on the [Technology Refresh](#) page.

**What if the actual costs of my project are different than budgeted?**

With your dean's permission, the budget line items may be varied slightly to accommodate actual costs but you may not exceed the overall budgeted amount for your chair.

**What if there is money left over?**

It is very likely that you will not spend every penny of your award. All unspent dollars are returned to the Foundation and used to fund future chairs.

**Is it customary to wear the braid received at the Endowed Chair Dinner only at the Graduation ceremony during the year in which you are currently completing an Endowed Chair?**

No, once you have received an Endowed Chair, it is customary to wear it to all future graduations.