

Palm Beach State College
Endowed Faculty Chair Program

GUIDELINES

I. PURPOSE

The Endowed Faculty Chair Program at Palm Beach State College rewards both full-time teaching faculty, and full-time program instructors for outstanding teaching and service to the college, students and the community through support for a creative activity. The selected activity must have both:

- direct benefit to the students while enhancing an academic program of the College, and
- direct relation to Supporting Student Success as described in the areas of our current strategic plan:
 - Student Engagement
 - Technology
 - Financial Aid
 - Alumni & Awareness
 - Diversity

II. APPLICATION PROCESS

1. Applicants must be full-time teaching faculty and/or full-time program instructors who are scheduled for a full load during both fall and spring terms of the year(s) in which the Endowed Chair is awarded.
2. Complete the application (online) and submit a complete original with signatures, by noon on the 2nd Friday in November, to the Vice President of Academic Affairs (VPAA).
3. Present to the Endowed Chair Selection Committee a brief (maximum of 10 minutes) presentation of the creative project proposal.

III. TIMELINE

1. Availability of applications will be announced in *Perspectives*, through Campus Academic Deans' offices, and an All Faculty email.
2. The VPAA will post notice of the Endowed Chair application process and timeline. All applications, original and electronic, are due by noon on the 2nd Friday in November to the VPAA. Review and presentations will take place through the end of February.
3. Announcement of Endowed Chair awards will be made in March.

IV. REVIEW PROCESS

1. An Endowed Chair Selection Committee consisting of 7-11 members will be appointed by the VPAA and will consist of representatives from all campuses.
 - a. one (1) Dean, Associate Dean, Department Chair **or** Program Manager will serve for a minimum of three (3) years and
 - b. one (1) member shall represent the Palm Beach State College Foundation Board for a one (1) year term.
 - c. Other members will be peers, college staff (librarians, program specialists, student service representatives, etc.), academic managers, and provost.
2. Applications and supporting documentation will be reviewed and ranked by the committee.
3. Top applicants will give a brief presentation (10 minutes) to the committee.
4. The committee will recommend candidates for the award of an Endowed Chair to the VPAA.
5. The VPAA will review the committee's recommendations and forward to the President and Executive Director of the Palm Beach State College Foundation one applicant for each available endowed chair.

V. APPOINTMENT PERIOD

The Endowed Chair appointment period is for two (2) years. The faculty member / program instructor will again be eligible for application and appointment after a two (2) year waiting period from the end of the last award received. An individual can only hold one (1) Endowed Chair during a two (2) year period.

VI. AWARD

The award is determined from the monetary interest from an Endowed Faculty Chair Fund, which is stipulated as follows:

How funds may be used:

- 40% for expenses related to the creative project (equipment, supplies, etc.) and/or faculty development
- 60% for use of the faculty member without stipulation

When funds may be expended:

- 50% of total award may be expended at the beginning of year 1 by submitting invoices and records of expenses to the Palm Beach State College Foundation with the appropriate check request forms and receipts of expenditures.
- 25% may be expended during year 2 upon satisfactory submission of interim report.
- The remaining 25% may be expended after the final report has been submitted and reviewed.

VII. ACCOUNTABILITY

The chair holder will provide to the college community the following:

1. Submit electronic copies of both an interim and final report to the VPAA by the first Friday in May (exact dates will be announced). The VPAA will present the reports to the Palm Beach State College Foundation Executive committee, who will then distribute the reports to the committee and
 - College President
 - District Board of Trustees
 - Provosts
 - Donor (or representative)
 - Library or appropriate office on all four campuses
 - Deans of Academic Affairs
2. A presentation to his/her colleagues regarding the project and its outcomes (during faculty development day, or as a faculty forum, meeting of campus committee, etc.).
3. A summary of the project and its outcomes will be posted to the Academic Affairs Endowed Chair web site. This will be for the purpose of distributing the project information to the donor of the Endowed Chair and the community.

The Endowed Chairs will be recognized annually, during the years of the award, by the District Board of Trustees and at graduation.