

# CAMERON UNIVERSITY

## Endowed Lectureship Funds Distribution Policy

### for Funds Administered by the Cameron University Foundation, Inc.

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#### Policy Statement

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To direct the allocation and use of Endowed Lectureship funds in accordance with the written and agreed upon purposes of the Cameron University Foundation (CUF) and the Donor for individual Endowed Lectureships including dissemination of project results to Donors, Donor representatives, and the CUF.

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#### Who Should Know This Policy

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X President	X Faculty
X Vice Presidents	X Other Accounting/Finance Personnel
X Deans	Students
X Directors	X Other Groups
X Department Chairs	X Chair of the CUF Board
X Controller	X Executive Committee of CUF Board
	X Donors
	X All Employees

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#### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	
John McArthur	Vice President for Academic Affairs

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## Procedure

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### STATEMENT OF PURPOSE:

An Endowed Lectureship may be used to support a specified program of instruction or university activity through the following types of activities: visiting lecturers; attendance at seminars, conferences, and workshops; research internships; demonstrations, exhibits, and performances' travel to instructive events and sites' academic awards; purchase of equipment to support instructional, service, or scholarly activities; and other educational opportunities related to the subject of the lectureship. The preceding items are intended as examples and not as a proscriptive list; however, all awards will be made in accordance with the written and agreed upon purposes of the Cameron University Foundation (CUF) and the Donor for individual Endowed Lectureships.

The procedures listed below are intended to direct the allocation and use of Endowed Lectureship funds in accordance with the purposes of the Cameron University Foundation (CUF) and any express purposes of specific endowments including dissemination of project results to Donors, Donor representatives, and the CUF.

### 1.0 Definitions

- 1.1 Donor (or Donor representative): The Donor provided the funds necessary to establish the Endowed Lectureship. The Donor (or Donor Representative) is identified in the Endowed Lectureship Fund Agreement.
- 1.2 Endowed Lectureship Fund Agreement: The official document signed by the Donor and a representative of the Cameron University Foundation which states the amount of the gift and the Intent of the gift.
- 1.3 Intent (or Donor Intent): Stipulations on the use of Lectureship funds as agreed upon in writing between the Donor and the Cameron University Foundation. The Vice President for Academic Affairs will be the final judge of Lectureship intent for proposals submitted by university faculty or staff.

### 2.0 Overview

Each year, contingent on the availability of funds, the Office of the Vice President for Academic Affairs will issue a Request for Proposals for Lectureship Funds to the university community. Any faculty or staff member may apply for any Lectureship as long as the proposal meets the Intent of the Lectureship. The Request for Proposals will indicate the amount of funds available for each Lectureship and the appropriate university official to whom proposal submissions should be made. The Vice President for Academic Affairs will be the final judge of meeting Lectureship Intent.

Proposals will be reviewed and ranked by the Academic Dean or another academic officer assigned as the initial point of submission for Endowed Lectureship proposals. The assignment of an Academic Dean or other academic officer for this review will be made by the Vice President for Academic Affairs in order to best match the academic area of the Donor Intent with the expertise of the academic officer. Additionally, all proposals will be reviewed and ranked by the Vice President for Academic Affairs. Proposal review and

ranking will be based on criteria including the overall quality of the project; potential impact on student learning; fiscal reasonableness; potential to advance key initiatives in the University Strategic Plan; potential for attracting public or private grant funds to the university; the extent to which the application addresses proposal guidelines; and the extent to which the project is consistent with the Donor Intent. The Vice President for Academic Affairs will make a recommendation to the President for each Lectureship including a project description and a funding amount. Upon approval, the Vice President for Academic Affairs will notify each recipient of the award amount, appropriate account information, deadlines for funds expenditure, and reporting requirements including a due date.

### **3.0 General Guidelines for Proposals**

Proposals are expected not to exceed seven pages in length. Each proposal must include each of the following components:

- 3.1 Abstract – Provide a brief, up to one page, description of the proposed project. The abstract should be written to be understandable by a lay audience.
- 3.2 Overview - Outline the purpose(s) of and need(s) for the project
- 3.3 Activities - Identify and describe the activities to be undertaken and the person responsible, by name and title, for each activity. Describe the qualifications of any key personnel if the needed qualifications are beyond the normal scope of employment.
- 3.4 Project Timelines - Outline the sequence and timetable for accomplishing major project activities.
- 3.5 Anticipated Measurable Outcomes - Describe, in measurable terms, the anticipated outcomes of the project and its activities.
  - 3.5.1 Student Learning - Describe how the project and its activities will advance student learning at Cameron University.
  - 3.5.2 Program Quality Improvement Action Plans – Describe how the project meets or advances a departmental action plan for program quality improvement.
  - 3.5.3 Strategic Plan - Identify and describe how the proposed project will address the University Mission, specific Core Values, Goals, or Objectives contained within the current Cameron University Strategic Plan.
- 3.6 Budget - Detail the budget and line item justification based on the proposed activities. Budget items should be clearly labeled as to eligibility for Educational and General (E&G) Funding or Foundation Funding.
- 3.7 Publicity/Dissemination - Provide an overview of plans for publicizing and disseminating the results of the proposed work including an invitation, if appropriate, to the Donor for participation in a Lectureship funded event.

### **4.0 General Guidelines for Reporting Lectureship Results**

The award recipient for each funded project will submit a written annual report including a one page executive summary through the respective Dean to be received by the Vice President for Academic Affairs on or before the date set forth in the Lectureship award letter. This report and summary should be written in a

manner suitable for sharing with the Donor or representative. In addition, award recipients are expected to provide a verbal report of the activities to visiting Donors, dignitaries, Regents or other interested parties including participation in any Donor appreciation events upon request.

The annual report and summary will be provided to the Office of University Advancement. The Office of University Advancement will make the annual report and summary available to the Donor and to the Executive Committee of the Foundation upon request. Each Donor associated with a funded project will receive some form of communication from the Office of University Advancement regarding the use of Lectureship funds in the year following the funded project. This communication may take the form of an invitation to a Donor appreciation event, a meeting with the award recipient, a copy of the annual report, or another appropriate mechanism.

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## Contacts

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Policy Questions: John McArthur, Vice President for Academic Affairs, (580) 581-2250

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## Forms

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In support of this policy, the following forms are included: None

(Type Forms to be used - A, B, C, etc)

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## Policy History

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### Policy

Issue Date: September 2003

Reviewed, no revision:

Revised: May 2011