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**Endowed Professorship Report of Goals**

*(for Disbursements of Professorship Salaries)*

**University of Louisiana at Monroe**

**Division of Academic Affairs**

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| **Name of Professorship:** |       |
| **Name of Holder:** |       |
| **Reporting Period:** |  | **Year:**  |       |

For disbursements of professorship salaries, the *Endowed Professorship Report of Goals* and a Payroll Action Form must be completed and submitted to the appropriate office for approval as noted below:

* Holders of professorships awarded through the Office of Academic Affairs and managed by the Provost and Vice President, e.g., the Francesca and C. D. Oakley, Jr. Endowed Professorship for Academic Innovation; Linda and Nick Bruno Professorship in University Honors; or Mayme and Tom Scott Professorship, should submit the above documents to the Office of Academic Affairs for approval.
* Holders of professorships awarded through a college and managed by the Dean should submit the above documents to the appropriate Dean’s office for approval.

Upon approval, the documents will be provided to the ULM Foundation Office. Payment(s) will be disbursed at the end of Summer II, Fall Semester, Spring Semester and/or Summer I.

**Provide brief report of goals accomplished for reporting period:**

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 Signature of Holder Date

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 Approval Date