

-MEMORANDUM-

TO: All Faculty

FROM: Jeffery P. Aper, Provost
Academic Deans: Randy Brooks, Najiba Benabess, Laura Ledford, and Deb Slayton

DATE: September 15, 2018

SUBJECT: Guidelines for William Williams Professorship in Global Studies

Applications are invited for the William Williams Professorship in Global Studies. All full-time faculty members teaching courses involving global issues and holding the terminal degree in their field, as well as full-time administrative faculty involved in advancing global awareness, are eligible to be named to this professorship.

Description of Professorship: The Williams Professor serves a three-year term; individuals may serve more than one term, though not consecutively. The Professorship provides the following benefits:

1. Six credit hours reduced load annually, usually three credit hours per semester.
2. Professional development funds of \$2,500 per year. This fund can be used to cover travel, research materials, stipends for guest speakers, administrative or student assistance, or other costs incurred in support of the goal of advancing global awareness and internationalization of the university.
3. The person holding this professorship will provide three written reports to the Provost. Reports will be due at the end of each year, indicating progress towards the goals as stated in the application. A final report is due at the end of the third year and will be a summary of the work undertaken and completed in relation to the professorship.

Application for the Professorship:

Formal applications are due on the Monday following Thanksgiving Break by electronic submission and should include the following items:

- A prospectus containing a narrative of no more than 5 single-spaced pages outlining the proposed work to be done to enhance global awareness and internationalization within the Millikin community;
- The intended uses of the professional development funds available through the professorship;
- And an explanation of the ways in which this work will also contribute to the faculty member's discipline and to the general enrichment of the academic program at Millikin.
- A current curriculum vitae.
- Letters of support from the applicant's department chair or school director and from her/his Dean.
- Any other supporting documentation the applicant believes will help support or explain the proposal.

Selection of the Professorship:

1. Applications will be reviewed by the Committee on Scholarship and Faculty Development based on the intrinsic value of the proposal and the applicant's case for advancing the purposes of the professorship.
2. The Committee will make its recommendations to the Provost, who will convene the committee.
3. The Provost will formally appoint the William Williams Professor for the following three consecutive academic years by letter by the end of the fall semester. Formal announcement of the Professorship will be made at the January or February University Faculty meeting.

Obligations:

Yearly reports of Professorship activities, plans and reflections will be submitted each May to the Dean of the College of Arts and Sciences and the Provost. In addition, at the end of the final year, recipients will be expected to present the outcomes of their professorship to the campus community, in a venue arranged with the Office of the Provost.

All eligible faculty are urged to consider applying for the professorship. This is both a valuable opportunity for professional growth and achievement and a tangible way for faculty to demonstrate the importance of scholarly activity to the ongoing renewal of the central teaching mission of the university.

cc: Academic Deans
Committee on Scholarship & Faculty Development