

-MEMORANDUM-

TO: Full-Time Faculty in the Tabor School of Business

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

DATE: September 15, 2019

SUBJECT: Guidelines for the Dwayne Andreas Professorship in Business

Applications are invited for the Dwayne Andreas Professorship in Business. All full-time Tabor School of Business faculty, holding the terminal degree, are eligible to apply.

Description of Professorship: The Dwayne Andreas Professor serves a two-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. A professional development fund of \$5,000 per year. This fund covers travel, research materials, stipends for guest scholars or visitors, clerical or student assistance, or other appropriate professional costs. The Andreas Professor administers this fund in consultation with the Provost.

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

- A prospectus of no more than 5 single-spaced pages containing a narrative outlining the proposed study program, its likely results, and the major uses of the professional development fund;
- The narrative should additionally include a component that explains how this study potentially gives back or contributes to the discipline as well as to the department or general academic program at Millikin;
- A current curriculum vitae, with copies of selected publications and other formal scholarly materials;
- Two letters of recommendation from professional colleagues, within or beyond the Millikin community; and
- **Other supporting materials deemed important by the candidate following consultation with the Dean of the Tabor School of Business.**

Selection of the Professorship:

1. Applications will be reviewed by the Council of Scholarship and Faculty Development. Both the proposal's intrinsic merit and the applicant's previous record will be central considerations. Applications for research and pedagogical pursuits will be considered.
2. The Council will make its recommendations to the Provost.
3. The Provost will formally appoint the Dwayne Andreas Professorship for the 2020-2021 and 2021-2022 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:

The person holding the Dwayne Professorship will provide two written reports. The first report will be due at the end of the first year indicating progress towards the goals as stated in the application. A final report will sum up the professional development accomplishment in relation to the Professorship. Reports are due to the Dean of the Tabor School of Business and to 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 these professorships. 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: Dean Benabess
Council on Scholarship and Faculty Development