

-MEMORANDUM-

TO: Full-Time Faculty in the Departments of Behavioral Sciences, Communication, and Sociology & Organizational Leadership

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

DATE: September 15, 2019

SUBJECT: Guidelines for the John C. Griswold Distinguished Professorship in Behavioral Sciences, Communication, and Sociology & Organizational Leadership

Applications are invited for the John C. Griswold Distinguished Professorship in Behavioral Sciences, Communication, and Sociology & Organizational Leadership. All full-time faculty possessing a terminal degree, who are either tenured or on a tenure-track, are eligible to apply.

**Description of Professorship:** The John C. Griswold 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 \$2,500 per year. This fund covers travel, research materials, stipends for guest scholars or visitors, clerical or student assistance, or other appropriate professional costs. The John C. Griswold Professor administers this fund in consultation with the Provost.
3. Also, the person holding this 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 her/his application. A final report will sum up the professional development accomplishment in relation to the professorship. Reports are due to the Dean of Arts and Sciences and to the Provost.

**Application for the Professorship:**

1. Formal applications are due on the Monday after Thanksgiving, and should include the following items: a) a prospectus containing a narrative outlining the proposed study program, its likely results, and the major uses of the professional development fund; b) the narrative includes 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; c) a current curriculum vitae, with copies of selected publications and other formal scholarly materials; d) two letters of recommendation from professional colleagues, within or beyond the Millikin community; e) **other supporting materials deemed important by the candidate following consultation with the Dean of Arts and Sciences.**

**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 record, particularly in scholarly activity, will be central considerations.
2. The Council will make its recommendations to the Provost.
3. The Provost will formally appoint the 2020-2021 and 2021-2022 John C. Griswold Distinguished Professorship by letter on or about December 15, 2019. Formal announcement of the Professorship will be made at the January or February University Faculty meeting.

**Reports:**

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.

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: Dean Brooks  
Council on Scholarship and Faculty Development