

## MEMORANDUM

TO: All Professional Educational Faculty

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

DATE: September 15, 2019

SUBJECT: Guidelines for the James Millikin Estate-Professorship in Education

### **Eligibility:**

All Professional Education Faculty, full-time at the university, possessing the terminal degree, who are either tenured or on a tenure-track, are eligible to apply. "Professional Education Faculty" is defined as those faculty teaching professional teacher education courses (social foundations, psychological foundations, methods, or internships) supervising student teachers, or serving as a program representative on Millikin's Council on Teacher Education Programs (CTEP).

### **Purpose:**

The professorship allows "Millikin's most talented education professors to engage in researching innovative teaching methods, piloting these methods at Millikin University and with teachers in the field, and conducting workshops." This endowed professorship is "held for two years on a rotating basis, so that professors with various specialties could make themselves available to the community." (James Millikin Estate agreement)

### **Description of the Professorship:**

The James Millikin Estate-Professorship serves for a two-year term; individuals may serve more than one term though not consecutively. The Professorship provides the following benefits:

1. A one-course reduced teaching load per semester (equivalent to 3 credits)
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 James Millikin Estate-Professor administers this fund in consultation with the Provost.

### **Application for the Professorship:**

Formal applications are due on the Monday after Thanksgiving to the Provost. Applications 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 and connecting with area teachers; 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; 3) other supporting materials deemed important by the candidate following consultation with the Dean of the College of Professional Studies.

**Selection of the Professorship:**

1. Applications will be reviewed by an advisory Council, convened and chaired by the Provost and consisting of the present Professorship recipient; a member of the Advisory Council of Area Educators; the Director of the Council on Teacher Education Programs; and one other faculty member appointed by the Provost.
2. Both the proposal's intrinsic merit and the applicant's record, particularly scholarly activity, will be central considerations.
3. The Advisory Council will make its recommendations to the Provost.
4. The Provost will formally appoint the 2020-2021 and 2021-2022 James Millikin Estate-Professorship by letter on or about December 15, 2019. Formal announcement of the Professorship will be made at the next University Faculty meeting.

**Reports:**

Yearly reports of Professorship activities, plans and reflections will be submitted each May to the Director of the School of Education, Dean of the College of Professional Studies, and Provost.

I urge all eligible faculty 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 our central teaching mission.

cy: Dean Lindsey  
Director Barnes