

-MEMORANDUM-

TO: Full-Time Faculty in the Biology Department

FROM: Jeffery P. Aper, Provost

DATE: September 15, 2020

SUBJECT: Guidelines for the Howard L. Gravett Endowed Chair in Biology

Applications can now be submitted for the Howard L. Gravett Endowed Chair in Biology. All full-time faculty in the Biological Sciences, holding the terminal degree, are eligible to apply.

Description of the Endowed Chair: A faculty member may be named to hold this Endowed Chair for a two-year term; individuals may serve more than one term, though not consecutively. Holding the Endowed Chair calls for the following:

1. Six credit hours of reduced load annually, usually three credit hours per semester.
2. Access to a professional development fund of \$2,500 per year. This fund may cover travel, research materials, stipends for guest scholars or visitors, clerical or student assistance, or other appropriate professional costs. The person holding this Endowed Chair administers this fund in consultation with the Provost.
3. The person holding this Endowed Chair 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 Endowed Chair. Reports are due to the Dean of Arts and Sciences and to the Provost.

Application for the Endowed Chair:

Formal applications are due the Monday following Thanksgiving (11/30/20) by electronic submission via Interfolio 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
- **other supporting materials deemed important by the candidate following consultation with the Dean of Arts and Sciences.**

Selection of the Endowed Chair:

1. Applications will be reviewed by the Council on 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. Please see the Provost Resources website for the rubric that will be used in evaluating the proposals.
2. The Committee will make its recommendations to the Provost, who will convene the committee.
- (3) The Provost will formally appoint the Howard L. Gravett Endowed Chair for the following two consecutive academic years by letter by the end of the fall semester. Formal announcement of the Endowed Chair 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 Endowed Chair. This is a valuable opportunity for professional growth and achievement and a very visible way for faculty to demonstrate the importance of scholarly activity to the ongoing renewal of our commitment as a community of learning.

cc: Dean Brooks
Committee on Scholarship & Faculty Development