March 20, 2013

TO: All Faculty and Staff

FROM: Richard F. Wilson, President

TOPIC: Endowed Professorships

I am writing to begin the process of selecting three faculty members to be named to Endowed Professorships at Illinois Wesleyan. The honorees will be formally inducted at the Commencement Ceremony on Sunday, May 5, 2013. A brief description of the professorships is provided below:

(1) We announced in 2010 that Bob Harrington, former chair of the University’s Business and Economics Department who died last November, had established a new endowed professorship. The Harrington Professorship is open to any qualified faculty in all disciplines but preference will be given to qualified candidates from Economics or Business Administration.

(2) In February I reported that a donor had provided a major gift in support of three important initiatives in the Transforming Lives Campaign, including an endowed professorship. I am pleased to announce that the Betty Ritchie-Birrer ’47 and Ivan Birrer Endowed Professorship has been finalized. This professorship is open to any qualified member of the faculty in Psychology or any of the Social Sciences. Thus, faculty with a primary appointment in Anthropology, Educational Studies, History, Political Science, Psychology, and Sociology are eligible.

(3) Although some details are not yet settled, we expect to appoint a faculty member in the Natural Sciences to an endowed professorship. Faculty whose primary appointment is in Biology, Chemistry, Computer Science, Mathematics, Physics, and Psychology are eligible.

The procedure for appointing someone to an endowed professorship is specified in the document that follows. To initiate that process, I am writing to solicit letters of application and nominations for the endowed professorships described above. Please forward your application or nominations to me by **Friday, April 5, 2013.** Your letter should address the three selection criteria specified in the policy shown below.

All applications and nominations will be reviewed by the Committee on Endowed Professorships and Chairs. The membership of this committee is specified in the attachment. The committee will submitted up to three recommendations to me for consideration.
Illinois Wesleyan University
Selection of Candidates for Endowed Professorships and Chairs

The process for newly created endowed professorships and chairs begins with the announcement to the campus by the President that there is an open endowed position which we would like to fill if a suitable candidate can be found. A description of any donor stipulations/limitations (specifying area of study, department, etc.) should be included in the President's announcement. Members of the faculty--especially Department Heads and School Directors--are encouraged to forward names of colleagues who they wish to have considered for this recognition. Self-nomination is also encouraged. Concurrent with the President's announcement, the Provost's Office should send an announcement reminding all faculty members that they are required to keep an updated curriculum vitae on file in the Provost's Office.

After the deadline for submitting names has passed, the Provost will convene a committee consisting of

one current holder of an IWU endowed chair, selected by CUPP to serve a two-year term and recommended to the President

two members of the Promotion and Tenure Committee, selected by the Chair of PAT to serve staggered two-year terms

two members of the Faculty Development Committee, selected by the Chair of FDC to serve staggered two-year terms

the Provost (ex officio member of PAT)
the Associate Dean of the Curriculum (ex officio member of FDC)

The committee shall meet to review the CV's and any supporting documentation of all candidates. All members, including ex officio members, shall participate fully in the deliberations. In addition to names forwarded by colleagues, the committee may bring forward additional names for consideration.

CRITERIA FOR SELECTION

A candidate recommended for an endowed chair shall meet fully the criteria stipulated by the donor and all three of the following criteria.

Mastery of teaching at all levels, from introductory to advanced-level courses, and a sustained record of active engagement of students in the cutting edge issues of the discipline by involving students in scholarship and/or artistic activity. The successful
candidate should be widely recognized as a role model for teaching on this campus.
A record of outstanding scholarship and/or artistic achievement throughout his/her career.
In the case for scholarship, evidence for this shall consist of publication in the foremost journals, grants received, peer-reviewed presentations at meetings, editorial service for journals or books, leadership positions held in national or international organizations of the professor's discipline, and prizes and awards received in recognition of scholarship. In the case for artistic achievement, evidence for this shall consist of performance or exhibition in national or international venues, critical acclaim by external reviewers of artistic performance or exhibition, leadership positions held in national or international organizations of the professor's discipline, and prizes or other honors received in recognition of artistic achievement.
Service at the very highest levels of the university, as exemplified by election to major faculty committees and to leadership positions on those committees; appointment by the President and Provost to major appointive committees and significant meritorious service on those committees; unusual meritorious service to the university in any capacity.

All deliberations of the Committee on the Selection of Endowed Chairs shall remain strictly confidential both during the deliberations and after the recipient of the award shall be announced.

CRITERIA FOR SELECTION OF AN OUTSIDE CANDIDATE

It is always preferable to fill an endowed Chair from within the ranks of the university professoriate, but circumstances may occasionally be such that it is desirable to fill a vacancy by bringing in a senior hire from outside. Examples of such circumstances might include: (1) an endowed chair which has remained vacant for an unusually lengthy period of time; (2) a peculiar donor stipulation which is not met by any currently employed professor at the university; or (3) an opportunity to bring in a desired senior hire to fill a curricular gap or a leadership position at the university. If circumstances warrant the appointment of an outside candidate to an endowed Chair position, the review process shall be conducted by a committee composed as described above, and the review process will be the same as described immediately above.

RECOMMENDATION TO THE ADMINISTRATION

The Committee on the Selection of Endowed Chairs shall convey the names of up to three suitable candidates for the vacant endowed Chair to the President, in writing with supporting documentation. The recommendation shall include (1) the current vita for each of the candidates recommended; (2) a brief description of how the candidate meets the criteria specified above; and (3) a description of how the candidate meets the qualifications and/or restrictions, which the donor may have specified. The committee may choose to rank the candidates or leave them unranked. The President, in consultation with the Provost, will make the final selection.
The Committee will also prepare a report on an annual basis that contains suggestions for improving the selection process and any comments or observations that the committee would like to be kept on file in the Provost’s office for use by subsequent selection committees.

PERIODIC REVIEW FOR REAPPOINTMENT

All appointments to endowed chairs and professorships shall be renewable term appointments. The initial appointment shall be for a period of six years; subsequent appointments shall be for a period of five years. A review and recommendation concerning the reappointment of the incumbent will take place during the last remaining year of the appointment. It will be brought to the Promotion and Tenure Committee by the Provost, and will consist of a brief review of the incumbent's activities in teaching, scholarly/artistic activity, and service during the time since the last review. The committee will determine whether the incumbent continues to meet the criteria specified for the award and shall forward their recommendation either for or against reappointment to the Provost and President.

Appointment to an endowed position is separate from appointment to the faculty. It should be clearly understood that the decision to award tenure to the current or prospective holder of an endowed position affects only the regular faculty appointment; it does not imply a commitment for continuance in the endowed position.

Individuals who hold endowed professorships and chairs at the time of their retirement will continue to carry the title of their professorship or chair in conjunction with their emeritus designation.

REPORTING

As a condition of continued appointment, all holders of endowed chairs shall submit an annual report to the Provost's Office. This report shall consist of two parts: 1) an accounting of how the endowment funds (if any) were used during the preceding fiscal year and 2) a report of activities/accomplishments in the preceding year.

These guidelines will be reviewed from time to time after implementation to assess the need for revision.

February 28, 2006: Recommended by a committee to establish criteria for selection of endowed Chairs and Professorships (Lynda Duke, Linda French, Georganne Rundblad, Scott Sheridan, and Tom Griffiths)

Spring, 2006: Reviewed by the 2005-06 Promotion and Tenure Committee and the
2005-06 Faculty Development Committee

April 17, 2006: Presented to the faculty for comment and revision

Spring, 2008: Minor revisions made in response to committee suggestions

Fall, 2010: Designation in retirement made in response to committee suggestion

Spring, 2013: Ex officio changed to the Associate Dean of Curriculum

In the case of an existing Chair or Professorship that has become vacant, the President may decide to convene the committee without a general announcement to the campus. In the case of a narrowly defined chair for which there might be only one faculty member who meets the stipulations, this is to avoid embarrassment to that individual if the recommendation is negative.

In cases of conflict of interest or if a current PAT member cannot serve, the Chair of PAT may select a member from the previous year's PAT committee.

In cases of conflict of interest or if a current FDC member cannot serve, the Chair of FDC may select a member from the previous year's FDC.