

Elliott Professorships – Selection Guidelines 1/2021

The William W. Elliott Professorships were established in 1994 in memory of the Elliott family.

1. Availability: At least one professorship must always be in the field of mathematics. Otherwise, professors holding Elliott Chairs may be from any discipline.
2. Types of Elliott Chairs: College policy, written in October 1994, implementing the general provisions of the Elliott Will specified that there were to be no fewer than twenty-four Elliott Professorships. Two professorships were subsequently added as the Elliott Endowment grew to support additional chairs. Eighteen of these are “long-term” appointments, each for a duration of six years. Eight Elliott Professorships are designated “short-term” appointments, each for a duration of three years.
3. Eligibility:
 - a. Six-year Elliott Chairs may be held by senior lecturers, tenured, or tenure-track faculty, except those who are full-time administrators.
 - b. Three-year Elliott Chairs may be held by senior lecturers, tenured, or tenure-track faculty except those who are full-time administrators. When possible three-year Elliott Chairs should be awarded to qualified senior lecturers, tenure-track faculty, or Associate Professors.
 - c. Faculty who currently hold any other endowed professorship are not eligible for appointment as an Elliott Chair.
 - d. Faculty planning to retire at the end of the initial year of an appointment, those planning to enter phased retirement during the year of application, and those who are currently on phased retirement are not eligible to be appointed to an Elliott Chair.
 - e. Faculty who deem themselves qualified are encouraged to self-nominate for an Elliott Chair in any academic year in which the Dean of Faculty has solicited applications. Application is subject to the procedures outlined below. A professor holding a three-year Elliott Chair may apply for a six-year Elliott Chair without forfeiting his/her current chair. If a faculty member holding a three-year Elliott Chair is selected for an open six-year Elliott Chair, the faculty member will forfeit the three-year Elliott Chair on the date that he/she assumes the six-year Elliott Chair. A faculty member who currently holds a six-year Elliott Chair may not apply for a new Elliott Chair prior to the sixth year of his/her current chair.
 - f. Eligible faculty members shall not serve more than two terms as a three-year Elliott Chair, which may be consecutive. After serving a second term as a three-year Elliott Chair, eligible faculty seeking to be recognized for meritorious work shall limit their applications to open six-year Elliott Chairs.
4. Criteria for selection:
 - a. The selection criteria are the four criteria set forth in the Faculty Handbook for tenure and promotion (Section III.C.4.). However, the standards a professor is expected to achieve in each of the four criteria are at a higher level for nomination and selection as an Elliott Chair. The criteria defined in the Handbook are effectiveness in

- teaching, competence in scholarly discipline, effectiveness as a faculty member, and participation in the College community.
- b. The most important determinant for appointment to a six-year Elliott Chair is meritorious scholarship; however, that must also be accompanied by excellence in teaching and service contributions (such as service on College committees and academic advising).
 - c. A recently hired professor or senior lecturer who chooses to be a candidate for a three-year Elliott Chair may not yet have a demonstrated *record* of excellence at the College. Such candidates for a three-year Elliott Chair must, at a minimum, have demonstrated exceptional *promise* in the four categories defined in Section III.C.4. of the Faculty Handbook.

5. Procedure for selection:

- a. In the spring semester of each year, the Dean of Faculty will send an announcement to the Faculty soliciting self-nominations. The announcement will include an attachment or web link to the current Elliott selection guidelines. Department chairs and faculty mentors may encourage eligible faculty to self-nominate.
- b. Faculty holding six-year Elliott chairs do not retain the chair at the conclusion of the six-year term, but are permitted to apply for an open chair in the sixth year of their current term, or in any subsequent year, following the same criteria and procedures described herein.
- c. Eligible faculty members who desire to be considered for an appointment to an Elliott Chair shall prepare a one-to-two page letter explaining how their own work in the four categories specified in Section III.C.4 of the Faculty Handbook conforms to the selection guidelines. The letter of self-nomination shall be addressed to the Chair of the Promotion and Tenure Committee in care of Martha Hilton in the Dean's Office at mhilton@hsc.edu.
- d. The Promotion and Tenure Committee will evaluate each candidate's record based on the self-nomination letter, current curriculum vitae, and student course evaluations from the past four semesters. It is expected that faculty who anticipate applying will evaluate all of their classes and will elicit a response rate above 50%. The Chair of the Promotion and Tenure Committee will request additional information from nominees if necessary to complete the evaluation. Any faculty member currently serving on the Promotion and Tenure Committee who is also applying for an Elliott Chair shall be replaced (only) for the purpose of Elliott review and nomination by a faculty member from his/her academic division who is not applying for an Elliott Chair, and whose term on the Promotion and Tenure Committee expired within the last three years. The Promotion and Tenure Committee shall submit a ranked list of recommendations to the Dean of Faculty including twice as many names as the number of open appointments that will be available. Appointments of Elliott Professorships commencing in the following academic year are made by the Dean of Faculty and the President.

6. Evaluation:

- a. Professors who hold an Elliott Chair are required to submit a report to the Dean of Faculty on their professional activities by July 1 in the year when their term as an Elliott Chair concludes.
- b. Elliott Chair guidelines are to be evaluated at least every five years by the Faculty Affairs Committee and the Dean of the Faculty. The Faculty Affairs Committee makes recommendations for changes to the Dean of Faculty and the President.
- c. Salary stipends and benefit allocations will be reviewed by the Dean of the Faculty at least every five years. In consultation with the Faculty Affairs Committee, the Dean will make recommendations to the President for adjustments to salaries or benefits provided to faculty who hold Elliott Chairs.
- d. Departmental Elliott funds are intended to benefit the entire department in which the holder of an Elliott chair works.