

Elliott Professorships – Selection Guidelines 2024-2025

The William W. Elliott Professorships were established in 1994 in memory of the Elliott family. The Last Will and Testament of William W. Elliott stated, “All funds...shall be used to attract and retain eminent scholars in the academic disciplines deemed appropriate by the College President.”

1. Obtainability: 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 and updated in April 2024, implementing the general provisions of the Elliott Will specifies that there were to be no more than twenty-six Elliott Professorships. At least fifteen are “long-term” appointments, each for a duration of six years. At least six 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 are not eligible to apply for an Elliott Chair until the 3rd year of their employment at the College as full-time faculty.
 - e. 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.
 - f. 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. The applying faculty member need not specify whether he/she is applying for a three year or six-year Elliott Chair. These recommendations will be made by the Promotion and Tenure Committee. A professor holding a three-year Elliott Chair may apply to be considered 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.
 - g. Elliott chairs are not automatically renewed. Faculty members holding an Elliott Chair of any term must reapply during the final year of their Elliott award in order to be considered among the pool of applicants for available Elliott awards in that given year. All applications will be reviewed on a competitive basis according to the criteria outlined in 4a-c below.

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 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 may not yet have a demonstrated *record* of excellence at the College. Such candidates 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. By the end of January of each year, the Dean of the Faculty will send an announcement to the Faculty soliciting self-nominations and include the selection guidelines. Self-nominations are due by 5:00 p.m. on the first Friday in March.
- b. 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 conforms to the criteria for selection (Part 4 above). Eligible faculty should also submit an updated CV. Where applicable, the CV should clearly separate out peer-reviewed publications from other publications. Also, where appropriate, performances, gallery shows, etc. outside of Hampden-Sydney should be separated from such events at Hampden-Sydney.
- c. The letter of self-nomination and CV shall be addressed to the Chair of the Promotion and Tenure Committee, Dean of the Faculty, and President in care of Tracey Dunn in the Dean's Office at tdunn@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 three semesters. It is expected that faculty who anticipate applying will evaluate all of their classes and will obtain a response rate above 50% from each class. The Director of Institutional Effectiveness will provide the share of students who withdrew from classes in the past three semesters. 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 all Elliott reviews and nominations by a faculty member from his/her academic division who is not applying for an Elliott Chair, and (if possible) whose term on the Promotion and Tenure Committee expired within the last three years. This same recusal process should apply if a Promotion and Tenure Committee member's partner or first degree relative (parent, sibling, child) apply for an Elliott. The Promotion and Tenure Committee shall submit a ranked list of all eligible applications to the Dean of Faculty, including an indication of whether each application is deemed meritorious of an Elliott Chair.
- e. 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 Promotion and Tenure Committee and the Dean of the Faculty. In consultation with the Promotion and Tenure Committee, the Dean will make recommendations for changes to 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 Promotion and Tenure 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.