

## The Kilian J. and Caroline F. Schmitt Endowed Chair

The Kilian J. and Caroline F. Schmitt Endowed Chair was established at Nazareth University in 1996 through the generosity of those benefactors. This University wide chair, not restricted to a single department, rewards outstanding faculty members by providing them with the time to carry out research, develop new courses, and prepare scholarly work for publication. The four past appointees to the Schmitt Endowed Chair are Dr. Marion Hocht, Dr. Christine Bochen, Dr. Candide Carrasco, and Dr. John Edelman, Dr. Matthew Temple and Dr. Laura Jones-Soehner.

Appointment to the Chair is for a two-year period. During that time the appointee will have a teaching load reduced by six teaching credits or the equivalent and will be given up to \$5,000 per year for travel and research.

### ***Responsibilities:***

1. Teach the equivalent of six semester hours each semester in area of expertise.
2. Deliver a public lecture based upon the results of his/her work.
3. Submit the written text of the public lecture to be maintained by the Wilmot Library as "The Caroline and Kilian Schmitt Endowed Chair Lecture."

The Office of the Vice President for Academic Affairs invites nominations for the Kilian J. and Caroline F. Schmitt Endowed Chair in the year prior to the year of appointment. Nominations may be of internal faculty candidates or of external visiting scholars. Nominees must show evidence of outstanding achievement as well as the promise of further accomplishments. Criteria are:

- senior faculty appointment, ordinarily a Full Professor
- ongoing teaching excellence
- ongoing scholarship
- demonstrated contributions to or leadership in one's academic field of study

### ***Selection Process:***

1. The Rank and Tenure Committee will serve as the review committee.
2. By **November 1** of the academic year prior to appointment to the Caroline and Kilian Schmitt Chair, a call for nominations will be sent out to the Nazareth College community from the Office of the Vice President for Academic Affairs. These nominations may be of internal faculty candidates or of external visiting scholars.

A rationale, briefly addressing each of the above criteria for nominating the scholar, should accompany each nomination. This nomination statement will become part of the documentation reviewed by the Review Committee during the process of recommendation.

All nominations should be sent to the Provost's Office no later than December 1, after which the Provost will notify the faculty nominees.

3. By **January 20** any faculty member nominated and willing to be appointed to the Chair will submit a letter, indicating his/her willingness to assume the responsibilities associated with the Chair. This letter will include a preview of the type of professional activities this appointment will make possible over the two-year duration of the award. A full curriculum vitae, letters of support from experts within the discipline, letters of support from the candidate's chair and dean, and any other support material the nominee wishes to submit will accompany this letter.
4. The Rank and Tenure Committee will evaluate each candidate's materials. After assessing these materials, the Committee will either (a) decide not to recommend any of the nominees for this honor, or (b) submit a recommendation to the Provost, briefly explaining how the recommended candidate meets the criteria for appointment to the endowed Chair. This recommendation is to be made by **March 1**. Copies of the nomination letter, the nominee's statement and support material will accompany this written recommendation.
5. The Provost will forward the nomination to the President.
6. The final appointment resides with the President of the University. In the event of the rare instance in which the President does not accept the nomination for compelling reasons, these reasons should be communicated to the Review Committee. The Review Committee may either nominate another candidate or drop the matter for that academic year.
7. The President will announce the appointment by **March 15** so that the departmental program scheduling and teaching loads may be adjusted for the following year. The occupancy of the Chair will commence at the start of the next academic year.