

McAndless Distinguished Professorship 2010-2011 Procedures, Responsibilities, and Expenses

Nomination Procedures:

- The McAndless committee is composed of faculty and department heads from the following eight humanities departments in CAS and the University's Honors program: African-American Studies, Art, Communications and Theatre Arts, English Language and Literature, Foreign Languages and Bilingual Studies, History and Philosophy, Music & Dance, Women's Studies, and the Honors program. The Associate Dean in CAS serves as facilitator and chair of the committee.
- Each department can nominate only one candidate. The department contacts a likely candidate ahead of time to get his/her permission for submission and possible acceptance. In addition, the department makes tentative arrangements with a nominee as to what the person will be doing at EMU and when that person will be in residence.
- The committee recommends one candidate to the Dean for approval. If the Dean agrees, she/he sends out a letter of invitation to the chosen McAndless Professor.

College and Department Responsibilities:

- The Dean's office handles the paperwork for appointment. The McAndless Scholar is hired as a Lecturer and a completed Lecturer Packet is required in order to process him or her into the University System. This packet includes the application form, and I-9 and W-4 forms. If the Scholar is not a US resident, a copy of his or her green card and entry information must be included. This information must be received in the Dean's Office by mid-July.
- The host department, with supportive help of the Dean's office staff, makes arrangements for housing, lecture/performance schedule, publicity, office and support, etc.
- Generally a welcome reception, hosted by the department and the Dean, is arranged at the beginning of the McAndless Professor's residence. The cost of this reception is assumed by the Dean's Office.
- Because each McAndless Scholar performs unique duties and generates unique responsibilities, prior to the arrival of each Scholar, representatives from the host department and from the Dean's office will meet to clarify duties and responsibilities.

Expenses:

- Travel and housing expenses are to be paid by the candidate out of the stipend provided.
- Additional expenses, if any, that arise (eg. performance costs) are the primary responsibility of the department, though the Dean will entertain requests for limited assistance. Any additional expenses should be made clear as part of the nomination.