

GUIDELINES
for
the Goeden Professorship in English¹

The Louise Edna Goeden Professorship in English presents a valuable opportunity for the Department, College, and University. Louise Edna Goeden's commitment to Marquette and English studies is a salutary reminder of the values we share and endeavor to transmit to students, while her generosity provides the means for turning values into actions in a way that acknowledges the professional contributions of English faculty as well as the importance of literature and language in Marquette's undergraduate and graduate curricula.

Given the size of the English Department, the character of its programs, and the amount of the Goeden bequest, Marquette's interests will be best served by promoting a deserving individual from among the Professorship already on staff. Such an individual will already be familiar with the Departmental and University missions and will therefore be best able to advance the study of literature and language on campus.

Professorship Benefits

The endowed Professorship carries with it the following:²

- (1) Title of Louise Edna Goeden Professor of English
- (2) Salary stipend
- (3) Benefit compensation (to cover benefits occasioned by the stipend's increase to base salary).
- (4) Research fund.
- (5) Teaching load reduced by 1 course per semester.

Eligibility

All full professors of the English Department are eligible for the Goeden Professorship.

Because the Goeden bequest specifies the Chair's involvement in the selection process, the current Chair can never be eligible for the Professorship. An individual who as Chair participates in the Goeden selection, however, may be eligible for the next selection if he or she is no longer Chair at that time; similarly, an individual named Goeden Professor is not precluded from becoming Chair later in his or her career.

Application Process

Full professors who wish to be considered for the Professorship will indicate their self-nomination by submitting to the Chair (by a date specified in each selection cycle) the following application packet:

- (1) Current full c.v.
- (2) Cover letter that makes an applicant's case for her/his disciplinary standing
- (3) Statements of teaching and research interests and philosophies, modeled after P&T statements.
- (4) Names of 3 references who are familiar with the applicant's scholarly profile and will write letters evaluating his/her standing in the field.
 - The purpose of the reference letters is to define the applicant's disciplinary standing.
 - The references will base their letters on their prior knowledge of the applicant as well as on the applicant's current cv and cover letter .
- (5) At least 3-4 representative samples of publications submitted by the applicant and put on reserve at the library by the Chair.

[Note: 1, 2, and 3 should be submitted via email attachments so that they are easily forwarded to the Dean and to the Selection Committee members]

¹ The language of these Guidelines is taken from a 1999 memo defining the Goeden Professorship plus a series of 2009 discussions among members of the English Executive Committee, the full professors of English, and all tenure-track English faculty

² In addition to the Professorship benefits, the Goeden fund makes possible the funding for (1) the departmental Ph.D. Fellowship, (2) one visiting assistant professor line, and (3) the department's junior faculty leave.

Selection Process

In accordance with the Goeden bequest, the Chair is to make a recommendation regarding who should get the Professorship to the Dean who ultimately is to appoint the Goeden Professor. In preparation of this recommendation and appointment, the following process will be followed:

- (1) The Chair will collect the applications materials and forward them to the dean; the Chair will also put research materials submitted by the applicant on library reserve (similar to P&T).
- (2) The Chair will invite 3 references to write letters for each applicant and provide to the references the applicant's cv and cover letter. (At least 2 references should come from names suggested by the applicant).
- (3) The Dean, in consultation with the Chair, will form a Selection Committee to evaluate applications.
 - The Selection Committee will be composed of three full professors from outside the Department but within the College of Arts and Sciences.
 - The composition of the Selection Committee will remain confidential.
- (4) The Selection Committee will use the Criteria below to evaluate an applicant's: (a) c.v (b) cover letter, (c) teaching and research statements, (d) letters of reference, & (e) publications on reserve.
- (5) The committee will submit a ranking of applications to the Chair who, in turn, will submit the committee's ranking to the Dean who, as the bequest specifies, will appoint the Goeden Professor.

Selection Criteria

According to the bequest, the Goeden Professor must be "be a person of significance in the field who is interested in providing instruction in English at the graduate and undergraduate level while in residence at the University, in addition to pursuing whatever research interests the individual may possess."

To facilitate the evaluation committee's decision-making, the English Department agreed to define "significance in a field" as visibility within his/her discipline, as evidenced by the following, which should be read not as a checklist but rather a range of possible criteria:

- (1) Strong record of quality publications.
- (2) Invitations to speak, including as plenary speaker, at national/international meetings.
- (3) Service in professional organizations and on editorial boards
- (4) Demonstrated ability to represent the English Department in an exemplary manner both on and off campus.

Length of Endowed Chair Appointment

According to the Goeden bequest, the Goeden Professorship will continue until the Professor leaves active, full-time involvement with the Department or until the Dean and Provost "deem it appropriate to remove such person from the professorship."

Replacement Process

When a Goeden Professor vacates the position for whatever reason, the Chair in consultation with the Dean will initiate the selection process.

Suggested Timeline

November 1	Applications due with the Chair of English
November 1	Designation of three-member evaluation committee
December 1	Letters of reference due
January 30	Recommendations of evaluation committee to Department Chair & Dean
February 15	Dean's announcement of the Goeden Professor of English
Day 1 of Fall Semester	Beginning tenure of the Goeden Professor of English