Handbook for Programs and Departments
Hosting Cornell and Lang Professors

Status: August 2016

I.   General Information

The Cornell Professorship invites a distinguished scholar in any field who must come from outside the United States. Nominations for the Cornell Professorship should be sent to the Associate Provost for Faculty Development. A nomination must include support from at least one academic department or program offering with enthusiasm to serve as host.

Julian and Virginia Cornell Visiting Professorship
The Cornell Visiting Professor is normally an outstanding figure in his or her field from a country outside the United States whose presence at Swarthmore will broaden and enrich our curriculum and understanding of the world. The Cornell Visiting Professor teaches the equivalent of one course each semester and is expected to give at least one lecture and/or performance during the academic year, to spend additional teaching time outside of class, and to participate generally in the intellectual and social life of the college. A biography of the current Cornell Professors, and additional information about the professorship, is available on the Provost's website at http://www.swarthmore.edu/x19775.xml.

The Professorship comes with a full year's salary (to be negotiated with the Provost, but usually at the level of a senior faculty member), health benefits, and free on-campus housing. Cornell Professors receive an office, telephone, computer, mailbox, and all of the privileges that accompany faculty members at the College. In addition, a maximum of $10,000 is made available for a combination of research or performance assistance, and/or to bring visiting scholars or artists to campus. Finally, beginning and ending travel costs (in addition to one round trip ticket home if they come without family) are covered.

II.   Nomination Process (year-round)

To submit a nomination, please write a letter providing information about the candidate's professional biography and your expectations of their residency contributions to the program and the college at large. Please include a copy of the candidate's curriculum vitae, and a letter of enthusiastic support from a hosting department or program (which agrees to list the courses for credit, and to supply administrative and social support). You may also want to explore how related departments or programs might benefit from the presence of this candidate and provide letters of additional support for your nomination. Keep in mind that visiting professorships may be

determined multiple years in advance, to allow sufficient time for plans and arrangements to be made.

For the Cornell Visiting Professorship, please submit digital nominations to the Associate Provost for Faculty Development.

Nominated candidates will be vetted by president and provost under consideration of the benefits to the hosting department(s)/program(s) and potential contributions to the greater academic community. Demonstrated potential for inter-disciplinary connections and divisional distribution from one year to the next will be two of the considerations influencing the decision as will the professorship's support of faculty diversity and excellence at large.

The following check-lists should help nominating faculty, chairs, host department faculty and those of sponsoring programs navigate the administrative, pedagogic, professional, social – and yes, also perfunctory - responsibilities occurring throughout the process and the Cornell residency.

Delegating specific tasks is fine as long as one faculty member, in coordination with but <u>not</u> solely relying on academic support staff and Associate Provost, functions as the point-person through and manager of the process.

III.   **Pre-Nomination Check-List**
For maximum success, we suggest beginning this process 2 years prior to the residency.

1. Established a conditional dialogue with the candidate about parameters of the position and responsibilities (e.g. teaching load, academic community building)
2. Communicated the residency requirement (minimum: mid-August to end of May of residency year)
3. In possession of an up to date curriculum vitae for candidate
4. Communicated nomination intent to and received <u>enthusiastic support</u> from chair and senior faculty members of host department, taking into account the administrative and social responsibilities for its faculty and academic support staff
5. Communicated nomination intent to and received written support from chair(s) of affiliated departments/programs about listing Cornell-courses for credit
6. Collaborated with candidate and affiliated programs on ideas for two courses and how these integrate into and expand the host departments'/programs' curricula
7. Written and submitted a nomination letter outlining the candidate's accomplishments, providing information about the candidate's professional biography and your expectations of their residency contributions to the program and the college at large

IV.   **Successful Nomination Pre-Arrival Check-List**

1. Exchanged sample syllabi with approved Cornell candidate.
   a. Since the candidate may never have taught at a liberal arts college and/or at an institution in the United States, it is crucial to provide them with access to actual syllabi, departmental requirements etc.
2. Asked for and approved titles and general course plans for the two Cornell courses in coordination with affiliated sponsoring programs
   a. Make sure you get this done in advance of Sophomore Paper planning to best integrate the courses into your and any supporting program's curricula
3. Negotiated a course schedule (heeding Swarthmore's official course time slots)
4. Informed the Registrar of any new course number requests in advance
5. Discussed and planned dates and general details of potential Cornell-sponsored events for the year
   a. Communicated preferred dates of Cornell Faculty Lecture and Dinner with Associate Provost
6. Composed a short bio with picture for the Cornell Professor website and sent to Cathy Pescatore and Joanne Kimpel: http://www.swarthmore.edu/provosts-office/lang-and-cornell-visiting-professorships
7. Confirmed Arrival Date
   a. Keeping in mind that new faculty orientation is a full day event usually slated for the last Thursday before the beginning of classes
8. Secured host departments' faculty involvement for transitional needs and errands in late August
9. Obtained Cornell House Key
10. Provided or made arrangements for airport pickup (and delivery of Cornell House key)
11. 1-2 days prior to scheduled arrival - Planned for and executed an emergency rations shopping trip to stock the Cornell House fridge and pantry with essential 2-3 day items (save receipt for reimbursement through Provost Office)

V.   **Post-Arrival Check-List for Cornell Professor and Faculty Sponsor**

1. Make an appointment with Marcia Brown in the Provost Office for enrollment in faculty services and residency requirements etc.
2. Make an appointment with Cathy Pescatore to meet with the provost
3. Attend or schedule an HR enrollment session with Jon Cline (Health Insurance etc.)
4. Get your faculty ID and parking permits at the Benjamin West House

5. In coordination with Provost office and Marcia Brown, schedule and provide transportation to the Social Security office in Chester to obtain social security number
    a. Remember to bring the following documentation to the meeting: your passport and visa, your offer letter from Swarthmore and your residency permit, proof of local address
6. Schedule and provide transportation to PennDot License Center in Media

VI.   Hosting and Mentoring Guidelines

1. Arrange for a household-item shopping trip to Target or specialty stores, once the guest has assessed her/his needs.
2. However, any planned household purchases over $50 must be approved by provost office staff and must remain in the Cornell House after departure
3. Plan and coordinate an early fall reception to welcome your visitor into the scholarly community (invitations should go out to department and affiliated program members, key Trico colleagues in the field and majors/minors of your department)
4. Per semester, arrange at least 2-3 lunches or dinners to introduce the visitor to different colleagues and networking opportunities on campus
5. Plan for the Cornell lecture and the dinner at the President's house in coordination with the President's office and the Associate Provost– go over guest list with visitor and President's office.
6. Invite visitor to sit in your classes and offer to visit hers/his.
7. Arrange for one meeting with the Department or Program Chair every semester

VII.   Ideas for a Successful Integration of the Cornell Professor's Academic Specialty

1. Plan and organize a local, regional or national symposium or conference around the visitor's specialty
2. Plan ahead to attend and present at local, regional or national conferences in your field together

VII.   Pre- Departure Check List for Cornell House

1. Change Mail Delivery (Forward Mail to Home Address) online or at Swarthmore Post Office
2. Remove all towels and bed sheets, wash and dry, fold and store in linen cabinet upstairs
3. Pack, give away or discard all personal bathroom products (shampoo etc.)
4. Remove all personal belongings from drawers, shelves, cabinets and closets

5. Pack all personal belongings – either in your suitcases or in clearly marked boxes for donation
6. Place all old paper products in recycling container outside
7. Empty the fridge and discard all perishable food items
8. Empty the trash and place in bin outside before you leave the house for the airport
9. The House needs to be broom clean, when you leave (littered floors and filthy kitchen are not considered broom clean)