



2015 Career Enhancement Fellowships for Junior Faculty

TO: JUNIOR FACULTY

Eligible Fields

Humanities: American and English Literatures, Foreign Languages and Literatures (including Area/Cultural/Ethnic/Gender Studies), Art History, Classics, Film, Cinema and Media Studies (theoretical focus) History, Linguistics, Musicology and Ethnomusicology, Performance Studies (theoretical focus), Philosophy and Political Theory, Religion and Theology, Theater (non-performance focus)

Social Sciences: Anthropology and Archaeology, Demography, Sociology

Physical Sciences: Computer Science, Earth/Environmental/Geological Sciences, Ecology, Geography and Population Studies, Geology, Mathematics, Oceanographic/Marine/Atmospheric/Planetary Science, Physics and Astronomy

I am pleased to inform you about an exciting fellowship opportunity funded by The Andrew W. Mellon Foundation and administered by the Woodrow Wilson National Fellowship Foundation (WW). Career Enhancement Fellowships for Junior Faculty aims to increase the presence of minority Junior Faculty (*African Americans, Asian Americans and Pacific Islanders, Hispanics, Native Americans and Native Alaskans*), and other junior faculty members committed to eradicating racial disparities, and breaking down stereotypes and promoting cross-racial understanding in core fields in the arts and sciences. Applicants should 1) be in the third year of the tenure-track teaching appointment at the time of application, 2) teach in one of the eligible academic fields, and 3) be able to accept the award for the 2015-2016 academic year.

The objective of the fellowship program is to aid the scholarly research and intellectual growth of junior faculty (men and women) and improve their chances for moving successfully towards tenure by offering support for twelve months of research and writing. The award includes a maximum \$30,000 stipend, a \$1,500 research, travel or publication grant, and funding to attend the Annual Retreat. The 2015 Career Enhancement Fellowships **application deadline is November 14, 2014.**

Both the Mellon Foundation and WW strongly believe that the faculty member's institution should share in the commitment of support, given the great scholarly benefits and prestige that will accrue to the Career Enhancement Fellow and to the affiliated academic institution. Therefore, the institution is expected to provide the Fellow's yearly health and benefits coverage and to supplement the award (paid leave or other funding) so the Fellow will receive his/her 2015-2016 academic year salary.

Interested faculty can obtain a 2015 Career Enhancement Fellowships brochure and application/instruction sheet from your department chairperson. These materials can be duplicated. You may also contact Ina Noble, Program Associate at noble@woodrow.org. We hope that the program description has kindled your interest and enthusiasm. We look forward to receiving your application.

Best regards.

Dr. Caryl McFarlane, Senior Program Officer/Director
Woodrow Wilson National Fellowship Foundation
P.O. Box 2995, Princeton, NJ 08543-2995

PLEASE POST

CAREER ENHANCEMENT FELLOWSHIPS FOR JUNIOR FACULTY

a pre-tenure award



THE WOODROW WILSON
National Fellowship Foundation

The Career Enhancement Fellowship Program seeks to increase the presence of minority junior faculty members and other faculty members committed to eradicating racial disparities in core fields in the arts and sciences.

The Fellowship Program, funded by the Andrew W. Mellon Foundation and administered by the Woodrow Wilson National Fellowship Foundation, provides each Fellow with a one-year sabbatical stipend; a research, travel or publication grant; and participation in a two-and-one-half day annual conference/retreat. Twenty Fellowships are generally awarded each year.



THE AWARD

- A \$30,000 stipend (maximum award) will be sent to the institution.
- A \$1,500 grant for research, travel or publication will be sent to the Fellow.
- The stipend and the research grant cover a twelve-month period, beginning in June of the fellowship year.
- The Fellow's institution is expected to supplement the Career Enhancement Fellowship award (paid leave or other funding) so that the Fellow receives his/her academic year salary.
- The Fellow's institution is expected to provide yearly health and benefits coverage.
- The award cannot be transferred to another institution. It will be sent to the institution indicated at the time of application.
- The Fellow will have one or more mentors of his/her choice during the Fellowship year.

For information on eligibility, see next page.



To obtain information or additional application materials, contact:

Ina Noble • Program Associate, Career Enhancement Fellowship

The Woodrow Wilson National Fellowship Foundation • P.O. Box 2995 • Princeton, NJ 08543-2995

careerenhance@woodrow.org

ELIGIBILITY

Eligible junior faculty (men and women) include:

- Alumni of the Mellon Mays Undergraduate Fellowship (MMUF) Programs
- Minority junior faculty: African Americans, Asian Americans and Pacific Islanders, Hispanics, Native Americans and Native Alaskans
- Junior faculty with a demonstrated commitment to eradicating racial disparities, breaking down stereotypes and promoting cross-racial understanding in their university communities

ELIGIBLE TEACHING FIELDS

Humanities: American and English literatures, foreign languages and literatures (including area/cultural/ethnic/gender studies), art history, classics, film, cinema and media studies (theoretical focus), history, linguistics, musicology and ethnomusicology, performance studies (theoretical focus), philosophy and political theory, religion and theology, theater (non-performance focus)

Social sciences: anthropology and archaeology, demography, sociology

Physical sciences: computer science, earth/environmental/geological sciences, ecology, geography and population studies, geology, mathematics, oceanographic/marine/atmospheric/planetary science, physics and astronomy

ELIGIBLE JUNIOR FACULTY MUST:

- Currently be in the third year of the tenure-track teaching appointment when applying.
- Teach in one of the designated fields listed above.
- Be able to accept the fellowship in the upcoming academic year.

INELIGIBILITY

An applicant will not be eligible for this award if one or more of the following circumstances exist:

- If the applicant is going up for tenure within the period of the award.
- If the publication/ research requirement for tenure has already been met.
- If a leave has been taken within 1.5 years or less of applying for this award.

REQUIREMENTS

- The Fellow is expected to identify a senior faculty member or scholar in his/her academic field who will advise and mentor during the grant period.
- Fellows and their mentors will attend a two-and-one-half day retreat to discuss their research and academic work, the nature of scholarly professionalism, and other educational issues of relevance to junior faculty. *The Woodrow Wilson Foundation will pay for the Fellows' travel and accommodations. The Woodrow Wilson Foundation will also pay for mentors' accommodations. A travel stipend will be provided to the mentors.*
- Fellows must submit the institutional notification form signed by the department chair/dean.
- The Fellow must submit a final report at the end of the grant period.

A COMPLETE APPLICATION INCLUDES:

- Official application form
- Curriculum vitae
- Personal statement
- Research plan for sabbatical year
- Writing sample
- Two letters of recommendation
- Completed institutional acknowledgement form
- Anticipated date for tenure dossier submission
- List of undergraduate and graduate classes taught since start of the tenure track appointment in current institution (list by semester)
- List of other sabbatical and/or research awards applied for
- List of past or current leaves of absence which have been taken since beginning the tenure track position (including maternity/paternity leave)
- List of other major projects in which applicant is currently involved or will be involved during the fellowship year

Please note: Institutional acknowledgment and/or notice of permission for participation in the Career Enhancement competition must be submitted with a completed application.

An interdisciplinary committee of noted scholars will review all applications and will select the Career Enhancement Fellowship winners.

Send all application materials to:

Dr. Caryl McFarlane, Senior Program Officer/Director
Career Enhancement Fellowships

Woodrow Wilson National Fellowship Foundation • P.O. Box 2995 • Princeton, NJ 08543-2995

Courier Address: 5 Vaughn Drive, Suite 300 • Princeton, NJ 08540-6313



**CAREER ENHANCEMENT FELLOWSHIPS
FOR
JUNIOR FACULTY**

A PRE-TENURE AWARD

2015 Application

Deadline: November 14, 2014

Funded by

The Andrew W. Mellon Foundation

<http://www.mellon.org>

Administered by

The Woodrow Wilson National Fellowship Foundation



<http://www.woodrow.org>

WOODROW WILSON NATIONAL FELLOWSHIP FOUNDATION
CAREER ENHANCEMENT FELLOWSHIPS FOR JUNIOR FACULTY
2015 Instruction Sheet

Deadline: All documents must be *received by* **November 14, 2014.**

Special Instructions: *Personal Statement and Research Plan must be double-spaced and 12-pt. font. If submitting unpublished writing sample, it must be double-spaced and 12-pt. font. Please label all materials.*

- 1) **Official application form.** Fill out the application form in black ink or typeface. It may not be reproduced on a computer. **Print legibly.**
- 2) **Curriculum Vitae.** See 2015 Guidelines Statement. **Please provide 7 copies.**
- 3) **Personal Statement** (4 pages maximum). The statement should include: how the award will allow you to enhance your academic credentials and assist you in attaining tenure, brief description of the tenure process at your institution; how the award will make a difference for you and your institution; describe your teaching philosophy and academic service experiences; **and** discuss your demonstrated commitment to eradicating racial disparities and promoting cross-racial understanding and support for students on your campus. **Please provide 7 copies.**
- 4) **Research Plan** (3 pages maximum). Describe in detail the research plan and the role of a prospective mentor during the sabbatical year. (You do not have to know who the mentor will be at time of application). This is NOT a reiteration of the Personal Statement. **Please provide 7 copies.**
- 5) **Writing Sample** (20 pages maximum). Submit a published work or an unpublished draft of scholarly work completed in the past 18 months. Do **not** submit a dissertation chapter or partial chapter. **Please provide 7 copies.**
- 6) **Two letters of recommendation.** Each letter (one to two-pages in length) should evaluate your research interests, assess the quality of your scholarship, how the award will benefit your tenure process, briefly discuss your teaching qualifications, service commitment, and assess your commitment to diversity in the campus community.
Letters of recommendation must be mailed directly to Dr. Caryl McFarlane or may be submitted with the application in a sealed, signed envelope.
- 7) **Institutional Acknowledgement Form.** This form from the institution confirms their knowledge and approval of the application process. This must be signed by someone with fiscal responsibility.
- 8) **Teaching Experience.** List, by semester, the classes taught since the start of your tenure-track appointment.
 - o Applicants must be in the third year of the tenure track appointment.
 - o The Career Enhancement Fellowship cannot be transferred to another institution.
 - o Applicants must be U.S. citizens or permanent residents (include copy of green card if a permanent resident).

Submit all application materials to:
Career Enhancement Fellowships

Dr. Caryl McFarlane, Senior Program Officer/Director
Woodrow Wilson National Fellowship Foundation
P.O. Box 2995, Princeton, NJ 08543-2995

Street Address (use for courier delivery): 5 Vaughn Dr., Suite 300, Princeton, NJ 08540-6313

CAREER ENHANCEMENT FELLOWSHIP FOR JUNIOR FACULTY
2015 Guidelines for Applicant C.V.s

When submitting a C.V., it is best to be precise in describing the state of yet-to-be published work. The term “forthcoming” may have a variety of meanings. It is most helpful, therefore, to state specifically the status of your research. Below are some useful terms for use on a C.V.:

- *In progress* (still being written, not submitted for publication yet)
- *Under review* (submitted to a journal or press)
- *Revising to resubmit* (submitted to a journal or press and returned for revision)
- *Under contract* (manuscript has been accepted by a press but may be undergoing revisions before final publication)
- *In press* (manuscript finished, submitted to a journal or press and awaiting publication)

It is also a good idea to parenthetically explain the conditions under which an article was published. It is best to state whether a text has been subject to “peer review,” is an “invited submission” or whatever term best describes its publication.

Applicants should follow the **sample** below in preparing the Bibliography portion of the C.V.

A. Published Work

Movements in Chicano Poetry: Against Myths, Against Margins, Cambridge University Press, 1995. Book

“Chicano Cultural Discourse: Coyotes at the Border,” *American Literature*. 67 (Dec): 815-824, 1995. Article

B. Unpublished Work

No entries at this time.

C. Work in Progress

Memories of an East Los Angeles.... Written with John Q. Jones (Under review). Book

Woodrow Wilson National Fellowship Foundation
CAREER ENHANCEMENT FELLOWSHIPS
FOR JUNIOR FACULTY

2015 Official Application Form

Application Deadline: **November 14, 2014**

PLEASE PRINT LEGIBLY OR TYPE

Name _____
(Mr./Ms.) Last First Middle

Home Address _____

Home Phone: _____ Cell Phone: _____

Personal Email: _____

Department Appointment. Check the appropriate box:

Humanities:

- American and English Literatures,* *Art History* *Classics*
 Foreign Languages and Literatures (including Area/Cultural/Ethnic/Gender Studies)
 Film, Cinema and Media Studies (theoretical focus) *History,* *Linguistics*
 Musicology and Ethnomusicology *Performance Studies (theoretical focus),*
 Philosophy and Political Theory *Religion and Theology*
 Theater (non-performance focus)

Social Sciences:

- Anthropology and Archaeology* *Demography* *Sociology*

Physical Sciences:

- Earth/Environmental/Geological Sciences* *Ecology* *Geology*
 Mathematics *Physics and Astronomy* *Computer Science*
 Oceanographic/Marine/Atmospheric/Planetary Science
 Geography and Population Studies

Academic Title: _____

Department Address: _____

Office Phone: _____

Office Email: _____

Name of Department Chair: _____

Department Chair Address: _____

How many years have you been teaching? _____

When did you receive your tenure track appointment? _____

When are you scheduled to go up for tenure? _____

Please list any other 2015 fellowships/scholarships for which you have applied.

Please list the name and time frame for any and all leave time which you taken since beginning the tenure track position. (For ex.: Junior Faculty leave/ fall semester 2013)

List any major projects in which you are currently involved or will be involved with during the fellowship year.

Check appropriate box(es):

- African American
- Asian American/Pacific Islander
- Hispanic
- Native American/Native Alaskan
- Junior Faculty (Female)
- Junior Faculty (Male)
- Former MMUF Fellow

For additional applications, please contact:

*Dr. Caryl McFarlane, Senior Program Officer/ Director
Career Enhancement Fellowships
Woodrow Wilson National Fellowship Foundation
P.O. Box 2995, Princeton, NJ 08543-2995
careerenhance@woodrow.org*

All application materials submitted to the Woodrow Wilson National Fellowship Foundation become its sole property and will not be returned.



Career Enhancement Fellowships for Junior Faculty
Institutional Acknowledgement Form

Department Chair (please print): _____

Date: _____

It is my understanding that _____, a Junior Faculty member at _____ in the department of _____ is applying for a Career Enhancement Fellowship from The Woodrow Wilson National Fellowship Foundation.

- I confirm that the faculty member named above is available to accept the award from June 2015 to June 2016 and will not have any teaching or committee responsibilities during the time frame of the award.
- I understand that during the fellowship year:
 - The institution commits to continue the annual health and medical benefits for this faculty member.
 - The institution will supplement the fellowship funding to allow this faculty member receipt of his/her 2015-2016 academic salary.
 - The faculty member will be released from all institutional responsibilities during the fellowship year including:
 - Teaching
 - Service on committees
 - Student advising
 - Any related activities
- I confirm that the faculty member named above has not received any leave time within the past 18 months and that he/she is not going up for early tenure.

The anticipated date of tenure dossier submission: _____

Signature:

Department Chair: _____

Date: _____

Please email or fax the completed form to Ina Noble (noble@woodrow.org) or 609 452 0066 (fax)