



THE WOODROW WILSON
National Fellowship Foundation

Career Enhancement Fellowships for Junior Faculty **2017 Application Instructions**

Deadline: All documents must be received by **October 28, 2016**

General Instructions:

Please label all materials. The Personal Statement and Research Plan must be double-spaced and 12-pt. font. If submitting an unpublished writing sample, it must also follow these formatting guidelines. The application should be emailed in a single PDF file (excluding letters of recommendation) to careerenhance@woodrow.org. Letters of recommendation should be written on institution letterhead, signed, and emailed directly by referees.

Application Documents:

- 1) **Official application form:** Fill out completely via the fillable pdf. For text formatting options, click Ctrl+ E.
- 2) **Institutional Acknowledgement Form.** This form confirms the institution's knowledge and approval of the applicant's submission to the process. This form must be signed by the department chair as well as an institutional official who has fiscal responsibility to commit to supplementing the fellowship to allow the faculty member to receive his or her academic salary. If the department chair also has fiscal responsibility, please sign once. If another official, such as a provost or dean must also sign, please include their title.
- 3) **Curriculum Vitae.** [See 2017 Guidelines Statement.](#)
- 4) **Teaching Experience.** List, by semester, all classes taught since the start of your tenure-track appointment.
- 5) **Personal Statement** (4 pages maximum, double-spaced). Please include the following: explain how the award will allow you to enhance your academic credentials and assist you in attaining tenure; describe the tenure process at your institution; explain how the award will make a difference for you and your institution; state your teaching philosophy and academic service experiences; and give evidence of your commitment to eradicating racial disparities and promoting cross-racial understanding and support for students on your campus.
- 6) **Research Plan** (3 pages maximum, double-spaced). 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; this is research focused.
- 7) **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 Submit a published work or an unpublished draft of scholarly work completed in the past 18 months.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.

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- 8) **Two letters of recommendation.** Each letter (one to two-pages in length) should evaluate your research interests; assess the quality of your scholarship; explain how the award will benefit your tenure process; briefly discuss your teaching qualifications, and service commitment; and assess your commitment to diversity in the campus community. **Letters of recommendation must be emailed directly to the program.**

To apply: Email all application materials in a single pdf to: careerenhance@woodrow.org. Please include "Career Enhancement Fellowship Application" and your full name in subject line. Letters of recommendation should be written on institution letterhead, signed, and emailed directly by referees.

Please note:

- Applicants must be in the **third year** of the tenure track appointment.
- The Career Enhancement Fellowship cannot be transferred to another institution.
- Applicants must be U.S. citizens or permanent residents of the United States as of October 28, 2016 (include copy of green card if a permanent resident).

Fellowships are awarded on a competitive basis. Woodrow Wilson does not comment on the deliberations of its award panels. Woodrow Wilson does not provide evaluations of successful or unsuccessful applications.

Applications and supporting documents become the sole property of Woodrow Wilson National Fellowship Foundation and will not be returned or held for another year.

Applications are reviewed by distinguished scholars and should be prepared accordingly.

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Frequently Asked Questions

What does the Career Enhancement Fellowship include?

The fellowship includes a sabbatical grant for either six months or one year. The six-month award is \$15,000 and the one-year award is \$30,000. Institutions are responsible for supplementing the fellowship funding to allow the faculty member receipt of his/her 2017-2018 academic salary. All Fellows receive a research, travel, or publication stipend and participate in an annual conference/retreat.

How are six-month and one-year grants determined?

Applicants who are selected as finalists are notified in December and considered for a one-year fellowship. Finalists must participate in an interview with the selection panel in January. If you have not been selected as a finalist, you will be considered for a six-month fellowship and notified in late February.

Can I apply directly for a six-month grant?

No.

How many six-month vs. one-year grants are normally given?

A total of 30 Fellowships are awarded each year; of these, 10 are one-year and 20 are six-month grants.

When are new fellowship awards announced?

New grant awards are announced in mid to late February.

When will applicants other than finalists be notified if they were selected for a fellowship?

All selected Fellows will be notified by mid-March at the very latest.

If selected, may I defer the Fellowship?

Fellowships may not be deferred. Fellowships are to begin by July 2017.

May I transfer my fellowship to another institution?

The Career Enhancement Fellowship award may not be transferred to another institution. It will be sent to the institution indicated at the time of application.

How is the stipend disbursed to Fellows?

Stipends are sent to the Fellows' institutions. One-year Fellows' institutions receive two equal payments; in June and the following January. Six-month Fellows' institutions receive one payment in June. Stipends checks are made payable to the institution unless otherwise requested by the institution. The research, travel, or publication grant is sent directly to the Fellow.

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What reporting is required of Career Enhancement Fellows?

Career Enhancement Fellows are required to submit a final progress report at the end of the grant period. The Fellow is also required to keep the Foundation abreast of his or her tenure status and agrees to respond to occasional surveys from the Foundation to monitor progress.

I have a doctoral degree other than a Ph.D. Am I eligible to apply?

You **must** hold a Ph.D. in order to be eligible for this fellowship.

I do not see my field of study in the list of eligible fields. Is my program eligible for support?

Only fields which have been designated by the Andrew W. Mellon Foundation are eligible for support. If you question the eligibility of your particular field you may contact us to inquire: careerenhance@woodrow.org.

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

Am I eligible if my field of study is categorized within the physical sciences (*Computer Science, Earth/Environmental/Geological Sciences, Ecology, Geography and Population Studies, Geology, Mathematics, Oceanographic/Marine/Atmospheric/Planetary Science, Physics and Astronomy*)?

Mellon Mays Undergraduate Fellows whose field of study is in the Physical Sciences should contact us to inquire about their eligibility at: careerenhance@woodrow.org. Junior faculty in STEM disciplines who are not MMUF Fellows are not eligible for the award.

Are social work and clinical psychology eligible fields of study?

No, only fields designated by the Andrew W. Mellon Foundation are eligible. (See listing above)

When must the application materials be received on the deadline date?

All application materials must be RECEIVED by 11:59pm on the **October 28, 2016** deadline.

How many letters of recommendation be submitted?

Letters of recommendation should be emailed to us at careerenhance@woodrow.org.

Any additional questions should be directed to Mellon Program Associate, Ina Noble at noble@woodrow.org or Mellon Program Officer, Rayna Truelove at truelove@woodrow.org.



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Career Enhancement Fellowships for Junior Faculty 2017 Official Application Form

Application Deadline: October 28, 2016

Name _____
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

**Career Enhancement Fellowships for Junior Faculty
2017 Official Application Form**

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 2017 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 2014)

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

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Check appropriate box(es):

- African American Hispanic Native American/Native Alaskan
- Other, please specify _____
- Junior Faculty (Female) Junior Faculty (Male) Former MMUF Fellow

How did you hear about the Career Enhancement Fellowship for Junior Faculty?

- Department Chair or an institutional announcement
- Woodrow Wilson National Fellowship Foundation email
- [Career Enhancement Website](#)
- Andrew W. Mellon Foundation or Mellon Mays website (mellon.org or mmuf.org)
- Former Career Enhancement Fellow
- Colleague
- Internet search
- Online advertisement, please specify _____
- Other, Please Specify _____

Email all application materials in a single pdf to: careerenhance@woodrow.org.

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



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Career Enhancement Fellowships for Junior Faculty Institutional Acknowledgement Form

Department Chair Name: _____

Institutional Official's Name & Title: _____

Date: _____

It is our 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/We confirm that the faculty member named above is available to accept the award from June 2017 to June 2018 and will not have any teaching or committee responsibilities during the time frame of the award.
- I/We understand that during the fellowship period:
 - The institution commits to continue the health and medical benefits for this faculty member.
 - The institution will supplement the fellowship funding to allow this faculty member receipt of his/her 2017-2018 academic salary.
 - The faculty member will be released from all institutional responsibilities during the fellowship period including:
 - Teaching
 - Service on committees
 - Student advising
 - Any related activities
- I/We confirm that the faculty member named above is not going up for early tenure.

The anticipated date of tenure dossier submission: _____

Department Chair: _____

Signature: _____

Other Institutional Official _____

Signature: _____

Date: _____

Please combine this completed form with all other application documents in a single pdf and email to careerenhance@woodrow.org.



Career Enhancement Fellowships for Junior Faculty 2017 Guidelines for Curriculum Vitae

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.

Refer to the sample below when preparing the Publications 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 Book



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Career Enhancement Fellowships for Junior Faculty **2017 Important Dates and Tentative Award Calendar**

EVENT	DATE
APPLICATION DEADLINE	OCTOBER 28, 2016
PRELIMINARY SELECTION	DECEMBER 12, 2016
FINALISTS NOTIFICATION	DECEMBER 13, 2016
FINALISTS INTERVIEWS	JANUARY 17 – 19, 2017
FINAL SELECTIONS DETERMINED	EARLY FEBRUARY 2017
AWARD RECIPIENT NOTIFICATIONS	MID-FEBRUARY

This is a tentative schedule of events for the selection and announcement of the 2017 cohort of Career Enhancement fellows.