



THE WOODROW WILSON
National Fellowship Foundation

Career Enhancement Adjunct Faculty Fellowships **2017 Application Instructions**

Deadline: All documents must be received by [November 11, 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 If submitting an unpublished writing sample, it must also follow these formatting guidelines.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.
- 2) **Department Chair Acknowledgment Form.** This form confirms the chair's knowledge and approval of the applicant's submission to the process. This must be signed by the department chair.
- 3) **Curriculum Vitae.** See [2017 Guidelines Statement](#).
- 4) **Teaching Experience.** List, by semester, the classes taught since the start of your tenure-track appointment.
- 5) **Personal Statement** (4 pages maximum, double-spaced). The statement should include: how the award will allow you to enhance your academic credentials and assist you in attaining a tenure-track position, include a brief explanation of your tenure pursuit; 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.
- 6) **Research Plan** (3 pages maximum, double-spaced). Describe your research plan in detail. This should **NOT** be a reiteration of the Personal Statement. Please focus on describing your research.
- 7) **Projects:** List the current major project(s) or proposed project(s) during the six-month award period.
- 8) **Writing Sample** (15 pages maximum). Submit a published work or an unpublished draft of scholarly work completed in the past 18 months. Preference will be given to submissions which are not dissertation chapters.
- 9) **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 search, briefly discuss your teaching qualifications, service commitment, and assess your commitment to diversity in the campus community. One letter should be from a supporter of your tenure search and the other from one who can address your proposed research. **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 Adjunct Fellowship" and your full name in subject line. Letters of recommendation should be written on institution letterhead, signed, and emailed directly by referees.

Career Enhancement Adjunct Faculty Fellowships

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Please note:

- Applicants must be U.S. citizens or permanent residents of the United States as of November 11, 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 Adjunct Faculty Fellowship include?

The fellowship includes a \$10,000 stipend. The six-month fellowship period allows Fellows to focus on the research and scholarship necessary to secure a tenure-track position. Fellows are also provided with an assigned mentor and a small informal professional network to provide support during the fellowship and preparation for tenure-track applications.

Must I teach during the six-month fellowship period?

Fellows must teach one course during this fellowship.

When are new fellowship awards announced?

New grant awards are announced in mid to late February.

How is the stipend disbursed to Fellows?

Stipends are sent directly to the fellows in June.

If selected, may I defer the Fellowship?

Fellowships may not be deferred. Fellowships must begin in June 2017 for the fall term or December 2017 for the spring term.

What reporting is required of Career Enhancement Adjunct Faculty Fellows?

Career Enhancement Adjunct Faculty fellows are required to submit a final report at the end of the grant period that includes a plan for application to tenure-track positions. The fellow is also required to keep the Woodrow Wilson Foundation abreast of their status in acquiring a tenure-track position. Fellows will receive occasional surveys from the foundation to monitor progress and be updated with targeted communications.

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

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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 November 11, 2016 deadline.

How may 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 Adjunct Faculty Fellowships 2017 Official Application Form

Application Deadline: November 11, 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 Adjunct Faculty Fellowships
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Academic Title: _____

Department Address: _____

Office Phone: _____

Office Email: _____

Name of Department Chair: _____

Department Chair Address: _____

How many months have you been an adjunct faculty member? _____

When did you last apply for a tenure track position? _____

Are you currently involved in any tasks or jobs in addition to your adjunct position(s)? If so, please list them below:

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

You are required to teach one class during the fellowship period. Please indicate which class you will be teaching.

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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 Adjunct Faculty Fellowship?

- 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 Adjunct Faculty Fellowships **Department Chair Acknowledgement Form**

Department Chair: _____

Date: _____

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

- I confirm that the adjunct faculty member named above is available to accept the award for a six-month period (either Fall or Spring semester) and will teach one course during the time frame of the award.
- I confirm that the faculty member named above does not currently hold a tenure track position.

Department Chair: _____

Signature: _____

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



Career Enhancement Adjunct Faculty Fellowships 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	NOVEMBER 11, 2016
SELECTIONS DETERMINED	MID-JANUARY 2017
AWARD RECIPIENT NOTIFICATIONS	LATE FEBRUARY 2017

This is a tentative schedule of events for the selection and announcement of the 2017 cohort of Career Enhancement Adjunct Faculty Fellowship Awards.