



THE WOODROW WILSON  
*National Fellowship Foundation*

## **Career Enhancement Fellowships for Junior Faculty 2018 Application Instructions**

**Deadline:** All documents must be received by **October 27, 2017**

### **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 If submitting an unpublished writing sample, it must also follow these formatting guidelines.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](mailto:careerenhance@woodrow.org). Please do not scan in the application form or written components. 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. It also serves to verify the applicant's tenure track status. This form must be signed by the department chair and/or an institutional official who holds fiscal responsibility and can 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.**
- 4) **Personal Statement** (4 pages maximum, double-spaced). Please include the following:
  - Explanation of how the award will allow you to enhance your academic credentials and assist you in attaining tenure;
  - Description of the tenure process at your institution;
  - Demonstration of how the award will make a difference for you and your institution;
  - Statement of your teaching philosophy and academic service experiences;
  - Evidence of your commitment to eradicating racial disparities and promoting cross-racial understanding and support for students on your campus.
- 5) **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.

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- 6) **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. *(Page limit does not include references)*
- 7) **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 written on institution letterhead, signed, and emailed directly to the program.**

**To apply:** Email all application materials in a single pdf to: [careerenhance@woodrow.org](mailto: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 currently 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 27, 2017 (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.*

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## **Frequently Asked Questions**

### **GENERAL FELLOWSHIP INFORMATION**

#### **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 2018-2019 academic salary. All Fellows receive a research, travel, or publication stipend and participate in an annual conference/retreat.

#### **What does the selection process entail?**

Applicants who are selected as finalists are notified in December and must participate in an interview with the selection panel in January. If you have not been selected to interview, your application will continue to undergo evaluation, with notification of your status in late February.

#### **Are all finalists interviewed?**

Yes, in general, all finalists are interviewed in January. However, in some instances, candidates are selected for awards without an interview and are notified in late February.

#### **I already have an institutional leave for one term or another circumstance that prevents me from accepting a full year Fellowship. Can I apply directly for a six-month grant?**

Yes. On Page 1 of the 2018 Official Application Form under Question Number 1 ("Award Length: Please consider my application for:"), please select the "Six-Month Award ONLY" option. Please elaborate on your selection in your Personal Statement or Research Plan.

#### **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.

#### **I was awarded another fellowship. Can I combine this with the Career Enhancement Fellowship?**

You must disclose all awards you will receive in the 2018-2019 academic year when accepting the Career Enhancement Fellowship. Please note that Fellows are unable to hold another monetary award from another funding source concurrently with the Career Enhancement Fellowship. Special situations will be assessed on a case-by-case basis.

### **FELLOWSHIP SELECTION**

#### **When are new fellowship awards announced?**

New grant awards are announced in mid to late February.

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**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.

**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 directly 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.

**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.

### **ELIGIBILITY**

**I am in the fourth year (or beyond) of my tenure track position. Am I eligible to apply?**

You must currently be in the third year on the tenure track to be eligible to apply.

**I began a tenure track position at another institution than my current one. Am I eligible to apply?**

Yes, if you are in the third year of all tenure-track positions and are considered by your institution to be in their 3<sup>rd</sup> year according to the institution's tenure clock. If you have further questions please contact us at [careerenhance@woodrow.org](mailto:careerenhance@woodrow.org).

**I will be receiving early-tenure, am I eligible to apply for the fellowship?**

No, those receiving early-tenure are not eligible for a Career Enhancement Fellowship.

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

You **must** hold a Ph.D. 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](mailto:careerenhance@woodrow.org).

# Career Enhancement Fellowships for Junior Faculty

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### Eligible Fields

**Humanities:** American and English Literatures, Foreign Languages and Literatures 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, Geography and Population Studies

**Am I eligible if my field of study is categorized within the physical sciences (Computer Science, Earth/Environmental/Geological Sciences, Ecology, 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](mailto: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)

**I was recently granted an academic leave. Am I still eligible to apply for this award?**

Applicants who have not received any academic leave within the last 18 months are generally considered as demonstrating more need and thus will be more competitive than those who have already had the benefit of an academic leave. If you have further questions about a recent leave, please contact us at [careerenhance@woodrow.org](mailto:careerenhance@woodrow.org). Please note that family or sick leave are not considered.

### **APPLICATION SUBMISSION**

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

All application materials must be received by 11:59pm on the **October 27, 2017** deadline.

**How many letters of recommendation be submitted?**

Letters of recommendation should be emailed to us at [careerenhance@woodrow.org](mailto:careerenhance@woodrow.org).

*Any additional questions should be directed to Mellon Program Associate, Danielle McColgan at [mcolgan@woodrow.org](mailto:mcolgan@woodrow.org) or Mellon Program Officer, Rayna Truelove at [truelove@woodrow.org](mailto:truelove@woodrow.org).*



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## **Career Enhancement Fellowships for Junior Faculty** 2018 Important Dates and Tentative Award Calendar

EVENT	DATE
APPLICATION DEADLINE	OCTOBER 27, 2017
PRELIMINARY SELECTION	DECEMBER 12, 2017
FINALISTS NOTIFICATION	DECEMBER 13, 2017
FINALISTS INTERVIEWS	JANUARY 17 – 19, 2018
FINAL SELECTIONS DETERMINED	EARLY FEBRUARY 2018
AWARD RECIPIENT NOTIFICATIONS	MID-FEBRUARY

This is a tentative schedule of events for the selection and announcement of the 2018 cohort of Career Enhancement fellows.