

**CAREER ENHANCEMENT FELLOWSHIPS
FOR
JUNIOR FACULTY**

A PRE-TENURE AWARD

2015 Application

Deadline: November 14, 2014

Funded by

The Andrew W. Mellon Foundation

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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 If submitting unpublished writing sample, it must be double-spaced and 12-pt.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 Submit a published work or an unpublished draft of scholarly work completed in the past 18 months.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, Book
Cambridge University Press, 1995.

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

B. Unpublished Work

No entries at this time.

C. Work in Progress

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

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)