CAREER ENHANCEMENT FELLOWSHIPS
FOR
JUNIOR FACULTY

A PRE-TENURE AWARD

2016 Application

Deadline: October 30, 2015

Funded by
The Andrew W. Mellon Foundation
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The Woodrow Wilson National Fellowship Foundation
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Woodrow Wilson National Fellowship Foundation
CAREER ENHANCEMENT FELLOWSHIPS
FOR JUNIOR FACULTY
2016 Official Application Form
Application Deadline: October 30, 2015
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 2016 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 ☐ Hispanic ☐ Native American/Native Alaskan

☐ Other, please specify ____________________________

☐ Junior Faculty (Female) ☐ Junior Faculty (Male) ☐ Former MMUF Fellow

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For additional applications, please contact:

Ina Noble, Program Associate
Career Enhancement Fellowships
Woodrow Wilson National Fellowship Foundation
P.O. Box 5281, Princeton, NJ 08543-5281
careerenhance@woodrow.org

All application materials submitted to the Woodrow Wilson National Fellowship Foundation become its sole property and will not be returned.
WOODROW WILSON NATIONAL FELLOWSHIP FOUNDATION
CAREER ENHANCEMENT FELLOWSHIPS FOR JUNIOR FACULTY
2016 Instruction Sheet

Deadline: All documents must be received by October 30, 2015.

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.


3) 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 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.

4) 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.

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.

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 Ina Noble or may be submitted with the application in a sealed, signed envelope. (See FAQ)

7) Institutional Acknowledgement Form. This form from the institution confirms their knowledge and approval of the applicant’s submission to the 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.

- 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 (include copy of green card if a permanent resident).

Submit all application materials to:
Career Enhancement Fellowships
Ina Noble, Program Associate
Woodrow Wilson National Fellowship Foundation
P.O. Box 5281, Princeton, NJ 08543-5281

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

Documents may be emailed in a single PDF file to noble@woodrow.org or careerenhance@woodrow.org.
WOODROW WILSON NATIONAL FELLOWSHIP FOUNDATION

CAREER ENHANCEMENT FELLOWSHIPS FOR JUNIOR FACULTY

Frequently Asked Questions

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

YOU MUST have 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

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

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)

Must the application be received or post marked by the deadline date?

All application materials must be RECEIVED by the deadline date.

How are letters of recommendation submitted?

Letters of Recommendation may be mailed or submitted with the application in a sealed, signed envelop. Letters may also be emailed to us. Letters must be on letterhead and they must be signed.

When are new fellowship awards announced?

The fellowship awards will be announced in mid to late February.

When will alternates be notified if they were selected for a fellowship?

Should an alternate be selected, they will be notified by mid-March at the very latest.

How is the stipend disbursed to fellows?

Stipends are sent to the fellows' institutions in two equal payments, in June and the following January. 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 their tenure status.

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.
CAREER ENHANCEMENT FELLOWSHIP FOR JUNIOR FACULTY
2016 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.

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

A. Published Work


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).
# Important Dates

## 2016 Career Enhancement Award Calendar

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<tr>
<td>Application Deadline</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Preliminary Selection</td>
<td>December 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Finalists Notification</td>
<td>December 8&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Finalists Interviews</td>
<td>January 20 – 21, 2016</td>
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<td>Final Selections Determined</td>
<td>Early February 2016</td>
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<tr>
<td>Award Recipient Notifications</td>
<td>Mid-February</td>
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This is a tentative schedule of events for the selection and announcement of the 2016 cohort of Career Enhancement fellows.