



## 2016 Dean's Teaching Fellowship Guidelines for the 2017-2018 Fellowship Year

**Posted October 12, 2016**

**Nominations and applications due Monday, December 19, 2016**

**Information session:**

**Thursday, November 10 at 3:00-4:00 pm in ADMIN 206**

Dean's Teaching Fellowships (DTF) support students whose records demonstrate excellence in teaching and who will complete their doctoral degrees in the fellowship year. Each Dean's Teaching Fellow teaches one course (with the exception of the Co-Teaching Interdisciplinary DTF) and receives a standard stipend for 9 months (September-May; \$18,500 in 2017-18) along with the graduate school health insurance subsidy. This year we are pleased to offer up to 12 fellowships. Of these twelve, some will be specific fellowships directed at the following areas listed below. Fellows are expected to complete their degrees during the year of the fellowship award.

### Eligibility

To be considered for the fellowship, applicants must:

- be full time students in a doctoral program, in good standing both in the Laney Graduate School and in their programs
- be in candidacy at the time of application
- be in their 7<sup>th</sup> or earlier year of graduate study at the time of application. While students in their 7<sup>th</sup> year are eligible to apply for the fellowship, preference will be given to students in their 5<sup>th</sup> or 6<sup>th</sup> year who show that they are likely to complete their dissertations during the fellowship year
- not have held an Emory completion fellowship in a previous year

When applicable, the DTF replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that other funding cannot be reserved to be used in a subsequent year. Fellows are expected to devote full time to their teaching and research and hence may not undertake other teaching opportunities at Emory or elsewhere. Fellows are eligible for Professional Development Support funds subject to the usual criteria. Fellows who receive offers for other awards should contact the Laney Graduate School to determine whether the two awards may be held concurrently.

### Evaluation Criteria

As you put together nomination and application materials, please consider how the selection committee will evaluate the applications. Before the committee meets, each committee member will complete a confidential rating sheet, rating the applications on a scale of one to five, with one being the lowest rating and five being the highest rating, in these categories:

- teaching success as documented by the teaching evaluations
- strength of a pedagogic outlook as reflected in the teaching statement
- readiness to teach specific classes as reflected in the syllabi
- dissertation progress: has the applicant made timely progress so far and how persuasive is the case that the applicant will complete his or her degree by August of the fellowship year?
- the quality of the applicant's academic performance
- the strength of the faculty letters of recommendation/nomination

Graduate school staff compiles an overall ranking by combining all the committee members' rating sheets. **That ranking is used as the starting point for the committee's deliberations**, but it does not by itself determine the outcome. Neither individual members nor the committee are bound to abide by the rating results, and additional distinctions (e.g.: awards, publications, experiences that strengthen the applicant's file) may be considered in the committee's overall determination.

### **ADMIT Submission**

All nominations and applications, including supporting materials, will be uploaded using ADMIT.

1. Go to <https://www.applyweb.com/emoryfel/index.ftl>, and log in using your regular ADMIT net ID and password—or—set up an account with ADMIT first and then log in.
2. Select your fellowship from the drop down box and follow the upload fields. The application will not let you proceed until you upload all the necessary materials.

If you have questions about using ADMIT, please contact Jay Hughes, [jlhughe@emory.edu](mailto:jlhughe@emory.edu). You will need to upload the nomination or application items **as pdf files**.

### **Program Nominations – to be submitted by the program**

Applicants for the DTF must be nominated by their programs. Certificate students will be nominated by their home programs, but may teach in their certificate programs.

The standard number of nominations for a program is **three**. If a program has at least one special nominee (see below), then the maximum number of nominations is four. In other words, programs may nominate a **fourth** student if at least one of the program nominees is applying for one of the specific fellowships below.

For each nominee, please submit these items:

1. A program letter of nomination, addressing the student's teaching skills, status in the program, and the value of the courses the student proposes to teach. We ask that DGSs always send at least a brief note of nomination, but the substantive letter may be written by another faculty member in a position to know the student well.
2. Statement(s) of faculty who have supervised and/or observed the nominee as a classroom instructor, addressing the student's experience, skill and promise as a teacher. If the advisor and the writer of the nomination letter have observed the nominee, they can include this statement in their letters of support.
3. An advisor's letter of support, addressing the student's scholarly promise and presenting evidence that the student has made sufficient progress on the dissertation that he or she can be expected to finish by August of the fellowship year.

**Submit all items as pdf files on ADMIT. Links will be generated from the ADMIT system. Please instruct your students which email to use to generate the upload links. Please provide one email for the advisor and one email for the program letter and statement of faculty which will be uploaded in one package this year.**

### **Student Applications – to be submitted by the student**

Each student nominated by a program should submit a full application containing the following items:

1. a Laney Graduate School fellowship cover sheet, posted on the graduate school website (go to Student Resources, then to Financial Information, then to Advanced Student Fellowships; it will also be available on the Blackboard site);
2. a curriculum vitae;
3. a teaching statement (no longer than 3 pages, single spaced, 12 pt) describing your teaching goals, strategies, and/or educational philosophy and indicating that the courses you propose are in consultation with the nominating program and with the department's curricular needs in mind. **Any particular requirements for a specific DTF—see descriptions below-- should be addressed in this statement; make sure and indicate the specific DTF for which you are applying**
4. proposed syllabi for two courses, including a survey or introductory course in the student's discipline and another special topics course informed by the student's dissertation field **and (if applicable) the specific requirements for a specific DTF below; the Co-Teaching Interdisciplinary DTF only requires one syllabus**
5. teaching evaluations from **at most** two courses, one of which must be the most recent one taught. Include a table, or provide the summary report from the bubble sheets, that provides a quantitative report of the class evaluation and instructor evaluation, and a brief and fair summary of the open-ended qualitative comments (with a representative selection of quotes). **Do not include the bubble sheets or your entire narrative evaluations.**
6. an abstract of your dissertation. The abstract may be no more than one page long (single spaced, 12 pt.) and should be written for an audience of non-specialists.
7. a table of contents and timeline for your dissertation. It should indicate where the chapter you submit fits into the project as a whole, as well as the status of each chapter (drafted, completed, submitted to committee, approved, etc.)
8. a copy of your Emory transcript (a copy of an unofficial transcript issued to the student is acceptable);
9. one chapter of your dissertation approved by your advisor;

### **Submit your items using ADMIT.**

There are a number of ways to produce pdf files, including scanning. To help keep file sizes to a minimum, please treat scanning as the method of last resort, to be used only for items that exist only on paper. -- You'll find some helpful information about producing pdf documents on our website, on the same page as the fellowship cover sheet: print the document called Making PDF Files.

**In addition to the traditional Dean's Teaching Fellowship, we are pleased to offer specific fellowships in the following areas for 2017-2018:**

### **1. Technologically Enhanced Teaching**

LGS encourages students to propose new courses or a new way of teaching old courses with technology enhancements. The landscape of how teaching and learning is exercised is rapidly changing, and LGS encourages innovative technology enhanced courses in particular contexts. For example, a political science student may use a flipped classroom version of an introductory course; an English student may propose a significant digital scholarship component in a course; or an Epidemiology student may propose an online section of a course. Leveraging technology where appropriate to foster active learning in support of course goals can be challenging, however, Emory has resources to help students construct, deliver, and evaluate technology enhanced teaching.

### **2. Professional School Affiliation Fellowship**

This Dean's Teaching fellowship targets applicants whose proposed course is geared toward Emory's professional schools. Preference for this fellowship will be given to proposed DTF classes taught or cross-listed in one of Emory's five professional schools: Emory Law, Goizueta Business, Emory Nursing, the Candler School of Theology, or the Rollins School of Public Health. For example, a student from Laney must propose a course listed solely or cross-listed in one of the four schools above. **A complete application must contain a syllabus and a statement explaining the significance and the importance of the class with evidence of the class being approved by the relevant professional school. Please inform Dr. Hughes if you apply for this particular fellowship.** Each student who applies to the Professional School Affiliation DTF would still be considered for the standard DTF, but cannot hold two DTFs, in any combination, concurrently.

### **3. Special Focus: DTF at Arrendale State Prison**

This focused Dean's Teaching Fellowship is available to a graduate student interested in teaching at Arrendale State Prison, a facility for women, in Alto, Georgia. The fellow would work under the guidance of Dr. Liz Bounds in Candler School of Theology. Dr. Bounds oversees the Advanced Certificate in Theological Studies at Arrendale, a one-year program for incarcerated women in which students take a course in research and writing as they develop and implement research or service projects. The DTF would be expected to oversee research development, involving designing and leading a course on research skills in late fall and facilitating a seminar in which the students present and discuss their work in early spring. Students research a wide variety of topics, not necessarily in religion and theology. They will have already begun finding sources in the previous summer quarter, and will have an idea of what topic they want to research. Responsibilities include: (1) teaching one quarter-long, two-hour class on research and writing skills (October-December); (2) facilitating a quarter-long, two-hour seminar in which students would present and discuss their research projects (January-March); and (3) advising students on their research projects and helping them find sources. **An extra 2500\$ will be available for the cost of travel to and from the prison.** The applicant for the DTF at Arrendale State Prison may also apply for a standard DTF separately.

### **4. LGS-CFDE DTF Graduate Fellowship**

20 hours/week

This fellowship is available to a graduate student is located in the Center for Faculty and Development (CFDE) located in suite 216 Woodruff Library. It will focus broadly on faculty development (pedagogy, research, and mentoring). Projects may include: developing both face to face and online pedagogy programs, developing/refining a faculty development intensive training, working with board members from across the university, conducting research in the Scholarship of Teaching and Learning (SoTL), developing collaborations with university partners like the Emory Center for Digital Scholarship. The Fellow will work most closely with Associate Directors for 20 hours/week. **This fellowship does not require you to teach a class.** The applicant for the CFDE may also apply for a standard DTF separately.

**Review**

Nominations will be reviewed by a faculty committee convened by the Laney Graduate School.

**Award Notifications**

Programs and nominees will be notified in February, 2017.

**Questions?**

Contact James Hughes at [jlhughe@emory.edu](mailto:jlhughe@emory.edu) or Cathryn Johnson, Associate Dean, at [cjohns@emory.edu](mailto:cjohns@emory.edu)