

## **Perry Dissertation Completion Fellowship (PDCF)** **Guidelines for the 2022-2023 Fellowship Year**

**Applications due: November 22, 2021 (11:59pm)**

The Perry Dissertation Completion Fellowship (PDCF) support students enrolled in the French doctoral program whose records demonstrate excellence in teaching and who will complete their doctoral degrees in the fellowship year (Spring 2023). The Perry Dissertation Fellow teaches one course (and receives a stipend for 9 months (September 2022-May 2023) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). Fellows are expected to complete their degrees during the year of the fellowship award. The stipend amount will be \$23,831, paid over 9-months. The first stipend payment will be at the end of September.

### **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 program
- be in candidacy at the time of application
- be in their 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> year of graduate study at the time of application; while students in their 7<sup>th</sup> year are eligible to apply, 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 previously
- have submitted a DTF application during the same application cycle.

When applicable, the PDCF 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 May of the fellowship year?
- the quality of the applicant's academic performance
- the strength of the faculty letters of recommendation/nomination

**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.

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

Each student should submit a full application containing the following items in ADMIT:

1. a CV
2. a teaching statement (no longer than 2 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.
3. 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.
4. 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.**
5. 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.
6. 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.)
7. a copy of your Emory transcript (a copy of an unofficial transcript issued to the student is acceptable);
8. one chapter of your dissertation approved by your advisor.

## **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.
3. If you are applying for multiple fellowships, you must finish one application before you can begin another.

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

## **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: refer to the document called "How to Make PDF Files."

Each student should also arrange for the following items to be sent to the French PA:

1. Statement(s) of faculty who have supervised and/or observed the applicant 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.
2. 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 May (or in some cases, August) of the fellowship year.

**Review**

Applications will be reviewed by a faculty committee convened by the DGS of French.

**Award Notifications**

Awardee will be notified in mid-December 2021.

**Questions?**

Contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu)