

## **Laney Graduate School - Dean's Teaching Fellowship (DTF)**

### **Guidelines for the 2026-2027 Fellowship Year**

**Program Nomination File and Student Applications Due: November 17, 2025 (11:59pm)**

**Info Session(s):** Posted on our LGS fellowships webpage.

Dean's Teaching Fellowships (DTF) support students who demonstrate excellence in teaching and who will complete their doctoral degree in the fellowship year (**Spring**). Each Fellow may teach one course (exceptions noted below with the other subtypes of the DTF) and receives a stipend for 9 months (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September. **The current fellowships stipend rate is \$30,243 paid over 9 months.** 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 LGS 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
  - **Exception:** Students in the following program are eligible to apply if they are in year 4 of the program (or beyond) at the time of application:
    - Chemistry, Physics, CSI, GDBBS, Nursing, and all Public Health PhD programs
    - The student must show clear evidence of completion by end of year 5 (if they are in year 4)
- not have held an Emory completion fellowship previously.

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 funding cannot be reserved to be used in a subsequent year. Fellows are expected to devote full time to their teaching/research/work according to the specific fellowship. Students should refer to Section 2.5.1: Approval of Outside Employment in the LGS Student Handbook for more information on approval of non-fellowship work. Fellows are eligible for Professional Development Support funds subject to the usual criteria.

### **Evaluation Criteria**

As you put together nomination and application materials, please consider how the selection committee will evaluate the applications. This is a multi-disciplinary faculty committee across the three divisions (humanities, natural sciences, social sciences): when appropriate, your application materials should be convincing and compelling to a diverse audience, including the proposed courses in your syllabi. 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
- [new for 2026-27 year for 'Standard' DTFs]: the creative use of technology in the classroom will be a bonus criterion. There is no longer the 'Tech-Enhanced' DTF.

The graduate school 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.

### **Application Submission (LaneyConnect)**

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect:

<https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

The portal may not yet be active but when it is activated:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. And it will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for (it will not save progress, however, so you must complete your session). Or you may access the portal later and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click "Update" in the online form to complete this process).

In the LaneyConnect application portal, if the applicant has already submitted files that are standard requirements (e.g., transcript), they will not submit it again for a different fellowship. It will pull from the already uploaded file and be included in all fellowship application(s) that require this file. This means that students will submit standard files only once and can focus on documents such as the 'statement of purpose' which will be specific for each fellowship that requires this document. If you have questions about using LaneyConnect, please contact us at: [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the application items **as PDF files**.

**Please note that the system will generally take between 1-3 hours from your submission to generate the email link to your program administrator. So plan accordingly. All files (including the nomination) must be submitted by the deadline.** There will be no exceptions to this policy so ensure that you apply in advance with enough time for the system to generate the email link to your program staff person to the submit the files below under the Program Nominations section.

### **Program Nominations\* – submitted by a designated staff person from the student's PhD program**

\*Check with your program on who this person is and ask them about your program's internal deadline for their nomination process. **DO NOT** select your advisor's email address without first checking with your program staff person.

### **Applicants for the DTF must be nominated by their program.**

The standard number of nominations for a PhD program is **three**. If a PhD program has at least one nominee in the other DTF subtypes listed below, then the maximum number of nominations is four. In other words, programs may nominate a **fourth** student if at least one of the nominees is applying for one of the DTF subtypes listed below. This fourth student is fully eligible to also apply for the standard DTF. Certificate students should be nominated by their home program but may teach in their certificate programs if the programs have permitted this arrangement. [GDBBS students: please see the next page].

### **To be submitted by the designated staff, usually the program administrator (PA) by the deadline:**

Please submit the following items below for the student, as one single file:

1. Brief program letter of nomination, addressing the student's status in the program and the value of the courses the student proposes to teach. This may be written by the DGS or another faculty member who knows the student and has interacted with the student closely.
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.
3. Letter of support from the advisor, addressing the student's scholarly promise and presenting evidence that the student has made sufficient progress on the dissertation that they can be expected to finish by May (or August, in some cases) of the fellowship year.

**PA or designated staff:** Please submit the three items above as one pdf file through the link generated by the student. The upload link will be generated by the student's application through the new LaneyConnect system. **Please instruct your nominated student(s) which person they should select in the application portal, so that this person can receive the email to upload this file.** Typically, the program administrator has served in this capacity, so they should be selected, if that is the protocol in your program. This will need to be uploaded only **ONCE** if your student is applying for several DTF types. Therefore, this file should be addressed for the DTF in general, and not for a specific DTF type.

### **GDBBS Nominations Process**

GDBBS will be allowed to nominate up to a total 8 students. They should have their own division nomination process, so please make sure that your program PA connects with the GDBBS Director for the initial nomination process within GDBBS. The "3" nomination total indicated in the earlier section above does not apply to the subplans within GDBBS since they have this separate nomination total for GDBBS (up to 8x).

For example: if you are a Cancer Biology student and there are two CB students wishing to apply for the DTF, they cannot apply directly without first proceeding through the GDBBS nomination process. These two students should be included with all other GDBBS students wishing to apply for the DTF and then only the final 8 students chosen from across all subplans within GDBBS may apply for the DTF.

### **Student Application Files\* – to be submitted by the student**

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

1. a **curriculum vitae**; (please indicate at the top: your year of the PhD program at the time of application)
2. a copy of your **Emory transcript** (a copy of an unofficial transcript issued to the student is acceptable);
3. 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. Any requirements for a specific DTF (see descriptions below for other DTF types) should be addressed in this statement; make sure and indicate the specific DTF for which you are applying.
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. **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. (only Tech-Enhanced will allow you to submit a different syllabi; all other DTFs will share the same syllabi upload. If you upload syllabi for one, it will populate for the other DTF types, except Tech-Enhanced). The courses proposed should be compelling to a diverse audience.
6. a **table of contents for your dissertation**
7. a **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. 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.
9. **one chapter of your dissertation** approved by your advisor.

**\*PLEASE NOTE:** If you have submitted some of the 'common' files above in blue already for another LGS fellowship (such as CV, transcript, dissertation ToC, etc.), you will not be able to re-submit another version of such files for the DTF. If your program seeks to help you tailor these documents for the DTF, make sure to have the files ready for any earlier fellowship deadlines, since the common files cannot be updated.

### **DTF Subtypes**

In addition to the standard Dean's Teaching Fellowship, we are pleased to offer other subtypes of Dean's Teaching Fellowships in the following areas for **2026-2027** (see next page).

Similar to the standard DTF, the student must be nominated by the program first before applying through LaneyConnect. If the student is applying for multiple DTF types (including the Standard DTF), each type must be selected in the online portal and there will be required files for each subtype (for example, different teaching statements). Applying for the Standard DTF does not preclude you from the others listed below; students nominated by their program may apply for all types, as desired.

#### **1. LGS-CFDE Dean's Teaching Fellowship (20 hours/week)**

This fellowship is available to a graduate student who work in the Center for Faculty and Development (CFDE) located in suite 216 Woodruff Library. It will focus on teaching and pedagogy primarily but may also include work on equity and inclusion in relation to teaching and academic life. Projects may include developing both face to face and online pedagogy programs, developing/refining a summer teaching intensive training, working with faculty from across the university, conducting research on a variety of teaching topics, and developing collaborations with university partners like the Writing Program or the Department of Accessibility Services (DAS). The Fellow will work most closely with the Director of Teaching and Learning, Dr. Donna Troka, and Associate Director of Teaching and Pedagogy, Dr. Cecilia Gómez for 20 hours/week. This fellowship does not require you to teach a class.

#### **2. LGS-Writing Program DTF Completion Fellowship (20 hours/week)**

This graduate student fellowship is located in the Emory Writing Program and has primary responsibilities to support the Writing Program in consultation with the Program Director. This fellowship is intended to provide graduate students with direct, transferable experience in Writing Program Administration (WPA) as a supplement to the fellow's expertise in their own discipline.

Responsibilities entail supporting any of the units in the Emory Writing Program, including:

- First-Year Writing (ENGRD 101)
- Writing Across Emory (writing across the curriculum and writing in specific disciplines)
- English-Language Learner's Program
- Technical Communication
- Emory Writing Center

Support opportunities may include:

- Contributing to or developing pedagogy seminars or workshops for faculty
- Designing and leading writing workshops for graduate students and undergraduates
- Observing graduate student instructors and offering feedback
- Participating in program assessment
- Engaging in WPA/WP research and/or writing white papers
- Managing program publicity and helping to plan event
- Teaching EWP courses as part of a professional portfolio

We seek graduate students interested in teaching and learning generally, especially in multimodal writing, media studies, and professional communication. We encourage candidates to address specific interests and abilities they might have in their application materials. This fellowship does not require classroom teaching, but the opportunity is available, if desired. The fellow will work closely with the program Director and other leadership positions in the Writing Program for 20 hours/week.

### **Terms of Fellowship**

Fellows who are awarded and accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

Please note that in cases where there are partner units involved, the fellow is responsible for responding to the fellowship director/coordinator in a timely manner and is expected to fulfill the responsibilities as outlined by the original fellowship call. If the student is unable to communicate and respond in a timely manner or is unable to fulfill those responsibilities, their stipend (and EUSHIP subsidy) may be withheld or the fellowship slot may be removed. In some fellowships, the fellow is expected to begin their role around mid/late-August.

**When applicable, this fellowship award 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 funding cannot be reserved to be used in a subsequent year.**

\*This does not apply to smaller awards such as WiNS, Centennial, or ARCS Foundation awards.

All LGS fellows will be required to submit an intake form and an outgoing form as part of this fellowship. These forms will be shared by the LGS PDCP office sometime in late Spring 2026 and 2027, respectively.

Fellows who receive offers for other awards must contact the Laney Graduate School PDCP Office ([LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu)) to determine whether the two awards may be held concurrently. Please include with this email full details about the other award you may be inquiring about.

**In general, external fellowship awards may not be held concurrently with LGS completion/advanced fellowship awards.**

**Please note:** Unless indicated otherwise, **all** LGS fellowships require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

### **Review**

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

### **Award Notifications**

Awardees will be notified by Jan-Feb.

This notification period will also include students who were not selected for the fellowship.

### **Questions?**

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