



Dean's Teaching Fellowship Guidelines for the 2009-2010 Fellowship Year

Updated November 14, 2008

Nominations and applications due Monday, December 15, 2008

Information sessions:

Monday, November 3, 5:15 pm in Cox Hall, room 3

Tuesday, November 4, 5:15 pm, White Hall, room 200

Dean's Teaching Fellowships 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 and receives a \$17,500 stipend, along with the Graduate School's health insurance subsidy, for the academic year. Up to ten fellows may be named.

Eligibility

To be considered for the fellowship, applicants:

- must be full time students in a doctoral program, in good standing both in the Graduate School and in their programs.
- must be in candidacy at the time of application.¹
- must be in their 6th or earlier year of graduate study at the time of application.
- may not previously have held an Emory advanced graduate student fellowship.²

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 "banked" 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. Fellows who receive offers for other awards should contact the 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.

¹ Last year, we extended some consideration to 4th year students who were unable to reach candidacy by the time of application for reasons that reflected structural constraints of their programs. We may extend similar considerations this year, by arrangement through DGSs.

² For this year only, we will make an exception. Students who matriculated in Fall 2003 are eligible if they have held one advanced graduate student fellowship. No student is eligible for more than six years of Graduate School support.

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 pedagogical outlook as reflected in the teaching statement
- readiness to teach specific classes as reflected in the syllabi
- dissertation progress: how persuasive is the case that the applicant can be expected to 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 (eg: awards, publications, experiences that strengthen the applicant's file) may be considered in the committee's overall determination.

Electronic submission

- A. All nominations and applications, including all supporting materials, should be emailed to GS-DTFell@listserv.cc.emory.edu. **This listserv accepts emails only from senders with an emory.edu email address.**
- B. Each nomination and application should be sent as a separate email, with a subject line that states the nominee's last name, first name, and program (eg, Smith, Chris, Mathematics).
- C. Both the programs (DGSs or staff) and the students who apply send materials by email: programs send nominations; students send applications.

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. Each program may nominate three students.

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. 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.
3. 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.

Submit each item as a separate attachment to the nomination email. That is, send one email for each nominee, and two or three attachments for each nominee email.

Student Applications – to be submitted by the student

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

1. a Graduate School fellowship cover sheet, posted on the Graduate School website (go to Resources, then to Financial Information, then to Advanced Student Fellowships);
2. a curriculum vitae;
3. a copy of your Emory transcript (a copy of an unofficial transcript issued to the student is acceptable);
4. an outline of your dissertation and one completed chapter of your dissertation. The outline should be no more than one page long and should contain a proposed table of contents that indicates where the chapter you submit fits into the project as a whole;
5. a teaching statement describing your teaching goals, strategies, and/or educational philosophy and indicating that the courses are proposed in consultation with the nominating program and with the department's curricular needs in mind;
6. 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
7. teaching evaluations from at most two courses, one of which must be the most recent one taught.

Submit all items as a single pdf file attached to the application email, containing items 1-7 in that order. That is, send one email, with "last name, first name, program" in the subject line, and with one pdf file attached.

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 the Graduate School website, on the same page as the fellowship cover sheet: print the document called Making PDF Files.

Review

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

Award Notifications

Programs and nominees will be notified by January 20, 2009.

Questions?

Contact Mark Risjord, Associate Dean, at 727-2160 or mark.risjord@emory.edu