

Laney Graduate School Dean's Teaching Fellowship (DTF)
Guidelines for the 2024-2025 Fellowship Year
Nominations & Applications Due: November 13, 2023 (11:59pm)

Information Session (Zoom): October 6, 2023, 3:30 to 4:30PM

If you are interested in attending a virtual information session, please RSVP [here](#) by October 5. Zoom should generate a Zoom link to all registered (through Emory account only) users. If you wish to access the recording, please contact our office (see final page of this guidelines PDF).

Dean's Teaching Fellowships (DTF) support students who demonstrate excellence in teaching and who will complete their doctoral degree in the fellowship year (Spring 2025). Each Dean's Teaching Fellow teaches one course (exceptions noted below with the other versions 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 stipend for all DTFs will be \$27,282 paid over 9-months. This year we are pleased to offer up to ten fellowships. Of these ten, some will be the specialized fellowships directed within the various areas/partners 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 program;
- be in candidacy at the time of application;
- be in their 5th, 6th, or 7th year of graduate study at the time of application; while students in their 7th year are eligible to apply, preference will be given to students in their 5th or 6th 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:
 - Chemistry, Physics, CSI, GDBBS, Nursing, and all Public Health PhD programs
 - Please contact LGS.profdev@emory.edu to discuss prior to the program nomination.
 - The student must show clear evidence of completion by end of year 5.
- 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. 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

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 (new system – LaneyConnect)

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect (new application portal): <https://laneyconnect.emory.edu/manage/login?realm=&tr=/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 on 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).

The current plan is that in the new application portal (LaneyConnect), 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.

Please join us for the DTF Webinar for more info on 10/6 (see the LGS advanced fellowships webpage). In general, even if the exact *process* of the application might be TBD, the *required files* for the application will remain consistent with the information you see listed on this guidelines document. The current plan is that only the teaching statement and syllabi may be uploaded separately for different DTF types. All other files will be uploaded only once and will populate for all other DTF types if you are nominated to apply for them.

If you have questions about using LaneyConnect, please contact us at: LGS.profdev@emory.edu. You will need to upload the application items **as PDF files**.

Program Nominations – to be submitted by an administrator from the student's PhD program

Check with your program on who this person is (do NOT enter your advisor's email address) and ask them about your program's internal deadline for their nomination process.

Applicants for the DTF must be nominated by their program first.

The standard number of nominations for a PhD program is **three**. If a PhD program has at least one nominee in the specialized DTFs 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 specialized fellowships listed below. This fourth student is fully eligible for 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 11/13/23: For the program's nominee, please submit the following items below, **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 students which email address to input, so that this person can upload this file.** Typically, the program administrator has served in this capacity, so their email should be used, if desired. This will only need to be uploaded ONCE if your student is applying for several DTF types. Therefore, these letters should be addressed for the DTF in general, and not for a specific DTF type.

GDBBS Nominations Limit/Process

GDBBS will be allowed to nominate up to a total 8 students. They will have their own division nomination process, so please make sure that your program PA connects with the GDBBS Director for the final nomination process for GDBBS. The "3" nomination number from the earlier section does not apply to the individual subplans within GDBBS. For example: if you are a Cancer Biology student and there are only two CB students wishing to apply for the DTF, they may not just apply without going through the final GDBBS nomination process. These two students will be included with all other GDBBS students wishing to apply for the DTF and only the final 8 chosen from across all subplans within GDBBS may apply for the DTF.

DTF Online Application Portal

[We do not yet have information or screenshots to add here. We will upload a new version of this document once this information becomes available to us.]

NOTE: This screenshot [Not yet available] pertains to the **Program Nominations** section described in the section above. **Consult your program administrator before entering the name and email address provided to you by your program. DO NOT** input the name and email of one of your faculty recommenders. You must enter the email address of the person responsible for uploading all three items listed under the **Program Nominations** section above.

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 **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).
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.

Specialized DTFs

In addition to the standard Dean's Teaching Fellowship, we are pleased to offer specialized Dean's Teaching Fellowships in the following areas for 2024-2025.

Similar to the standard DTF, the student must be nominated by the program first before applying through LaneyConnect:

Nominees for the fellowships below may also apply for the standard DTF.

1. Technologically Enhanced Teaching DTF Completion Fellowship

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. Each student who applies to the Technologically Enhanced Learning DTF would still be considered for the standard DTF, but cannot hold two DTFs, in any combination, at the same time.

2. LGS-CFDE DTF Completion 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 diversity, 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 Teaching and Learning Technologies and/or the Office of Diversity, Equity, and Inclusion. The Fellow will work most closely with the Director of Diversity and Inclusive Pedagogy, Dr. Donna Troka, for 20 hours/week. This fellowship does not require you to teach a class.

3. 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 Director of the First-Year Writing Program. These responsibilities may include (but are not limited to):

- supporting first-year writing instruction and ESL first-year writing instruction;
- supporting and/or participating in programmatic assessment efforts;

Other opportunities may include:

- tutoring in Emory's Writing Center;
- designing and leading writing workshops for graduate students and undergraduates;
- preparing (fall) and teaching (spring) a one-credit Rhetorical Grammar (ENG 223) course;

We seek graduate students interested in teaching and learning generally, especially in writing and 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 most closely with a Writing Program Administrator (WPA) for 20 hours/week. **This fellowship does not require you to teach a class.**

4. ~~Arrendale State Prison DTF Completion Fellowship~~

[This year we will not be accepting applications for the Arrendale DTF]

xx hours/week

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 Certificate Program in Theological Studies at Arrendale, which offers incarcerated women both theological and non-theological courses with an emphasis on critical reflective skills. The DTF would be expected to participate in a course on research and writing skills in the fall quarter and teach their own course in the winter quarter. Responsibilities include: (1) co-teaching a class on research and writing skills (October-December, would not need to be present each week); (2) teaching an elective of their design (January-March, prior electives have included literature, creative writing, political philosophy and philosophy of mathematics). The applicant for the DTF at Arrendale State Prison may also apply for a standard or any other DTF separately.

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.

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.

Please note: Unless indicated otherwise, all LGS fellowships (including the Dean's Teaching 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.

Award Notifications

Awardees will be notified by mid-December 2023.

Questions?

Contact LGS.profdev@emory.edu