

Laney Graduate School Dean's Teaching Fellowship (DTF) **Guidelines for the 2021-2022 Fellowship Year**

Nominations & Applications Due: November 16, 2020 (11:59pm)

Information session: October 23, 2020 at 1:00-2:00pm

If you are interested in attending a virtual information session, please RSVP [here](#) by October 21. The Zoom link for the session will be provided on October 22.

Dean's Teaching Fellowships (DTF) support students who demonstrate excellence in teaching and who will complete their doctoral degree in the fellowship year (Spring 2022). Each Dean's Teaching Fellow teaches one course (exceptions noted below) and receives a stipend for 9 months (September 2021-May 2022) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The stipend for all DTFs will be \$23,831, paid over 9-months, and the EUSHIP subsidy currently costs \$3,816.

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
- 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 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

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.

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.
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. You will need to upload the application items **as PDF files**.

Program Nominations – to be submitted by the program and faculty

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.

Please submit the three items above as one pdf file in ADMIT. The upload link for the ADMIT system will be generated by the student's application. Please instruct your students which email address to input in ADMIT, so that the program can upload this file. Typically, the program administrator has served in this capacity, so the PA's email can be used, if desired.

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;
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. **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.**
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 **and (if applicable) the specific requirements for a specific DTF below.**
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.

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."

In addition to the traditional Dean's Teaching Fellowship, we are pleased to offer specific fellowships in the following areas for 2021-2022:

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, concurrently.

2. Arrendale State Prison DTF Completion Fellowship

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. The applicant for the DTF at Arrendale State Prison may also apply for a standard or any other DTF separately.

3. LGS-CFDE DTF Completion 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 (or will be a work from home position if COVID 19 is still an issue for the 2021-2022 academic year). 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 board members 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 Senior Associate Director Dr. Donna Troka 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 or any other DTF separately.

4. LGS-Writing Program DTF Completion Fellowship

This graduate student fellowship is located in the Emory Writing Program and has primary responsibilities for First-Year Writing. These responsibilities may include (but are not limited to):

- supporting first-year writing instruction and ESL first-year writing instruction;
- developing and coordinating programmatic assessment efforts;
- 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 there if desired. The Fellow will work most closely with the Writing Center Director for 20 hours/week. **This fellowship does not require you to teach a class.** The applicant for the Writing Program may also apply for a standard or any other DTF separately.

Review

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

Award Notifications

Programs and awardees will be notified in mid-December 2020.

Questions?

Contact LGS.profdev@emory.edu or Cathryn Johnson, Senior Associate Dean, at cjohns@emory.edu