



Laney Graduate School Dean's Teaching Fellowship (DTF) **Guidelines for the 2023-2024 Fellowship Year**

Nominations & Applications Due: November 14, 2022 (11:59pm)

Information Session (Zoom): October 7, 2022, 3:30 to 4:30PM

If you are interested in attending a virtual information session, please RSVP [here](#) by October 5. The Zoom link for the session will be provided the morning of October 7.

Dean's Teaching Fellowships (DTF) support students who demonstrate excellence in teaching and who will complete their doctoral degree in the fellowship year (Spring 2024). 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 \$25,738 paid over 9-months. This year we are pleased to offer up to 12 fellowships. Of these 12, some will be the specific fellowships directed in 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
- 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 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.

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 and submit 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 one administrator in the program (please see next page before you enter in any name/email for the “letter of recommendation”)
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 PhD program has at least one special nominee in the other fellowship areas listed on pp. 4–5 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 listed on pp. 4–5 below. The fourth student is fully eligible for standard DTF also.

For each nominee, please submit these items, as a single file:

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 May (or August, in some cases) of the fellowship year.

Staff person and/or program: 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 this person can upload this file. Typically, the program administrator has served in this capacity, so the PA's email can be used, if desired.

DTF Online Application Portal Screenshot:



NOTE: This screenshot pertains to the **Program Nominations** section highlighted in the section above. **Consult your program coordinator or administrator before submitting your application and enter the name and email address provided to you by your program. DO NOT** randomly 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;
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 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.**
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.**
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.

Submit your items using ADMIT.

There are various 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. Please refer to the document called "How to Make PDF Files" on the Advanced Fellowships webpage on the LGS website.

In addition to the standard Dean's Teaching Fellowship, we are pleased to offer specific fellowships in the following areas for 2023-2024 (PLEASE NOTE: Similar to a standard DTF, the student must be nominated by the program in order to apply):

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 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 2023-2024 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 the Director of Diversity and Inclusive Pedagogy, 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.

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.** The applicant for the Writing Program may also apply for a standard or any other DTF separately.

~~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 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 for the remainder of the fellowship term.

Review

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

Award Notifications

Awardees will be notified by mid-December 2022.

Questions?

Contact LGS.profdev@emory.edu