The American Indian College Fund & Andrew W. Mellon Foundation
Faculty Enhancement Fellowship Program

Fellowship Application
Applications Due: Friday, May 16, 2008

Contact Information:
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American Indian College Fund
8333 Greenwood Blvd.
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American Indian College Fund –
Mellon Faculty Career Enhancement Fellowship Program

The Program

In 2004, the American Indian College Fund and the Andrew W. Mellon Foundation partnered to establish the American Indian College Fund-Mellon Faculty Career Enhancement Fellowship Program (Mellon Fellowship). The intent of the Mellon Fellowship is to increase and retain the number of credentialed faculty at the nation’s 32 tribal colleges and universities (TCUs). This fellowship will provide substantial financial and mentoring support to current TCU faculty in the final stages of a terminal degree program.

The Mellon Fellowship Guidelines

This prestigious and highly competitive award offers a $30,000 fellowship and a $2,250 travel stipend to selected fellows. Fellows are expected to pursue their terminal degree full-time. This requires fellows to work in collaboration with their respective TCU to negotiate time-off from teaching duties. In addition, selected fellows must agree to serve as a faculty member at a TCU for at least two years upon completion of the terminal degree.

Each fellowship award is for one academic year and selected fellows must complete the degree program within that year. Fellowships cannot be renewed or extended. Fellowship payments are disbursed quarterly, at which time advisors for each fellow must submit a report detailing the fellow’s activities and satisfactory progress toward completion of the terminal degree.

If a selected fellow does not attain the terminal degree within the allotted time frame, the fellow is expected to pay back the award. Further, if a fellow completes the terminal degree program ahead of time, any unused portion of the $30,000 must be returned to the American Indian College Fund.

Eligibility Requirements

Applicant must meet all of the following requirements:

- Be a current tribal college faculty member
- Has completed all course work and be considered “All But Dissertation” (ABD) in an accredited terminal degree program (M.F.A., Ph.D., Ed.D.) by Spring 2008
- Agrees to continue serving as faculty for at least two years at a TCU after completion of the terminal degree
- Commits to finishing the terminal degree within one academic year after receiving award
- Can obtain TCU institutional support to take necessary time-off to complete dissertation
- Has a demonstrated commitment to American Indian education and scholarship
- Has selected a senior faculty member mentor to work closely with throughout the year
- Will participate in an expense paid Annual Fellow/Mentor retreat
Selection Policies

Fellowship applications are evaluated and ranked by a committee of senior scholars from a variety of academic disciplines. The committee strives to select representatives from different fields of study consistent with the quality of applications and research proposals. The committee will evaluate applications based on the following criteria:

- Originality and creativity of the research proposal
- Importance of the proposed research to the applicant’s field of study
- Competence of the applicant for proposed research as indicated by references, transcripts, language skills, research experience, publications and other scholarly and academic achievements
- Prospects for completing specified research within the established year-long time frame
- Demonstrated commitment to a tribal college community

Application Contents

A completed application consists of the following:

- Application
- Personal Statement
- An approved dissertation prospectus from institution
- Curriculum Vitae
- Official graduate transcripts, showing courses taken, dates of courses, and grades received
- Three letters of recommendation sent directly to the American Indian College Fund–Mellon Fellowship Program (make additional copies of the “Request for Recommendation” sheet as necessary)
  - One letter must be from the appropriate dean, department head, or dissertation advisor certifying that the candidate is or will have reached “All But Dissertation” status prior to commencement of the fellowship
  - One letter of reference must be from your tribal college president
- A signed release form from tribal college president, allowing for necessary time-off for the applicant to pursue their terminal degree full-time

Completed applications and letters of reference must be postmarked by May 16, 2008.

If you have any questions, contact Deborah Esquibel Hunt, Ph.D. at (303) 429-8900, extension 373, or via e-mail at dhunt@collegefund.org

Applications may be completed using a computer, a typewriter, or, if legible, a pen. Do not send résumés and bibliographies. To meet the deadline, the applicant may need to arrange for transcripts, certification letters, and references well in advance. Applications are not accepted via fax or E-mail. Do not bind or staple any part of the application.

Application forms may be obtained from the American Indian College Fund – Mellon Faculty Career Enhancement Program Fellowships, 8333 Greenwood Blvd., Denver, CO 80221 or via e-mail at dhunt@collegefund.org
American Indian College Fund –
Mellon Faculty Career Enhancement Fellowship Program

Application Postmark Deadline: Friday, May 16, 2008

Personal Information:
Ms. ___ Mr. ___ Mrs. ___
First Name: ___________________ Last Name: ___________________

Contact information for receiving fellowship communications:

(Street)
(City) (State) Zip Code)
Telephone: ______________ Fax: ______________ E-mail: __________________

Tribal Affiliation (if applicable):

Academic Information (please include additional attachments as needed):
Graduate School Currently Enrolled In:

Degree Sought:

Academic Department:

Proposed Dissertation Title: __________________

List the date by which you completed or expect to complete the following pre-dissertation requirements:
Course requirements:
Foreign language requirements (if any):
Oral exams or qualifying exams:
Official approval of dissertation prospectus by dissertation committee:

List the date by which you expect to complete your dissertation:

List other grants or fellowships previously received. Please indicate the years during which you received funding from each source and total amount of funding received.
List other grants or fellowships you are currently applying for:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List academic honors and awards previously received:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

List previous publications: Please include title, publisher and year published.

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________________________________________________________________________

________________________________________________________________________

Mentor:

Please provide the name and contact information of the senior faculty member in your graduate
department who has agreed to serve as your mentor should you be selected as a fellowship recipient. Mentors will provide support and guidance during the fellowship year and will travel with Fellows to a mentoring retreat to be held next spring.

Name:______________________________________________________________

Title:_______________________________________________________________

Institution/Employer:_________________________________________________

Mailing Address:

_______________________________________________________________

(Street)

_______________________________________________________________

(City) (State) Zip Code)

Telephone:_________________________ E-mail Address:_________________________
References:

Your dissertation advisor must serve as one of your references. Please provide the names and contact information of your advisor and two other faculty members in your graduate department who have agreed to submit letters of reference on your behalf.

Reference #1: Dissertation Advisor
Name:
Title:
Institution/Employer:
Mailing Address:

(Street)
(City)     (State)     Zip Code)
Telephone:_________________________ E-mail Address:_________________________

Reference #2: Tribal College President
Name:
Title:
Institution/Employer:
Mailing Address:

(Street)
(City)     (State)     Zip Code)
Telephone:_________________________ E-mail Address:_________________________

Reference #3
Name:
Title:
Institution/Employer:
Mailing Address:

(Street)
(City)     (State)     Zip Code)
Telephone:_________________________ E-mail Address:_________________________
Commitment to Teaching at a Tribal College / University:
Please note the importance of this commitment. The Andrew W. Mellon Foundation supports the American Indian College Fund in our goal to increase academic and faculty capacity at tribal colleges and universities. Therefore we request your signature of commitment. In addition to this, if you are selected as a Mellon Fellow, we will send you an official contract to sign ensuring your commitment to complete the Fellowship in the allotted time frame and to teach for two years at a tribal college or university.

If I am chosen as a fellowship recipient, by affixing my signature to this application, I hereby commit myself to continue serving as a tribal college faculty member for at least two years after completion of my doctoral or masters of fine arts degree.

Signature: _______________________________________________ Date: ________________

Personal Statement:
Attach a statement of 2,000 words or less to you application. This statement should describe how your proposed dissertation will contribute to scholarship in your chosen field of study and how your teaching experience at a tribal college or university has influenced, and will continue to influence, your growth as a scholar and as a member of your TCU community. Also give brief summary of how you will utilize the $30,000, if awarded and a timeline for completing your dissertation in a one year time frame.

Application Check List/Required Documents:
Applicants must submit the following documents and information to receive full and equal consideration during the committee evaluation process:

☐ Application: Completed and Signed Application
☐ Personal Statement: 2,000 words or less
☐ Dissertation Prospectus: Include an approved dissertation prospectus from institution.
☐ Curriculum Vitae: Please include Curriculum Vitae with your application.
☐ Transcripts: Transcripts covering all of the applicant’s graduate study, showing courses taken, dates of courses, and grades received, with an explanation of the grading systems and of symbols in the transcripts that the committee may not understand. Transcripts are to be sent directly to the Fund.
☐ Letter of Completion: A letter from the appropriate dean, department head, or dissertation advisor certifying that the candidate has completed or will complete all doctoral work except the dissertation by the proposed time for the fellowship. Letters are to be sent directly to the American Indian College Fund.
☐ Letters of References: Three letters of reference to be sent directly to the American Indian College Fund – Mellon Faculty Career Enhancement Program. One letter must be from your tribal college president and one from your dissertation advisor.
☐ Release Form: Provide copy of signed release form from tribal college president, allowing for necessary time-off to pursue the applicant’s terminal degree program full-time.

Please send your application packet, with a postmark date no later than May 16, 2008 to:
The American Indian College Fund -
Mellon Faculty Career Enhancement Program Fellowship
8333 Greenwood Blvd.
Denver, CO 80221.
American Indian College Fund –
Mellon Faculty Career Enhancement Fellowship Program

Reference Letter Format
This may be given to your professors as they write a reference letter on your behalf.

The Program
In 2004, the American Indian College Fund and the Andrew W. Mellon Foundation partnered to establish the American Indian College Fund-Mellon Faculty Career Enhancement Fellowship Program (Mellon Fellowship). In order to increase and retain the number of credentialed faculty at the nation’s 32 tribal colleges and universities (TCUs), the Mellon Fellowship will provide a $30,000 fellowship and a $2,250 travel stipend to selected TCU faculty in the final stages of a terminal degree program.

Applicants must be considered “All But Dissertation” (A.B.D.) in a terminal degree program. In addition, applicants must demonstrate the ability to complete and defend their research projects within a one-year timeframe. Upon completion of their degree program, fellowship recipients must agree to serve as faculty at a TCU for at least two years.

To the Recommender:
We solicit your candid evaluation of the applicant’s range of abilities and accomplishments, creative and intellectual promise and projected ability to complete and defend the dissertation in a one-year timeframe. To assist in the evaluation and selection process, we ask that your letter touch on the following areas:

1. The quality of the applicant’s academic or creative achievements, including material not apparent on the official transcript.
2. The applicant’s scholarly or creative potential and promise in relation to other doctoral candidates.
3. The importance of applicant’s proposed dissertation topic in relation to other scholarship produced in the field of study.
4. Is one year a reasonable amount of time to expect the applicant to complete all degree requirements needed to be conferred the terminal degree?
5. Discuss the applicant’s commitment to their tribal college community.

For questions, please contact Deborah Esquibel Hunt, Ph.D. at 303-426-8900, extension 373, or via e-mail at dhunt@collegefund.org. Please send your reference letter by May 16, 2008 to:

American Indian College Fund
Mellon Faculty Career Enhancement Program Fellowships
8333 Greenwood Blvd.
Denver, CO 80221


Faculty/Applicant Release Form

Please note the importance of this commitment from your tribal college. The Andrew W. Mellon Foundation supports the American Indian College Fund’s goal to increase academic and faculty capacity at tribal colleges and universities. Therefore, as tribal college president, we request your signature of approval for appropriate release time for faculty applicant.

The release form ensures that the applicant will be given the necessary time to pursue their terminal degree full-time within the allotted time frame of one year. The guidelines set forth by the Andrew W. Mellon Foundation stipulate that Fellows must focus on their terminal degree full-time, ultimately to benefit the intellectual capital of participating tribal colleges and universities.

By affixing my signature to this application, I hereby submit my approval for faculty applicant to work on research project full-time, and/or be provided necessary release time to complete research project within one year.

Tribal College President Commitment

First Name: ______________________  Last Name: ______________________

TCU: ________________________________

Signature: __________________________  Date: _______________