



INDIANA UNIVERSITY  
THE UNIVERSITY GRADUATE SCHOOL

# Future Faculty Teaching Fellowships

*Guidelines for Applicants*

Student Deadline: **Friday, October 14, 2016**

For questions, please email [fftf@indiana.edu](mailto:fftf@indiana.edu)

FFTF is open to graduate students on the Bloomington Campus.

# Program Description

Future Faculty Teaching Fellowships (FFTF) enable advanced IU Bloomington doctoral and M.F.A. students to enhance their career preparation by teaching and experiencing faculty life in a different academic setting.

The fellowship program also aims to assist our partner campuses in gaining outstanding young teacher/scholars to teach established courses, and, in some cases, to develop new ones. In the twenty years of its existence, FFTF has proven to be a win-win program for the fellows and their host campuses.

Fellows are provided the opportunity to teach for an academic year at Butler University or one of the Indiana University branch campuses:

- IUPUI (Indianapolis)
- IUPU Columbus
- IU East (Richmond)
- IPFW (Fort Wayne)
- IU Kokomo
- IU Northwest (Gary)
- IU South Bend
- IU Southeast (New Albany)

Life on campus:

- The teaching load is two courses per semester.
- Fellows will be assigned a faculty mentor at the host campus. The mentor receives an honorarium from the University Graduate School.
- Fellows are expected to participate in the faculty life at the host campus and should plan to spend the majority of the week on the host campus.
- FFT Fellows carry the title of “Teaching Fellows” or “Visiting Lecturers,” rather than adjunct faculty. To enable the best possible immersive experience of life as a faculty member, host departments are required to provide office space and equipment, library privileges, and new-faculty orientation, as well as invite the fellow to attend faculty meetings and other departmental activities.

Benefits:

- \$10,000 stipend from the University Graduate School, plus an additional \$2,000 to cover moving expenses if the fellow is required to relocate to the area of the host campus.
- Host campuses pay an additional teaching salary to fellows (minimum of \$10,000 for the academic year, or \$2,500 per course).
- IU student fellowship health insurance, provided by the University Graduate School
- Please note: This fellowship does not carry a fee remission. Participants are expected to be eligible to register in G901 or a dissertation research credit.

# Program Information

## Eligibility for Application

- Advanced standing in a doctoral or M.F.A. program. Doctoral students must have their Nomination to Candidacy (NTC) form approved by the University Graduate School prior to the application deadline. Please note that after an NTC form has received departmental/school approvals, it can take an additional 6-8 weeks to receive approval by the University Graduate School.
- Minimum of one year of classroom teaching experience as an Associate Instructor.
- Completion of pedagogy course of at least one semester in length. Alternatively, an applicant may complete GRAD-G700 (Excellence in Teaching) during the summer session prior to the fellowship year. If GRAD G-700 is needed, fellowship candidates should keep this in mind when considering other commitments for summer.

Requirements (*Please note: Fellows who are offered and accept Future Faculty Teaching Fellowships must agree to the following terms. Failure to comply may result in the revocation of the fellowship.*)

- Fellows **must** participate in the FACET Institute for Future Faculty Teaching Fellows, which is held at an off-campus location over a weekend in May or June preceding the fellowship year. The purpose is to prepare fellows for teaching in new academic settings. The Institute is designed and taught by members of the Faculty Colloquium on Excellence in Teaching (FACET). There is no charge for the Institute.
- Because the purpose of the program is to provide fellows with opportunities to prepare for careers in academia while also continuing their dissertation work, **fellows must not accept any other academic appointments or outside employment during the fellowship year.**
- Fellows must register for G901, or at least one hour of an approved dissertation credit, in order to maintain their eligibility to receive fellowship funds. A fee remission for these credit hours is not provided.
- Fellows appointed to campuses other than Butler University, IUPUI, or IUPU Columbus must relocate to the community of the host campus, where host departments will help them find affordable housing. **Only those fellows appointed to Butler University, IUPUI, or IUPU Columbus may choose to continue residing in Bloomington.**
  - **Note:** If an applicant is unwilling or unable to relocate to a particular regional campus, we ask that he/she not accept an interview invitation from that campus.

## Additional Information

- For tax information regarding the teaching salary paid by the host department, please contact the host department for more information and/or with help finding the appropriate office to answer your questions.
- For tax information regarding the fellowship portion of the funding paid, by the University Graduate School, please refer to the following website for more information:  
<https://fms.iu.edu/tax/students/taxable-scholarships/>.

# Selection Procedures

The academic fields in which Future Faculty Teaching Fellowship placements are available are determined by the faculty needs of the host campuses. The number of total fellowships awarded for a given academic year is limited to a predetermined number by the University Graduate School. The selection process is competitive and includes interviews at the prospective host campuses.

The steps in the selection process are as follows:

- Applications for fellowships are forwarded by the University Graduate School to the FFTF liaison at Butler University and the other IU campuses.
- Faculty liaisons in turn send the applications to the relevant department chairs and/or program directors at their respective campuses.
- The chairs/directors contact applicants directly for interviews.
- Chairs/directors notify their campus faculty liaisons of applicants to whom they would to offer placements. Campus liaisons will in turn inform the University Graduate School of placement requests by a specific deadline.
- Both fellowship candidates and host departments will rank their choices. With this information, the FFTF Program Director will make assignments.
- Selected candidates are asked to respond to the offer in writing.
- In some cases, declined fellowships may be offered to alternate candidates who have been placed on a waitlist.

The interview and offer requests should be completed by mid-December. The final deadline for offer requests falls in mid-January. Decisions on offers from candidates are due to the University Graduate School in mid-February.

For more information, please email [fftf@indiana.edu](mailto:fftf@indiana.edu).

# Application Instructions

Applications must include the following:

- Application Form and answers to FFTF application questions
- A detailed statement of teaching philosophy (250-500 words).
- Brief teaching portfolio, including syllabi and sample student/faculty comments.
- Curriculum vitae.
- Studio Arts M.F.A. applicants should also submit 3-4 electronic images of their artwork. *Please compress/reduce file sizes of submissions in order to limit them to a maximum of 1 MB each.*
- Signed letters of recommendation from two faculty members (see below for requirements).
- Copy of Nomination to Candidacy (NTC) form approved by the University Graduate School (for doctoral students).

Out of courtesy to the faculty who will review the materials, please limit the entire application packet to **15 pages or less**, not inclusive of CV, recommendation letters, and (M.F.A. applicants only) images of artworks. In order to stay within this limit, we suggest that applicants copy select student and/or faculty comments into the application document, rather than including originals, and abridge extensive syllabi in a manner that still reveals the content and focus of the course.

Letters of recommendation from faculty may be sent as scanned versions of signed documents via email to [fftf@indiana.edu](mailto:fftf@indiana.edu), but these **must** come directly from the faculty member's email account; otherwise, they should be signed and sent as hard copies via campus or postal mail.

**Campus mail:** University Graduate School (Attn: FFTF), Wells Library E546, BL Campus

**Postal mail:** University Graduate School (Attn: FFTF), Wells Library  
1320 E. 10<sup>th</sup> Street, Room E546,  
Bloomington, IN 47405

Please submit your application materials via email as a **pdf to [fftf@indiana.edu](mailto:fftf@indiana.edu) by Friday, October 14, 2016**. The University Graduate School will not accept hard copy applications for this fellowship. The only hard copy documents accepted are letters of recommendation.

## A Word on Responsibility

The FFTF program staff and faculty on host campuses will expect candidates to treat the application and selection process as a professional job search. Students who have pending matters involving prospective job offers, multiple fellowship applications, or other possible teaching appointments should inform the potential host department and keep the faculty aware of any possible changes in availability. Similarly, if during the selection period an applicant is to be abroad or otherwise at some distance from Bloomington for an extended period of time, she/he should keep prospective host department(s), as well as the FFTF program staff, informed.

## Future Faculty Teaching Fellowship *Application Questions*

Note: This is a fillable pdf, but answers to the questions may be attached as a separate sheet.

**Student Name:** \_\_\_\_\_

**IU Email:** \_\_\_\_\_

**Student ID Number (NOT Social Security Number):** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**School (e.g. College, SPEA, Education):** \_\_\_\_\_

**Academic Specialty:** \_\_\_\_\_

**Minor(s) (if applicable):** \_\_\_\_\_

**Month/Year of Expected Graduation:** \_\_\_\_\_

**Date Candidacy Approved by the Graduate School (for doctoral students):** \_\_\_\_\_

*Please answer all six questions below.*

1. Have you taken a course in pedagogy that was at least a semester in length? Please provide the course number, grade received, and semester in which the course was taken



3. What especially positive experience have you had in teaching?

4. What aspects of your teaching would you like to improve?

5. What are your own teaching interests (specific courses, types of courses)?

6. What do you hope to gain from a Future Faculty Teaching Fellowship?