Future Faculty
Teaching Fellowships
Guidelines for Applicants

Student Deadline: Friday, October 26, 2018

For questions, please email 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 teachers/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.
- International students must have completed a Curricular Practical Training form.
- 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 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.
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, 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. 10th Street, Room E546,
Bloomington, IN 47405

Please submit your application materials via email as a pdf to fftf@indiana.edu by **Friday, October 26, 2018.** 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.
2. Teaching Experience. Please list the titles of the courses you have taught under each of the following levels of responsibility (below). Include the name of the faculty member with whom you worked and any other information you think relevant:

- As a teaching assistant (i.e. assisting the instructor with grading, etc.)

- With independent responsibility for a section

- With independent responsibility for designing and teaching the course
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?
Future Faculty
Teaching Fellowships

Guidelines for Host Departments

Student Application Deadline
(for submission to the University Graduate School)

Friday, October 26, 2018

Campus Placement Recommendation Deadline Friday,

January 25, 2019

For questions, please email fftf@indiana.edu
Past Future Faculty Teaching Fellows now teach in tenure-track positions at institutions such as:

- American University, Cairo, Egypt
- California State University, Sacramento
- Columbia College
- Cumberland College
- Duquesne University
- James Madison University
- Michigan State University
- Penn State at Erie
- St. Louis University

- Tarleton University
- University of Kansas
- University of Southern Florida (Tampa)
- University of Wisconsin at River-Falls
- University of Texas at El Paso
- Utah State University
- Wayne State University
- Western Maryland College
- Western Michigan University

The Future Faculty Teaching Fellowship program was highlighted as a best practice in the September 2005 edition of the Woodrow Wilson National Fellowship Foundation’s *The Responsive Ph.D.*

Nicholas Husbye (Literacy, Culture, and Language Education) 2011-2012, IUPUC Columbus

I have accepted a tenure-track position as an assistant professor of elementary literacy education at the University of Missouri-Saint Louis for the fall. While they are a school that emphasizes research, they were also very interested in the varied experiences that the FFTF experience afforded me. The FFTF experience has helped me think through the notion of structuring my work life to balance and foster both my teaching and my research. I am moving into a position with a 3-3 teaching load, which no longer intimidates me due to my experience at IUPUC.

Nicholas Husbye (Literacy, Culture, and Language Education) 2011-2012, IUPUC Columbus

In the beginning of my FFTF experience, I thought I was in hell, but now I’m convinced that I will be an active, vibrant, productive, and happy academic (professor and researcher). I taught two courses per semester, managed a family, completed my dissertation, and wrote two articles/chapters to be published in edited books.

Gillian Richards-Greaves (Music) 2011-2012, IU South Bend

What stands out the most about my host campus and particularly my host department is their genuine devotion to developing junior faculty as scholars and teacher. For all incoming FFTF’s, I would recommend that they take full advantage of every opportunity afforded them by their host campus, whether that be pedagogy workshops, attending the monthly faculty meetings, attending at least one college faculty meeting, working in their office on campus more than just a few days a week, observing faculty in the classroom, and asking faculty to observe them.

Audrey Riche (Anthropology) 2011-2012, IU South Bend

Even though the statistics for the number of applicants for a single position in German should make me feel hopeless, the fact that I was chosen for the FFTF because of my research area allows me to see the silver lining an otherwise very, very gray cloud. One of the most important factors for me was integrating myself into the academic community of the host campus. I actively collected all the different types of experiences that were offered to me.

Sharon Wailes (World Languages and Cultures) 2011-2012, IUPUI

During my year as a fellow, I went on the job market; and my FFTF experience certainly stood out on my cover letter. All of my phone interviews and campus interviews asked questions about my experiences, even though I was teaching courses that were not in my “field” of study. Nonetheless, the universities were extremely interested in my position as a fellow and were excited (by) the diversity of teaching experiences I was able to have during my time at IU. In the end, I accepted a position at a Tier One university; however, I will always miss many of the aspects of a regional campus.

Lenny Sanchez (Literacy, Culture, and Language Education) 2009-2010, IU Northwest
THE FELLOWSHIP PROGRAM

The Future Faculty Teaching Fellowship (FFTF) program provides advanced IU Bloomington doctoral and M.F.A. students the opportunity to experience faculty life in the type of environment where most academic job openings are now found: liberal arts colleges and institutions similar to yours.

The fellowship program also aims to assist campuses in gaining outstanding young teacher/scholars to staff teaching positions that are not filled by other means and perhaps make it possible for departments to offer new courses. Host departments assign the fellow two courses per semester to teach; at the discretion of the department chair and where appropriate, rather than asking the fellow to teach standard course offerings, we encourage the fellow and the chair to consider offering new courses designed by the fellow. The FFTF program has received numerous instances of very positive feedback from past fellows and host departments where this model has been employed.

THE ROLE OF THE LIAISON

Campus liaisons play a critical role in ensuring the success of the FFTF program on their campuses. The University Graduate School is deeply appreciative of the often intensive work that accompanies this role. Among the most important duties of the liaison is ensuring the distribution of fellowship applications, as well as a copy of the host campus guidelines, to the appropriate departmental staff on their campus. The University Graduate School respectfully request that any liaison experiencing difficulty with this task, or who finds themself unable to “get the word out” about the program, to please contact our office to request assistance: fftf@indiana.edu.

Please note that the FFTF program is more than happy for any host campus to appoint more than one campus liaison where needed. We will rely on the liaison’s knowledge of his or her campus to recommend a co-liaison or replacement. In cases where a new liaison finds him or herself in need of guidance on procedures associated with the application distribution and placement request processes, we ask that the individual contact our office for assistance at their earliest convenience.

SELECTION PROCEDURES

Applications will be provided to the campus liaisons shortly after the student deadline. Applications are then distributed by the FFTF faculty liaison on the host campus to the relevant departments. After reviewing the files, department chairs may then contact applicants to arrange interviews. Department chairs should keep the University Graduate School informed of interview schedules via email to fftf@indiana.edu, and should copy the campus liaison on the message.

Departments must interview a candidate before making a recommendation to the University Graduate School that a candidate be made an offer. Department chairs may not extend offers directly to applicants. We ask that you not discuss the possibility of an offer with any applicant. Final decisions regarding offers are made by the University Graduate School based upon information provided by host departments and applicants.

Following the interview process, the chair should inform the campus liaison of any candidate to whom they would like the University Graduate School to make an offer to, as well as the salary the candidate would be
paid (minimum of $2,500 per course at 2 courses per semester, for a total of $10,000 minimum for the academic year). The liaison will forward this information to the University Graduate School via email. Any department or program wishing to make offers to more than one applicant must also submit a ranking, in order of preference, of their selections.

This year’s deadline for campuses to submit placement recommendations to the University Graduate School is Friday, January 25, 2019.

After the interview process/placement request closing date, the University Graduate School will, in consultation with the campus liaisons, allocate the placements in a manner that attempts to be fair to all potential host campuses. Once selections are finalized, the University Graduate School will inform the liaisons and send drafts of the offer letters to the liaison and host department for their review. Upon approval, The University Graduate School will send offer letters to the candidates. Applicants will be asked to accept or decline the fellowship offer by the beginning of March via written correspondence directed to the FFTF program in the University Graduate School. Host department chairs and campus liaisons will be notified promptly of the candidates’ decisions.

FINANCIAL PROCEDURES

The Future Faculty Teaching Fellowship entails teaching two (2) courses per semester. The teaching salary is paid by the host department at a minimum of $2,500 per course for a total of $5,000 minimum per semester. Fellows should be compensated at a rate consistent with standards of the department. Departments are free, and encouraged, to set higher salaries at their discretion and as budgets permit.

The teaching salary should be paid according to the department's usual procedures and schedule for adjunct and visiting faculty. For payroll purposes, fellows should be listed as faculty, not as student hourlies or associate instructors. According to the Office of the Vice Provost for Faculty and Academic Affairs on the Bloomington campus, fellows should be coded in the payroll system as adjunct faculty. Please remember that they should receive the same treatment and privileges as would visiting faculty within your department, program, or school.

The University Graduate School also provides a fellowship stipend, paid directly to the fellow via the IU Bloomington financial aid system. For the 2019-2020 academic year, the stipend is $10,000 (plus an additional $2,000 (if requested) if the fellow will be moving to the area of the host campus). The University Graduate School will provide health insurance if this is not part of the package offered to the fellow.

RESIDENCY

Fellows are required to live at or near the host campus during at least part of each week for the length of the fellowship. Fellows placed at the campuses in Bloomington, Indianapolis and Columbus may choose to continue to live in Bloomington, but are expected to spend a major portion of each week at the host campus. The host departments are expected to assist the fellow in finding affordable housing if needed.
INTEGRATION INTO CAMPUS LIFE

Fellows should be considered visiting lecturers, not adjunct faculty. The usual title given to fellows at the host campus is “Teaching Fellow.” In order to ensure that fellows can become a part of the host campus community and gain the best possible immersion experience of life as a faculty member, we ask the host department to assist in the following ways:

- Provide office space and equipment appropriate to the fellow’s needs.
- The department chair should write to the head librarian on behalf of the fellow, stating that the fellow is a faculty member in the department and is entitled to faculty library privileges.
- Allow access to communications that regularly go to full-time faculty, and include the fellow on faculty listservs.
- Provide the fellow with ample opportunities to participate in faculty activities, such as: attending new faculty orientation; sitting in on departmental and campus faculty meetings; taking part in service activities; attending campus community functions; attending faculty lectures; and assisting with student advising.

MENTORING

Mentorship of the Fellow is a vital component of the fellowship program. Each fellow should have a faculty mentor, selected by the chair of the host department. Mentors receive an honorarium paid by the University Graduate School.

The mentor should be someone who is genuinely eager to take on that role and who will have the skills, time, and commitment to fulfill the responsibilities and serve as a true advocate and guide as the fellow prepares for the academic profession. Mentors are expected to contact fellows shortly after their arrival to campus to greet them and offer guidance through, and assistance with, the transition into faculty life. Briefly, the University Graduate School expects that the mentor will meet regularly with the fellow to:

- Assist the fellow in becoming familiar with the campus and the community.
- Introduce the fellow to colleagues within the department and outside of it whenever possible.
- Advise on and oversee teaching and occasionally visit the fellow’s classes.
- Offer insight about life as a faculty member.
- Assist the fellow in experiencing aspects of faculty life such as faculty meetings and service activities.
- Arrange opportunities for the fellow to present his or her scholarly work and to attend presentations by faculty members.

PLEASE NOTE: Because mentorship is an essential component of the FFTF program, in cases where a fellow contacts program staff to inform them that the mentor has not been making adequately consistent contact with the fellow, the University Graduate School reserves the right to contact either the host department or campus liaison and request that the fellow be reassigned to another faculty mentor. Alternatively, program staff may request that the mentor not be assigned to future fellows in subsequent years.
FOR FURTHER INFORMATION

Please contact the FFTF Faculty Liaison on your campus or the Graduate Fellowships and Awards Coordinator at the University Graduate School by email to fftf@indiana.edu.

**FFTF Program Coordinators:**
David Daleke, Associate Dean, The University Graduate School
Graduate Fellowships and Awards Coordinator, The University Graduate School