

# FUTURE FACULTY TEACHING FELLOWSHIPS

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## GUIDELINES FOR APPLICANTS

Student Deadline: October 9, 2015

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

FFTF is open to Bloomington graduate students.



**INDIANA UNIVERSITY**  
THE UNIVERSITY GRADUATE SCHOOL

## PROGRAM HIGHLIGHTS

- Provides the opportunity to teach for an entire 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)
- Stipend: \$10,000 from the University Graduate School, plus \$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 \$6,000 for the academic year).
- Required residency in the host campus community at least part of each week during the fellowship year. Assistance in finding affordable living accommodations is provided by the host campus. Relocation is optional if teaching at IUPUI, IUPU Columbus, or Butler University.
- IU student academic appointee health insurance, provided by the University Graduate School.
- Teaching load: Two courses per semester.
- Faculty mentor at the host campus.
- Participation in faculty life at the host campus.
- Required three-day intensive FACET Institute workshop on teaching in different academic environments. The workshop is held off-campus in the summer.
- Please note: This fellowship does not carry a fee remission. Participants are expected to be eligible to register in G901 or equivalent research credit.

## PREREQUISITES TO 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.
- Minimum of one year of classroom teaching experience as an Associate Instructor.
- Completion of a pedagogy course of at least one semester in length. Alternatively, an applicant may complete GRAD-G700, Excellence in Teaching; an intensive pedagogy course offered by the University Graduate School, during the summer session prior to the fellowship year.

**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.***

*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, IUPU 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 Ricke (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

# PROGRAM INFORMATION

## 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.

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. An important aspect of the program is that each fellow has a faculty mentor, selected by the host department. The mentor receives an honorarium from the University Graduate School.

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 (Indianapolis).**

## REQUIREMENTS

*PLEASE NOTE: Applicants 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 are required to take a pedagogy course of at least a semester in length. If an applicant is offered a fellowship and has not yet met this requirement, the fellow must take G700, Excellence in Teaching (3 credits), offered as an intensive course during a summer session. **Fellowship candidates who have not yet completed a pedagogy course must register for G-700, and should keep this in mind as they consider other commitments they make for the summer.**
- Fellows **must** participate in the FACET Institute for Future Faculty Teaching Fellows, held at an off-campus location over a weekend in July preceding the fellowship year. The FACET Institute, which prepares fellows for teaching in new academic settings, is designed and taught by members of the Faculty Colloquium on Excellence in Teaching (FACET). FACET is a group of faculty from all IU campuses who were selected by their colleagues and students as especially outstanding teachers. 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 equivalent independent study or research credit, each semester in order to maintain their eligibility to receive fellowship funds.

## FUNDING

Future Faculty Teaching Fellowships are funded in two parts each semester:

- 1) \$3,000 minimum from the host department as a teaching salary (\$1,500 or more for each of two courses), paid in the same manner as are other faculty salaries on the host campus.
- 2) \$5,000 from the University Graduate School that is disbursed to the student's Bursar account in the same manner as other fellowship or financial aid funds.

Fellows who relocate to their new campus community will receive \$2,000 in additional funding from the University Graduate School to assist in defraying moving expenses. This supplemental stipend will be added to the regular \$10,000 fellowship award, so that recipients will receive half the funds at the beginning of the fall semester and the other half in the early spring semester.

All fellows receive the same health insurance coverage as do student academic appointees; the University Graduate School covers the premiums for fellows only, but family members may enroll in the plan for an additional fee, payable by the fellow. The health insurance plan is administered by Aetna Student Health. More information can be found on the web, <http://www.indiana.edu/~uhrs/benefits/students.html>.

Please note that the teaching salary from the host department is paid retroactively on a monthly basis, and is subject to the same automatic withholding of FICA, Social Security, state, and local taxes as is any salaried position.

The University Graduate School portion of the fellowship is also considered taxable income by the IRS, though no tax will be deducted from the stipend that is paid to the fellow. Accordingly, fellows should plan to include the stipend amount as reportable income in income tax filing, and may wish to consider a quarterly tax payment in order to avoid owing money when filing federal returns.

The fellowship counts as 50% FTE. International students who become fellows should contact the Office of International Services to see if they will need to complete any additional paperwork regarding the fellowship by calling (812) 855-9086 or emailing [ois@iu.edu](mailto:ois@iu.edu).

## 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.

Steps in the selection process are as follows:

- Applications for fellowships are forwarded by the University Graduate School to each of the FFTF faculty liaisons 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 like to offer placements. Campus liaisons will in turn inform the University Graduate School of placement requests by a specified 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 wait list.

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.

The interview and offer request process 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.

If you would like further 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, Wells Library E546

**Postal mail:** University Graduate School, Wells Library

1320 E. 10<sup>th</sup> Street, Room E546,

Bloomington, IN 47405

Please submit your application materials via email, as a \*pdf or MS Word file attachment, sent to [fftf@indiana.edu](mailto:fftf@indiana.edu). **Please do not send scanned text files in image file format.** (Note that we will accept image files of artwork samples from M.F.A. applicants.)

**PLEASE NOTE:** The University Graduate School will no longer accept printed 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:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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

**Local Home Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **School (e.g. COAS, 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?