



NEHC
Faculty of Color Working Group
Mellon Faculty Fellowship

Application Guidelines

The latest national uprisings in response to racial inequality, anti-Black state violence, and the failures of the criminal-justice system have made clear the urgent need for BIPOC voices to lead the ongoing conversations about the future of our democracy. At the same time, the racial inequalities present in institutions of higher education often prevent faculty of color from having the time or freedom to undertake the vital work of making their scholarship accessible beyond the academy. Indeed, faculty of color often contend with extraordinary institutional demands on their energy, such as service responsibilities to diversity initiatives that inhibit their ability to pursue the research necessary for their promotion and professional advancement, let alone public transformation.

The Mellon Faculty of Color Fellowship program seeks to relieve scholars of these institutional hindrances by providing resources to reduce many of the barriers that make it difficult for faculty of color to research, think, and engage in their transformative work at their home institutions. These fellowships will provide resources that will allow them the time and space to focus on their scholarship away from the typical demands levied on their own campuses. Fellows will spend their fellowship year at a NEHC host institution with opportunities to interact with a broad and relevant intellectual community.

The Mellon Faculty Fellows will receive a stipend of \$40,000 and a \$2,500 moving expense if needed. The award funds will be remitted to the successful applicant's **home** institution (the institution that formally employs them as faculty), who will use the funds to offset the fellow's salary and benefits. Fellows will be in residence at a **host** institution (the institution at which the fellow spends the fellowship year). Both institutions must be NEHC members. While the host

institution does not pay salary or benefits to the Fellow while they are in residence, they are expected to provide the professional amenities to the visiting Fellow typically granted to visiting faculty and scholars.

The completed applications will consist of the following parts.

Materials to be supplied by applicant:

1. **INTERFOLIO APPLICATION FORM:** This should include contact information for **two (2)** reference letter writers. **Please adhere to section word limits.**

2. **PROPOSAL NARRATIVE:** Not to exceed **three (3)** single-spaced pages (or 1500 words) in a standard 12 pt font, with 1" margins. Applications exceeding the page limit/word counts or violating any format instructions will not be reviewed. The narrative should describe the scholarly contribution of the project on which the candidate intends to embark while a Fellow at the NEHC host institution. Because some evaluators will not possess specialized knowledge of the proposed field of study, the description should be free of jargon. It should include the following elements:
 - a. ***Research contribution and Wider Significance of Project:*** Describe the basic ideas, problems, works, or questions the study will examine, and the intellectual contribution of the proposed project. Explain how the project is distinctive, and how it challenges and/or expands previous work in the relevant field. In addition, and especially in cases where the subject of the study might appear narrow or obscure, the proposal should show the project's larger significance.

 - b. ***Methods and Work Plan:*** Is the project in the beginning stages or well under way? Outline a proposed schedule or plan of work that the applicant will follow during the fellowship tenure.

 - c. ***Audience and Product:*** For what audience are the results of the study intended? What kind of product is planned?

 - d. ***Competences and Resources:*** What is the applicant's competence in the skills, techniques, and/or languages needed for the study? What materials will be used?

e. **Host institution:** What are the advantages of that chosen fellowship location for your project? What is the likelihood of access to archives, collections, or institutions with necessary resources? What faculty work at the host institution, and how would regular interactions with them help with the proposed project?

3. SHORT CURRICULUM VITAE: The Curriculum Vitae should be in concise, outline form, and should not exceed **three** (3) pages in 12 pt. font. It should include:

- a. **Applicant's education**, including titles of any theses or dissertations, and dates when degrees were awarded;
- b. **Record of employment**, current position, whether it is part-time or full time, and whether and when the current contract will end;
- c. **List of publications**—for journals articles and book chapters, include page numbers;
- d. **List of awards and grants received** in the prior decade, including source, dates of tenure, dollar amount, and terms of leave provided by such awards and grants.

4. LETTER FROM A NEHC INSTITUTE/CENTER, DIRECTOR indicating support for hosting the fellow during the year. The letter should document the commitment of the proposed host institution. It should be written by a member or director of the NEHC member institute. It should address the following points:

- a. **Description of how the host institution will support the applicant**, both logistically and intellectually.
- b. **Confirm that the applicant has made the necessary contacts** in the institution and has also submitted their application materials for reference
- c. **State whether the host will provide some or all of the following:**
 - i. Affiliation in an appropriate unit (department, program or humanities center)
 - ii. Office space appropriate for a tenure-track faculty member in that unit

- iii. A faculty/staff ID card
- iv. An email address and access to electronic resources such as a university email address
- v. Full access to library and other research support resources
- vi. Professional development opportunities such as trainings, workshops, short courses
- vii. Parking and transportation privileges equivalent to other faculty
- viii. Access to gyms and other athletic facilities equivalent to other faculty
- ix. Information about appropriate campus affinity groups and cultural opportunities

Guidelines for Letters of Reference:

1. No more than one potential letter writer can be from the applicant's own institution or from a former dissertation advisor. **Please note that letters should not be sent in the first stage of the proposal, but only if requested by the selection committee at a later date.** It is the applicant's responsibility to:
 - a. Send the full proposal to the potential letter writers;
 - b. To provide the name, title, and contact information of the potential letter writers.
 - c. Ensure that letter writers know the applicant and their project and, are ready to provide enthusiastic support of the application, explaining how the fellowship is important for the applicant's tenure/promotion case and make the applicant's ability to get the project completed within the scope of the fellowship time evident.
 - d. In contacting a potential reference, you may wish to cut and paste this paragraph (and accompanying bullet points) or summarize its contents as part of your communication:

"The New England Humanities Consortium's Faculty of Color of Working Group fellowships are designed to give BIPOC faculty at member institutions the opportunity to spend a year on the campus of one of the Consortium members to pursue their own scholarship, build

intellectual community and professional networks, and gain access to expertise, mentoring, and resources not available on their home campus. As members of the FOCWG Executive Committee, we are grateful to you for considering acting as a reference for one or more of our applicants. We include here information to guide your decision and help you craft your letter.

- Letters of reference will not be required at the initial stages of the application process, but the names, affiliations and contact information of two references is required in the application. Those listed will then be contacted for a reference only if the applicant advances in the selection process. Please be prepared to provide a written reference within a week or so of being contacted.
- The most basic criteria for judging applications will be the quality, importance, and feasibility of the proposed project. Your letter will be important in guiding our evaluation of these, so please be sure to address all three explicitly.
- It would also be extremely helpful to us if you can explain from your own perspective and knowledge how the fellowship will be important to the applicant's academic career, particularly with respect to evaluation at their home institution in promotion and tenure procedures.
- Finally, please let us know if you are aware of circumstances that would make a fellowship particularly valuable for an applicant because of exceptional or unusual institutional demands or other obstacles while they are at their home college or university.”