



# **FACULTY FELLOWSHIP PROGRAM**

## ***GUIDELINES***

**A complete application must include the following:**

1. Completed Online Application Form
2. Endorsement from Chair and/or Dean
3. Project Abstract: A summary, rather than introduction, of proposed project not to exceed 200 words.
4. Project Description: Not to exceed five double-spaced pages, 12-point font, Times New Roman.
5. Basic Bibliography related to Project: Not to exceed one page.
6. List of Recent Activities: Not to exceed one page and include recent scholarly activities, publications, and other activities/research related to the proposed project.
7. Curriculum Vitae

**Applications can be submitted online**

## Center for Latino Research Faculty Fellowship Program

### **MISSION STATEMENT**

The Center for Latino Research (CLR) reflects the commitment of DePaul University to extend classroom learning and research to public and community service. The CLR's primary goal is to open and sustain dialogues that invest in the empowerment and recognition of Latino communities. To that end, CLR creates learning and research opportunities for scholars, while forging collaborations with local, national, and international partners.

Since 2003, the Center for Latino Research (CLR) has administered the CLR Faculty Fellowship on Latin American and U.S. Latino Research, which is supported by the College of Liberal Arts & Social Sciences, and occasionally other college deans. **(Applicants from colleges outside of LA&SS should secure an endorsement from their Dean before beginning the application process).** The Fellowship award consists of a two-course, or a one-quarter, academic release from teaching to pursue a project of original thought and new research (or an expansion of an earlier research project). The CLR provides up to 100 hours of student research assistance during the research period.

### **ELIGIBILITY**

All full-time, tenure-track and tenured faculty at DePaul University are eligible, regardless of discipline. Junior faculty will receive priority consideration upon demonstrating an excellent proposal. Faculty who have received the CLR Faculty Fellowship previously may re-apply after two years from the previous year of fellowship.

### **AWARD**

In addition to the two-course release (during one academic quarter), Fellows are entitled to support provided by student research assistants (undergraduate or graduate, can be selected by Fellow) hired by the CLR, for up to 100 hours during the quarter of the fellowship. This fellowship may not be combined with a URC leave or other internally funded leaves, but may, however, be held along with certain external grants. Further details are to be arranged by Fellows with their Chairs and Deans.

### **REVIEW AND AWARD PROCESS**

Applications are made directly to the Center for Latino Research and will be reviewed by a new Selection Committee, composed of previous CLR Faculty Fellows, each year. Members of the Selection Committee are not eligible for the awards. Proposed appointments will be considered for the following academic year, thus enabling Chairs and Deans to make the appropriate adjustments to the teaching schedule. The committee's recommendations for appointment will then be forwarded to the appropriate deans for final approval. Applications will be reviewed without reference to the applicant's identity. **It is the responsibility of the applicant to remove identifying information from application materials (except for the Application Form and CV, which will not be distributed to the Selection Committee).** Applicants will be notified of the Selection Committee's decisions shortly after Spring Break.

### **REVIEW CRITERIA**

1. **QUALITY:** Proposal must be organized well, with clear objectives, expected outcomes, limited technical jargon, and a reasonable work plan. In order to be considered complete, applications must include all required documents.
2. **SCOPE:** Explanation of research or data already compiled, how the proposed project extends/applies said research/data, timeline for work, involvement of other entities or factors, and items expected to be completed during fellowship period.
3. **RELEVANCE:** Explain proposal's relation to Latin American or U.S. Latinx communities and issues; and connection to the CLR mission. Communities/populations/issues may include Spanish, Portuguese, and Indigenous language-speaking communities of Latin America, the Caribbean, and Latinx groups in the U.S. Project should help establish dialogues that bridge borders and open greater understanding of Latinx/Latin American groups.
4. **SIGNIFICANCE:** Explain how proposed project relates to the applicant's field and work underway (previous research completed in this area; plans for article, book, etc.), as well as its contribution to the applicant's field.

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### **AWARD COMPLETION**

Once Fellows complete their research period, two outcomes are required: (1) In the year following their fellowship, Fellows will attend the annual CLR *Tertulia* and give an oral presentation discussing their research findings. (Alternatively, the CLR can schedule a separate opportunity for Fellows to present their work individually, if that is preferred). (2) Within the year following their fellowship, Fellows must provide to the CLR a written document or draft of an article that is being prepared for publication, or a published article or book chapter that resulted from the research.

### **APPLICATION REQUIREMENTS**

Applications and proposal should be prepared with concise, jargon-free terminology, and clear details, so that members of the Selection Committee can quickly assess significance for the field, scope of project (for time period), targeted subjects and collaborators, background and purpose of project. A complete application must include the following:

1. Completed application with endorsements from Dean and Chair. The appropriate Chair (or sometimes Dean) must complete an online endorsement, indicating that necessary changes in curricula and scheduling can be made if the application is selected. Additionally, the appropriate Dean must complete an online endorsement. This endorsement serves to notify the Dean that the individual is applying, and does not bring the Dean into the evaluation process. PLEASE NOTE: The request for the Dean's endorsement in LA&SS should occur automatically via the online application system, once the faculty member submits the application. There is no need to contact the Dean's office directly. FOR FACULTY FROM COLLEGES OUTSIDE OF LA&SS: You should contact your Dean and Chair and secure their endorsements for your application BEFORE you apply. Your college must be willing to support your research leave.
2. Project Abstract: A summary, rather than introduction, of proposed project, not to exceed 200 words.
3. Project Description: Not to exceed five double-spaced pages, 12-point font, Times New Roman.
  - a. The goals, scope, and significance of the project.
  - b. How the project engages with named, specific community (government, NGO, etc.) groups and agencies; how the research process will be structured, including timeline; possible partners; and the audience to which completed research will be directed.
  - c. Discussion of methodology, plan of work, and connection to Fellow's research and related fields.
4. Basic Bibliography related to Project: Not to exceed one page.
5. List of Recent Activities: Not to exceed one page and including recent scholarly activities, publications, and other activities/research related to proposed project.
6. Curriculum Vitae (this item is for CLR office purposes and will not be viewed by the Faculty Selection Committee).

### **IMPORTANT NOTES**

- Do not include your name in any part of the application except for the Application Form and CV (which will only be used by CLR staff for office records). It is your responsibility to remove all other personal references from your application.