The Graduate School uses a student-managed application process for fellowships. Applicants are to follow the directions below exactly. All required materials are to be combined into a single PDF in order of the component parts (A., B., etc.), and sent electronically to Michelle Cerullo, Awards Coordinator in the Graduate School, at mcerullo@luc.edu The final application materials must all be received at the Graduate School by midnight on January 5, 2017. If any part of the material you are required to provide is not included with your submission, or is not presented as described below, your application will be considered incomplete by the Graduate Fellowships Committee and not acted upon.

In order to be considered complete, your application file at the Graduate School must include all of the following items in the order listed. You should clearly indicate the component parts (A., B., etc.) of your application. Your submission must follow the order in which they appear below. Items A through D are to be submitted directly to the Graduate School by the applicant. Items E and F are to come directly from the relevant letter writers and academic departments.

A. **Application Information Sheet**

B. **Current Transcript**. A current Loyola University Chicago transcript. An unofficial transcript acquired through LOCUS is acceptable. If there are any courses for which you have an outstanding grade of Incomplete (I), you must provide an explanation of the grade, and a plan for completing the work that has been approved by the instructor.

C. **Application’s Background**. On no more than three (3) single-spaced pages, using 12-point type, provide the following information in the order of the items listed below. Please follow this format and include the numbered subheadings. You may need to be selective in what you present in terms of publications and presentation in order to remain within the required page limit. **Do not** include an additional curriculum vitae or résumé.

1. **Education**. List in reverse chronological order all education above the secondary-school level, including training and professional courses. Indicate institutions’ names, locations, dates attended, degrees awarded, and field of study.

2. **Teaching Experience**. List all teaching experience at Loyola University Chicago and any other college/university. **Professional/Occupational Experience**. List in reverse chronological order all major jobs held, including military service. Indicate job titles or descriptions, employing organization, locations, and dates.

3. **Professional/Occupational Experience**. List in reverse chronological order all major jobs held, including military service. Indicate job titles or descriptions, employing organization, locations, and dates.
4. **Other Experience.** Describe any major experiences not covered above (e.g., academic study, service-related work, etc.) that are especially pertinent in qualifying you to teach at the university level.

5. **Financial Support.** Indicate any previous grant assistantship or fellowship support with dates received.

6. **Honors.** Indicate any professional honors or awards, with dates received.

7. **Publications.** List all publications in print or accepted for publication. Give full bibliographical citation. Do not list written work that is under review (i.e., not accepted for publication).

8. **Conference Papers/Posters.** List all papers/posters presented (or accepted for presentation) at a scholarly meeting. Give full bibliographical reference.

9. **References.** List the name, position, email address, and telephone number of each person who is writing a letter of recommendation (see item E below).

D. **Statement of Teaching Philosophy and Goals, Course Syllabus, and Other Representative Teaching Materials.**

1. In a statement not to exceed three (3) double-spaced pages, using 12-point font, discuss your teaching philosophy and your goals as a scholar and teacher. This statement may draw on your previous teaching experience and the materials in the portfolio to illustrate various points. This statement should be written in non-technical language for educated persons outside of your field.

2. On no more than ten (10) double-spaced pages, using 12-point font, provide the syllabus of a course for which you have served (or are serving) as a teacher of record.

3. Occupying no more than ten (10) pages, submit copies of other representative teaching materials from the course for which you have served (or are serving) as a teacher of record.

4. If you do not have experience as a teacher of record, prepare a syllabus for either: (a) a course for which you have served as a teaching assistant that reflects how you would design the course if assigned to teach it (briefly note differences from the original course and explain why you made the changes); or (b) a course you would like to teach. Such materials may include assignments, quizzes, exams, handouts, study guides, exercises, class readings, or graded papers.
E. Two Letters of Recommendation.

1. The letters of recommendation from faculty members who know you well are an important source of information for the Graduate Fellowships Committee. **One of the letters must be from the applicant’s teaching mentor.** Use the enclosed forms to request the letters and be sure to do so in a timely manner. The letter writers should receive a copy of your course syllabus, other representative teaching materials, and statement of teaching philosophy and goals (item D above). You should also discuss these materials with them so that they may provide a thorough recommendation to the Committee. The letters are to be submitted in PDF format directly to the Graduate School.

F. Department Evaluation Form.

1. **The applicant shall** complete only Part I of the enclosed Department Evaluation Form. Then submit the form and the additional copy items B, C, and D to the department chair so that the material is received by December 5, 2016.

2. Applicants are to submit an additional copy of items B, C, and D along with item F to the department chair and GPD so that it is received by them no later than December 5, 2016. It is the applicant’s responsibility to meet this deadline so that the department chair and/or GPD have sufficient time to complete the Department Evaluation Form and return it directly to the Graduate School office by January 5, 2017.

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The Graduate Fellowships Committee will make its award recommendations in early February 2017. Questions regarding the application process or other matters concerning the Pre-Doctoral Teaching Scholars Program may be directed to Jessica Horowitz, Associate Dean of the Graduate School at jhorow@luc.edu.
**Applicant Information Sheet**

Name: ____________________________________________  ID#:  ______________________

Last   First   Middle

Current Address:  _______________________________________________________________

Street                                 Apt

City                                    State                                    Zip Code

E-mail Address:  _____________@luc.edu    Telephone Number (Day):  (____)_____________

Department:  ________________________________________________________________

Program:  ___________________________________     Number of Hours in Program: _______

Dissertation Director:  ___________________________________________________________
Request for a Letter of Recommendation

Applicant’s Name _______________________________________________________________
Department __________________________ Program _________________________________

Please use this form to request a letter of recommendation from a faculty member. Include a copy of the statement of teaching philosophy and goals, course syllabus, and other representative teaching materials (item D in the application instructions). The materials should also be discussed with the faculty member so he or she may provide a thorough recommendation to the Graduate Fellowships Committee.

Dear Faculty Member:

Using departmental letterhead, please write an evaluation of the applicant. In your evaluation, please comment on the following:

- your professional relationship to the applicant;
- the applicant’s goals as a Teaching Scholar;
- the quality of the applicant’s statement of teaching philosophy;
- the quality of the applicant’s performance in teaching;
- any unique qualities of your program or of the student that you feel the Committee should know;
- the applicant’s potential as a scholar.

Letters are to be submitted electronically in PDF format to Michelle Cerullo, Awards Coordinator in the Graduate School, at mcerullo@luc.edu. You do not need to return this form or your copy of the materials with the letter. The letter must be received at the Graduate School by the final deadline of January 5, 2017.

Your cooperation in providing your letter to the applicant in a timely manner is an essential part of the application process. The Graduate Fellowships Committee places great importance on your recommendation and thanks you for your assistance.
Request for a Letter of Recommendation

Applicant’s Name _______________________________________________________________

Department __________________________ Program _________________________________

Please use this form to request a letter of recommendation from a faculty member. Include a copy of the statement of teaching philosophy and goals, course syllabus, and other representative teaching materials (item D in the application instructions). The materials should also be discussed with the faculty member so he or she may provide a thorough recommendation to the Graduate Fellowships Committee.

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- the quality of the applicant’s statement of teaching philosophy;
- the quality of the applicant’s performance in teaching;
- any unique qualities of your program or of the student that you feel the Committee should know;
- the applicant’s potential as a scholar.

Letters are to be submitted electronically in PDF format to Michelle Cerullo, Awards Coordinator in the Graduate School, at mcerullo@luc.edu. You do not need to return this form or your copy of the materials with the letter. The letter must be received at the Graduate School by the final deadline of January 5, 2017.

Your cooperation in providing your letter to the applicant in a timely manner is an essential part of the application process. The Graduate Fellowships Committee places great importance on your recommendation and thanks you for your assistance.
Department Evaluation Form

Instructions for the Applicant
1. Complete only Part I of this form.
2. Submit the following material to the department chair so that it is received no later than December 5, 2016:
   a. One copy of this form;
   b. A photocopy of your Loyola University Chicago transcript and, if necessary, material regarding any outstanding grades of *Incomplete* (see item B in the application instructions);
   c. A copy of your background information (see item C in the application instructions);
   d. A copy of the statement of teaching philosophy and goals, course syllabus, and other representative teaching materials (see item D in the application instructions).

Part I. Applicant’s Name: ______________________________________________________________
Department: ____________________________ Program: ________________________________
Date Master’s Degree Awarded/Expected: ___________

Ph.D. Requirements Date Completed/Expected
1. Course work __________
2. Research Tool __________
3. Ph.D. Comprehensive Exam __________
4. Dissertation Proposal (approved by committee) __________
5. Other Requirements (if applicable) __________

Grade point average (for Loyola courses applicable toward the Ph.D.): __________

Date completed the department pedagogy program: __________

Instructions for the Department Chair and/or the Graduate Program Director
The department chair and/or Graduate Program Director are to complete the remaining parts of this form (Parts II, III, and IV). It may be a joint effort to complete this evaluation, but include only one set of scores (see Part III and IV). To complete this form, a signature is required of the evaluator, both if the form is prepared in collaboration. Please type rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete and specific information.
Part II. Evaluation of the applicant’s teaching experience and academic performance.

A. Applicants for the Pre-Doctoral Teaching Scholars Program are expected to have experience as a teacher of record for a course at Loyola University Chicago or another college/university, or as a teaching assistant at Loyola University Chicago. Please offer an overall evaluation of the applicant’s teaching performance. Be sure to include a statement of the sources of information on which your evaluation is based (class visits by the applicant’s mentor or by other faculty members, student evaluations, etc.).

B. Please comment on the academic performance of the applicant in your graduate program, comparing it to the performance of other students in your department in terms of time to degree and grade point average. Also, please comment on the level of the applicant’s publications and presentations in your discipline.
Part III. Rating of the applicant’s teaching portfolio, teaching philosophy, and statement of goals and/or teaching philosophy, and academic performance.

On a scale of 1(lowest) to 7 (highest), rate each applicant’s teaching portfolio and statement of goals and/or teaching philosophy, and overall academic performance. You may not use gradations of tenths within the 1 to 7 scale (e.g., 3.7). If decimals are used, they will be rounded down in the tabulation.

Please do not award each applicant straight 7’s. The Graduate Fellowships Committee seeks helpful advice via this rating system and requests that you reflect differences among the applicants in your department by differences among the numbers of points you award to all the applicants from your department. If you do not provide a rating for an item, The Graduate School will assign it a score of 4. To avoid rating inflation, consider a score of 4 as normative, with scores above that only for truly outstanding applicants. If you think that two items are of exact equal quality, you may of course give them both the same number of points. However, if your ratings do not differentiate among the applicants from your department, the ratings may be discounted by the Committee.

A. Teaching portfolio and statement of goals Rating: _____
B. Overall academic performance Rating: _____

Part IV. Overall Evaluation.

You have rated each applicant’s teaching material and academic performance. Now you are asked to rank each applicant. Ranking should be done in context of all applicants from your department (i.e., first out of four applicants, third out of six applicants, etc.). No decimal points should be used in the ranking space. The rankings must differentiate among the candidates from your department per application year (i.e., do not assign the same rank to two or more candidates). If only one applicant applies from your department, you may include a statement comparing this applicant’s abilities to a larger cohort of current or former students (e.g. top 5% or in top 10 of 50 students in the last five years)

This applicant ranks _______ out of ________ applicants from our department this year.

To the best of my knowledge, this applicant has completed all the requirements of eligibility for this competition.

Department Chair: _________________________________________________________
Name __________________________ Signature ____________________________

Graduate Program Director: ________________________________________________
Name __________________________ Signature ____________________________

Instructions for Submitting the Department Evaluation Form

The department is to submit directly to the Graduate School one PDF of each applicant’s Department Evaluation Form. Do not send other material the applicant gave to the department with this form. Please submit the forms for all of the department’s applicants as individual PDFs (one PDF per applicant) to Michelle Cerullo, Awards Coordinator in the Graduate School, at mcerullo@luc.edu. Please ensure that the Graduate School office receives the evaluations by January 5, 2017. The Graduate School and the Graduate Fellowships Committee greatly appreciate your assistance in the application process.