



The Graduate School

## TEACHING SCHOLARS PROGRAM 2019-2020

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](mailto:mcerullo@luc.edu). The final application materials must all be received at the Graduate School by **midnight on January 28, 2019**. 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. **No more than two applications per department can be submitted.**

**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. **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).

**C. 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. Please include a statement of diversity, including your own background if relevant.
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.

**D. 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 C 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.

**E. 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 and C to the department chair so that the material is received by January 14, 2019.
2. Applicants are to submit an additional copy of items B and C along with item E to the department chair and GPD so that it is received by them no later than **January 14, 2019**. 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 28, 2019**.

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The Graduate Fellowships Committee will make its award recommendations in early February. Questions regarding the application process or other matters concerning the Teaching Scholars Program may be directed to Michelle Cerullo, Awards Coordinator at the Graduate School, [mcerullo@luc.edu](mailto:mcerullo@luc.edu)





## TEACHING SCHOLARS PROGRAM 2019-2020

### 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 C 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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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](mailto: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 28, 2019**.

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.



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# TEACHING SCHOLARS PROGRAM 2018-2019

## 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 **January 14, 2019**:
  - a. One copy of this form;
  - b. A copy of your background information (see item B in the application instructions);
  - c. A copy of the statement of teaching philosophy and goals, course syllabus, and other representative teaching materials (see item C in the application instructions).
  - d. **No more than two application per department, which should be ranked, will be accepted for review by the committee.**

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 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.

