



TEACHING SCHOLARS FELLOWSHIP 2023-2024 APPLICATION

Applicants are to follow the directions below. All required materials are to be combined into a single PDF in order of the component parts and sent electronically to the Graduate School at gradschool@luc.edu. The final application materials must be received at the Graduate School by **midnight on January 27, 2023**. If any part of the material required is not included with submission, or is not presented as described below, the application will be considered incomplete by the Graduate Fellowships Committee and not acted upon. **No more than two applicants per department will be considered. Students, we strongly recommend speaking with your department chair and/or Graduate Program Director prior to application.**

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 of your application. Your submission must follow the order in which they appear below. Items A through C should be submitted to your department by January 13, 2023 so that they can append the departmental evaluation (D). Letters of recommendation (E) should be submitted directly to the department by January 13, 2023 for inclusion in the application. All materials must be submitted to the Graduate School by **midnight January 27, 2023**.

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.
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.



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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. Department Evaluation Form.**
1. **The applicant** shall complete only Part I of the enclosed Department Evaluation Form.
 2. Applicants are to submit items A through C to the department chair and GPD so that they are received no later than **January 13, 2023**. 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 27, 2023**. Applicants should also request their letters of recommendation with sufficient time for them to be submitted directly to the department by January 13, 2023 for inclusion in the application.



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E. Two Letters of Recommendation.

1. The letters of recommendation from faculty members who know you well are an important source of information for your departmental recommenders and 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 department (GPD or chair).

The Graduate Fellowships Committee will make its award recommendations in late February. Questions regarding the application process may be directed to Heather Sevens, Assistant Dean of Student Services, at hsevens@luc.edu.



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A. Applicant Information Sheet

Name: _____ ID#: _____
Last First Middle

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

Department: _____

Program: _____ Current GPA: _____

Dissertation Director: _____



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E. Request for a Letter of Recommendation

Applicant's Name _____

Department _____ Program _____

Department Chair Name and Email Address: _____

Graduate Program Director Name and Email Address: _____

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 the applicant's department chair and GPD. You do not need to return this form or your copy of the materials with the letter. The letter must be received by the **January 15, 2022**, so that it can be included in the student's application. Please title your email "STUDENT NAME Teaching Scholar Letter of Recommendation"

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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D. Department Evaluation Form

Instructions for the Applicant

1. Complete only **Part I** of this form.
2. Submit this form along with the following material to the department chair and Graduate Program Director so that it is received no later than **January 15, 2022**
 - a. Applicant Information Form (Item A);
 - b. Your background information (Item B);
 - c. Your statement of teaching philosophy and goals, course syllabus, and other representative teaching materials (Item C).

No more than two applications 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(if applicable)	_____
3. PhD Comprehensive Exam	_____
4. Dissertation Proposal (approved by committee)	_____

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

Date completed the department pedagogy program or Teaching Effectiveness Seminar: _____

Instructions for the Department Chair and/or the Graduate Program Director

A departmental representative or representatives are responsible for the completion of this evaluation form. The Graduate Fellowship Committee requests the creation of a small (3-5 person) awards committee within the department to make this evaluation and submit them to the Department Chair and Graduate Program Director for final submission. It is hoped that this will avoid potential conflicts of interest within the department. If this is not possible, the Department chair and Graduate Program Director may serve as sole evaluators. Please **type** rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete information. *Please note that the quality of a departmental evaluation (not the rankings, but the effort, can make or break an applicant in the final selection process.* To complete this form, a signature is required of the evaluator(s). Please type rather than hand-write responses. Because of the importance of the departmental evaluation, please provide complete and specific information.



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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.



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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. 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. No more than two applicants per department will be accepted. If more than one student is nominated, please explain the rankings below:

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 materials (including the letters of recommendation). Please submit the forms for all of the department’s applicants as individual PDFs (one PDF per applicant) to gradschool@luc.edu and use the following convention to title your email: “STUDENT NAME Teaching Scholar Application” Please ensure that the Graduate School office receives the application materials by January 29, 2022. The Graduate School and the Graduate Fellowships Committee greatly appreciate your assistance in the application process.