

THE UNCF/MELLON FACULTY RESIDENCY PROGRAM

APPLICATION INSTRUCTIONS

IMPORTANT:

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY PRIOR TO PREPARING YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

We welcome your interest in applying to the UNCF/Mellon Faculty Residency Program!

Program Description

The UNCF/Mellon Faculty Residency Program was developed to create an opportunity for selected UNCF faculty members to take up to a semester away from their home institution to complete or begin a scholarly project. Tenure-track and tenured professors are eligible to apply. The UNCF/Mellon Programs will work with the faculty member and his/her home institution to best determine the appropriate salary supplement as well as travel and research costs. No individual faculty member award will exceed \$35,000.00. **The faculty member's home institution must commit to paying the faculty member's fringe benefits while the faculty member is participating in the Faculty Residency Program.**

The UNCF/Mellon Programs have established relationships with potential residency sites including Harvard University's W.E.B. DuBois Institute, New York University* and Emory University's James Weldon Johnson Institute for Advanced Interdisciplinary Study. In addition, faculty members with a research focus in environmental studies and/or ecological research studies may be interested in a residency at either Friday Harbor Laboratory in Washington or the Organization for Tropical Studies' research sites in Costa Rica. The Programs Office will help facilitate residencies at these selected sites. However, interested faculty can identify their own choice of a research site. Confirmation from the site must be provided and is subject to approval by the Programs Office.

Faculty applicants must submit a letter of interest that includes a copy of their curriculum vitae and a 1-3 page proposal describing how they will spend their residency period. The proposal must include an itemized budget with verification of the level of support provided by the home institution. Letters of recommendation from the Chief Academic Officer and the department chairperson are required. In addition, a letter from the residency site director, if it is one other than those affiliated with the UNCF/Mellon Programs, is required.

The postmark deadline for applications for each of the Faculty Career Enhancement Programs is **January 13, 2012**. **Two (2) summer and three (3) semester Faculty Residencies will be funded.** **Summer faculty residency stipends will be paid directly to the faculty fellow.** Applicants will be notified by February 24, 2012.

**Please note that New York University encourages faculty residencies during the summer.*

FACULTY RESIDENCY APPLICATION REQUIREMENTS

Please make sure the following items are completed and postmarked by January 13, 2012.

- Letter of interest
- Curriculum Vitae
- 1-3 page typed proposal describing how residency period will be spent
- Itemized budget
- Letter of recommendation from the Chief Academic Officer which includes verification of the home institution's support
- Letter of recommendation from departmental chair
- Letter of recommendation from Residency Site director (if the residential site is one other than those affiliated with the UNCF/Mellon Programs)

Only faculty representing Mellon designated disciplinary areas are eligible to apply for the Faculty Residency Program. Please find the Mellon designated fields below.

Anthropology
Area Studies
Art History
Classics
Computer Science
Demography
Earth Science

Ecology
English
Ethnomusicology
Foreign Languages
Geology
History
Literature
Mathematics

Musicology
Philosophy
Physics
Political Theory
Religion
Sociology
Women's Studies

Mail full application materials **unbound** by the postmark deadline (**January 13, 2012**) to:

**Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314**

NO APPLICATIONS ACCEPTED BY FAX OR EMAIL

For further information, please contact our programs office at 404.270.5685 or 404.270.5686. Additional information and copies of this application are also available on our website: www.uncfmellon.org

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APPLICATION

DEADLINE: JANUARY 13, 2012 (POSTMARKED)

APPLICANT'S INFORMATION

Name of Applicant: _____

Social Security #: _____

Applicant's Position/Title: _____

Area(s) of Specialization: _____

UNCF Institution: _____

Home Address: _____

Business Address: _____

Home phone: _____ Business phone: _____

Fax: _____ Email: _____

Check One: Male Female

Citizenship: _____ Race/Ethnicity: _____

Title of Applicant's Project: _____

Proposed Residency Date: _____

Proposed Residency Site: _____

Have you participated in any other UNCF/Mellon Programs? _____

If yes, which one(s)? _____

**PLEASE INCLUDE THIS COVER SHEET AS A PART OF YOUR
APPLICATION MATERIALS.**