



Educating the Mind & Spirit

American Indian College Fund & Andrew W. Mellon Foundation Faculty Career Enhancement Program

The American Indian College Fund's Mission

The American Indian College Fund transforms Indian higher education by funding and creating awareness of the unique, community-based accredited Tribal Colleges and Universities, offering students access to knowledge, skills, and cultural values which enhance their communities and the country as a whole.

Fellowship Application Deadline:

February 17, 2012

Contact Information:

Dr. Dawn Tallchief, Ph.D.

Program Officer

Phone: (785) 550-6612

E-mail: dtallchief@collegefund.org



American Indian College Fund

8333 Greenwood Blvd.

Denver, CO 80221

1-800-776-3863

Fax: 303-426-1200

www.collegefund.org

American Indian College Fund

Mellon Faculty Enhancement Fellowship \$36,000 Award

In 2004, the American Indian College Fund (the Fund) and the Andrew W. Mellon Foundation established the Faculty Career Enhancement Fellowship to increase and retain the number of credentialed, diverse, and underrepresented faculty at the nation's more than thirty tribal colleges and universities (TCUs).

This fellowship provides current TCU faculty who are in the final stages of completing a terminal degree program and are recognized as "All But Dissertation" (ABD) with a one-year award of \$36,000 to complete their dissertation and requirements for graduation.

Eligibility

All applicants must meet the following requirements:

- Be a current faculty member teaching at a TCU that is accredited for higher education and a full member of the American Indian Higher Education Consortium
- Be actively enrolled in an accredited doctoral degree program
- Have completed all course work, been advanced to doctoral candidacy and considered "All But Dissertation" (ABD) by Spring 2012
- Have a specific plan to complete all requirements for graduation within one year of being awarded the fellowship
- Agree to remain on faculty for two years at a TCU after completion of degree
- Select a senior faculty mentor, which may include a member of your dissertation committee, to provide academic support throughout the fellowship year
- Agree to participate in an annual Mellon Retreat (expenses paid)

Mellon Fellowship Guidelines

These prestigious and highly competitive awards offer substantial financial and mentoring support to selected Mellon Fellows. All fields of study are eligible. Applicants must have approval of their TCU President to take the necessary time to complete their doctorate degree within the one-year term of the Mellon Fellowship. This requires applicants to negotiate release time from their usual teaching and administrative duties at their respective TCUs prior to beginning the fellowship program.

Payments are disbursed four times over the one-year term of the Mellon Fellowship. Prior to disbursement, each Mellon Fellow and their advisor/mentor must submit a report detailing activities and satisfactory progress toward completion of the degree program and Mellon Fellowship goals. The final disbursement of the \$36,000 award occurs upon proof that all requirements have been met for graduation, and the degree will be conferred.

The Mellon Faculty Enhancement Fellowship may not be renewed or extended.

Mellon Faculty Enhancement Fellowship Selection Process

Fellowship applications are evaluated and ranked by a committee of senior scholars from a variety of academic disciplines. The committee evaluates applications on the following criteria:

- Originality and creativity of applicant's academic work
- Importance of the applicant's research to the applicant's field of study and to Native people and for its potential to elevate and strengthen tribal college scholarship
- Potential of applicant's work to elevate and strengthen tribal college scholarship, and to contribute to the TCU community
- Academic competence and cultural proficiency of the applicant
- Academically capable of completing degree within the established one-year time frame
- Demonstrated commitment of applicant to American Indian education and scholarship
- Demonstrated persistent and respectful engagement with communities served by the TCU

Personal Statement

Your personal statement provides critical information about who you are, your academic work, your enthusiasm for and commitment to tribal college teaching and scholarship, and your plan for using the support provided by the Mellon Faculty Enhancement Fellowship. Attach to your application a statement of up to 2,000 words addressing the following:

- Provide a brief introduction of your background and a summary of the work you are currently engaged in (i.e. research, teaching and service) at your institution.
- List your goals in regard to the use of the Mellon Fellowship. Also explain how you will use the knowledge and skills gained through the Mellon Fellowship to improve your teaching and research, and the TCU community.
- How has your teaching experience at a tribal college influenced your growth as a scholar and as a member of your TCU community?
- Provide a comprehensive timeline that details degree requirements and includes your goals and objectives for completing your doctorate degree program within a one-year time frame. Detail your plan for either a sabbatical or reducing your teaching and administrative duties during the term of the Mellon Faculty Enhancement Fellowship.
- How will your dissertation study contribute to scholarship in your chosen field of study, specifically highlight the ways in which this research will benefit Native people and research at your tribal college.
- What is your philosophy of doing research with American Indian people, your understanding of the issues related to protection of human subjects and your plan for assuring such protection in your dissertation work?

Applicant Information

First Name: _____ Last Name: _____

Tribal Affiliation or descendant (if applicable): _____

Tribal College or University: _____

Academic Department: _____

Courses taught: _____

Administrative or other duties: _____

Mailing Address:

(P.O. Box/Street)

(City)

(State)

Zip Code)

Telephone: _____ Fax: _____ E-mail: _____

List other grants or fellowships previously received, total amounts and the years during which you received funding:

List other grants or fellowships for which you are currently applying:

List academic honors and awards previously received:

List previous publications: Please include title, publisher and year published.

Doctorate Degree Program Information

Degree Granting Institution : _____

Degree sought: _____

Academic Department: _____

Proposed Dissertation Title: _____

List the Date You Completed or Expect to Complete Degree Requirements

Course requirements: _____

Foreign language requirements (if any): _____

Oral exams or qualifying exams: _____

Official approval of research proposal by dissertation committee: _____

Approval by applicable institutional review boards:

IRB _____ Tribal _____ TCU _____

List the date by which you expect to complete your dissertation: _____

List the date by which you will be conferred a terminal degree: _____

Senior Faculty Mentor

Please provide the name and contact information of the senior faculty member in your degree granting institution or elsewhere who has agreed to serve as your mentor. Mentors will provide support and guidance, quarterly progress reports and are invited to attend the Mellon Retreat to be held in Summer/Fall 2012.

Name: _____

Title: _____

Institution/Employer: _____

Mailing Address: _____

(P.O. Box/Street)

(City) (State) Zip Code)

Telephone: _____ E-mail Address: _____

References

Please provide the names and contact information of your Tribal College President, TCU Academic Dean and another academic reference who have agreed to submit letters of reference on your behalf.

Reference #1: Tribal College President

Name: _____

Title: _____

Institution: _____

Mailing Address: _____
(Street)

(City) (State) Zip Code)

Telephone: _____ E-mail Address: _____

Reference #2: TCU Academic Dean or TCU Department Chair

Name: _____

Title: _____

Institution: _____

Mailing Address: _____
(Street)

(City) (State) Zip Code)

Telephone: _____ E-mail Address: _____

**Reference Letter Format:
Dissertation Chair and/or Mentor**

Reference #3: Dissertation Advisor or Chair

Name: _____

Title: _____

Institution/Employer: _____

Mailing Address: _____
(Street)

(City) (State) Zip Code)

Telephone: _____ E-mail Address: _____

Note: If senior faculty mentor is not the dissertation chair, a fourth letter of reference should be submitted from the mentor indicating working agreement has been established with the dissertation chair.

Reference #4: (Optional) Other Dissertation Mentor

Name: _____

Title: _____

Institution: _____

Mailing Address: _____
(Street)

(City) (State) Zip Code)

Telephone: _____ E-mail Address: _____

**Reference Letter Format:
TCU President and TCU Academic Dean**

The Program

In 2004, the American Indian College Fund and the Andrew W. Mellon Foundation successfully established the American Indian College Fund-Mellon Faculty Enhancement Fellowship Program.

To the Recommender:

We solicit your candid evaluation of the applicant's range of abilities and accomplishments, creative and intellectual promise, cultural competence, and projected ability to complete the applicant's doctorate degree requirements, within a one-year time frame. To assist in the evaluation and selection process, we ask that your letter address the following areas:

1. Quality of the applicant's academic or creative achievements, including material not apparent on the official transcript.
2. Applicant's scholarly or creative potential and promise in relation to contributing to scholarship on behalf of tribal colleges.
3. Importance of applicant's proposed topic in relation to other scholarship produced in the field of study and its expected benefit to American Indian people.
4. Applicant's commitment to their tribal college community.
5. Degree and quality of administrative support related to taking the necessary time off during the one-year fellowship to complete the dissertation.

Deadline for Letter of Recommendation: February 17, 2012

Address and mail directly to:

Mellon Faculty Enhancement Fellowship Program
American Indian College Fund
8333 Greenwood Blvd.
Denver, CO 80221

Or email to:

dtallchief@collegefund.org

**Reference Letter Format:
Dissertation Chair and/or Mentor**

The Program

In 2004, the American Indian College Fund and the Andrew W. Mellon Foundation successfully established the American Indian College Fund-Mellon Faculty Enhancement Fellowship Program.

To the Recommender:

We solicit your candid evaluation of the applicant's range of abilities and accomplishments, creative and intellectual promise and projected ability to complete and defend the dissertation, within a one-year time frame. To assist in the evaluation and selection process, we ask that your letter address the following areas:

1. Quality of the applicant's academic or creative achievements, including material not apparent on the official transcript.
2. Applicant's scholarly or creative potential and promise in relation to other doctoral candidates.
3. Importance of applicant's proposed topic in relation to other scholarship produced in the field of study.
4. Is one year a reasonable amount of time to expect the applicant to complete all requirements for graduation?

Deadline for Letter of Recommendation: February 17, 2012

Address and mail directly to:

Mellon Faculty Enhancement Fellowship Program
American Indian College Fund
8333 Greenwood Blvd.
Denver, CO 80221

Or email to:

dtallchief@collegefund.org

Applicant's Commitment to Teach at a Tribal College / University

The Andrew W. Mellon Foundation supports the American Indian College Fund's goal to increase and enrich intellectual capacity at tribal colleges. Therefore the Fund requests your signature of commitment to teach at a TCU for a minimum of two years following the completion of your doctorate degree. In addition to signing below, you will be sent an official contract to sign, once selected, assuring your commitment to complete the Mellon Fellowship in the allotted time frame and reaffirming your commitment to teach for two years at a tribal college.

If selected as a recipient of the Mellon Faculty Enhancement Fellowship, by affixing my signature to this document, I hereby commit myself to continue serving as a tribal college faculty member for a minimum of two years after completion of my doctorate degree.

Signature: _____ Date: _____

Tribal College President Approval

The Andrew W. Mellon Foundation supports the American Indian College Fund's goal to increase and enrich intellectual capacity at tribal colleges. Therefore, as tribal college president, the Fund requests your signature of approval for appropriate release time for this faculty applicant.

The guidelines set forth by the Andrew W. Mellon Foundation stipulate that Mellon Fellows must dedicate the necessary release time to focus on meeting their fellowship commitment of completing their doctorate degree within a one-year time frame, ultimately to benefit the intellectual capital of participating tribal colleges and universities.

By affixing my signature, I hereby submit my approval for the named faculty applicant to be provided necessary release time to complete their research, dissertation and all requirements for their doctorate degree program within one year. I understand that the quarterly award payments will be made directly to the Mellon Fellow.

Name of Faculty Applicant: _____

President's First Name: _____ Last Name: _____

TCU: _____

Signature: _____

Application Checklist

To be considered complete, applications must include all of the following:

- Completed application form
- Personal Statement (maximum 2,000 words)
- Current Curriculum Vitae (including faculty responsibilities at respective TCU)
- Official graduate transcripts, showing courses taken, dates of courses, and grades received
- Certification of candidacy status by your degree granting institution, indicating you have the ability to complete all requirements within the one-year fellowship period
- The release form signed by your TCU president, allowing for the necessary time to complete your dissertation and graduation requirements within the one-year fellowship period
- Three required letters of recommendation sent directly to the American Indian College Fund–Mellon Faculty Enhancement Fellowship.
 - First letter from the TCU president indicating approval of research and supporting the necessary release time to complete degree within one-year term of the Mellon Fellowship
 - Second letter from the TCU Academic Dean
 - Third letter from the dissertation advisor that speaks to the importance of applicant’s work and the ability of the applicant to complete their doctorate degree within one-year term of the Mellon Fellowship
- If applicable, an additional fourth letter from a separate senior academic mentor indicating their role in the dissertation process
- Completed dissertation proposal, including research questions, theoretical framework, and methodology, along with certification of approval of proposal by degree granting institution
- Documentation of approval by any and all Institutional Review Boards (graduate institution, tribal nation, and/or TCU)
- Certification of advancement to doctoral candidacy from graduate institution

Application and all required supplemental documentation should be sent directly to the American Indian College Fund by either email or U.S. mail. Send by email in PDF format to dtallchief@collegefund.org or by U.S. Mail to Mellon Faculty Enhancement Fellowship Program Officer, American Indian College Fund, 8333 Greenwood Blvd., Denver, CO 80221. To meet the deadline, please arrange for transcripts, certification letters, and references to be written in advance to ensure they arrive by the deadline.

Applications must be received at the American Indian College Fund by February 17, 2012, 5:00 p.m. MST.