

## **Perry Dissertation Completion Fellowship** **Guidelines for the 2024-2025 Fellowship Year**

### **Applications Due: November 20, 2023 (11:59pm)**

The Perry Dissertation Completion Fellowship (PDCF) support students enrolled in the French doctoral program whose records demonstrate excellence in teaching and who will complete their doctoral degrees in the fellowship year (Spring 2025). The Perry Dissertation Fellow teaches one course and is expected to complete their degrees during the year of the fellowship award. The fellow will receive a 9-month stipend (September - May) along with a 100% subsidy for the Emory University Student Health Insurance Plan (EUSHIP). The first stipend payment will be at the end of September and the final payment will be at the end of May. The stipend will be \$27,282 paid over 9-months.

### **Eligibility**

To be considered for the fellowship, applicants must:

- be full-time students in the French doctoral program, in good standing both in the Laney Graduate School and in their program
- be in candidacy at the time of application
- be in their 5<sup>th</sup>, 6<sup>th</sup>, or 7<sup>th</sup> year of graduate study at the time of application; while students in their 7<sup>th</sup> year are eligible to apply, preference will be given to students in their 5<sup>th</sup> or 6<sup>th</sup> year who show that they are likely to complete their dissertations during the fellowship year
- not have held an Emory completion fellowship previously
- have submitted a DTF application during the same application cycle.

When applicable, the PDCF replaces other graduate school stipend and scholarship funding a student may have been scheduled to receive for the fellowship year, and the eligibility for that other funding cannot be reserved to be used in a subsequent year. Fellows are expected to devote full time to their teaching and research and hence may not undertake other teaching opportunities at Emory or elsewhere. Fellows are eligible for Professional Development Support funds subject to the usual criteria. Fellows who receive offers for other awards should contact the Laney Graduate School to determine whether the two awards may be held concurrently.

### **Evaluation Criteria**

As you put together nomination and application materials, please consider how the selection committee will evaluate the applications. Before the committee meets, each committee member will complete a confidential rating sheet, rating the applications on a scale of one to five, with one being the lowest rating and five being the highest rating, in these categories:

- teaching success as documented by the teaching evaluations
- strength of a pedagogic outlook as reflected in the teaching statement
- readiness to teach specific classes as reflected in the syllabi
- dissertation progress: has the applicant made timely progress so far and how persuasive is the case that the applicant will complete his or her degree by May of the fellowship year?
- the quality of the applicant's academic performance
- the strength of the faculty letters of recommendation/nomination

**That ranking is used as the starting point for the committee's deliberations**, but it does not by itself determine the outcome. Neither individual members nor the committee are bound to abide by the rating results, and additional distinctions (e.g.: awards, publications, experiences that strengthen the applicant's file) may be considered in the committee's overall determination.

## Student Applications – to be submitted by the student

Each student should submit a full application containing the following items in the new online application system:

1. a **curriculum vitae**; (please indicate at the top: your year of the PhD program at the time of application)
2. a copy of your **Emory transcript** (a copy of an unofficial transcript issued to the student is acceptable);
3. a **teaching statement** (no longer than 2 pages, single spaced, 12 pt) describing your teaching goals, strategies, and/or educational philosophy and indicating that the courses you propose are in consultation with the program and with the department's curricular needs in mind.
4. **teaching evaluations** from at most two courses, one of which must be the most recent one taught. Include a table, or provide the summary report from the bubble sheets, that provides a quantitative report of the class evaluation and instructor evaluation, and a brief and fair summary of the open-ended qualitative comments (with a representative selection of quotes). Do not include the bubble sheets or your entire narrative evaluations.
5. **proposed syllabi for two courses**, including a survey or introductory course in the student's discipline and another special topics course informed by the student's dissertation field.
6. a **table of contents for your dissertation**
7. a **timeline for your dissertation**. It should indicate where the chapter you submit fits into the project, as well as the status of each chapter (drafted, completed, submitted to committee, approved, etc.)
8. an **abstract of your dissertation**. The abstract may be no more than one page long (single spaced, 12 pt.) and should be written for an audience of non-specialists.
9. **one chapter of your dissertation** approved by your advisor.
10. **letters of support (see section below)**; this is submitted outside of the LaneyConnect system by student's faculty member(s).

## Application Submission

All nominations and applications, including supporting materials, will be uploaded using LaneyConnect (new application portal): <https://laneyconnect.emory.edu/manage/login?realm=&r=/portal/laney-connect-hub>.

[Applicants]: The LaneyConnect fellowships portal may not yet be active but when it is available:

1. Select the appropriate fellowship from the list and follow the upload fields. The application will not let you proceed until you upload all the necessary materials. It will not save incomplete applications so please be sure to have all materials and information ready to upload/complete.
2. If you are applying for multiple fellowships, you may select several at one time and submit all materials for the fellowships you intend to apply for. It will not save progress, however, so you must complete your application during that session. Or, you may access the portal later and add additional fellowship(s), if eligible, and submit required files for the new fellowship(s) selected (and click "Update" in the online form to complete this process).

[Within the LaneyConnect application portal]: If the applicant has already submitted files that are standard requirements (e.g., transcript) for one fellowship, they will not submit it again for a different fellowship. The system will pull from the already uploaded file(s) and they will be included in all fellowship application(s) that require these file(s). This means that students will submit standard files only once and can focus on documents such as the 'statement of purpose' or 'teaching statement' that will be specific for each fellowship that requires these documents.

In general, even if the exact *process* of the application might be TBD, the *required files* for the application will remain consistent with the information you see listed on this guidelines document. If you have questions about using LaneyConnect, please contact us at: [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu). You will need to upload the application items **as PDF files**.

### **Letters of Support**

**Each student should also arrange for the following items to be sent to the French PA (separate from the LaneyConnect online application portal):**

1. Statement(s) of faculty who have supervised and/or observed the applicant as a classroom instructor, addressing the student's experience, skill and promise as a teacher. If the advisor and the writer of the nomination letter have observed the nominee, they can include this statement in their letters of support.
2. An advisor's letter of support, addressing the student's scholarly promise and presenting evidence that the student has made sufficient progress on the dissertation that he or she can be expected to finish by May (or in some cases, August) of the fellowship year.

### **Review**

Applications will be reviewed by a faculty committee convened by the DGS of French.

### **Terms of Fellowship**

Fellows who accept the fellowship award agree to commit to the course teaching load or the general hours/week and responsibilities as described in the sections above. Fellows who do not uphold the requirements of the fellowship may have the fellowship revoked and may lose their funding and EUSHIP subsidy for the remainder of the fellowship term.

**Please note:** Unless indicated otherwise, all LGS fellowships require on-site in-person participation and completion. There are no remote options available unless explicitly indicated.

### **Award Notifications**

Awardee will be notified in mid-December 2023.

### **Questions?**

Contact [LGS.profdev@emory.edu](mailto:LGS.profdev@emory.edu)