



## ARNOLD L. MITCHEM DISSERTATION FELLOWSHIP PROGRAM 2016-2017

### APPLICATION INSTRUCTIONS

All applications for this position must be initiated through Marquette University's electronic recruiting system found at <https://employment.marquette.edu/>. For application materials please visit <http://www.marquette.edu/provost/mitchem-dissertation-program.shtml>. Applications must be completed by January 4, 2016. Supplemental materials, including transcripts, letters of reference, and the progress toward degree form, should be postmarked no later than December 31, 2015 to assure timely delivery.

The following instructions are provided as a checklist to assist in preparing an application:

1. A completed application must include all of the following information:

- ☐ An application form completed through Marquette University's electronic recruiting system, which also includes the following supplemental materials as **attachments**:
  - A current curriculum vitae
  - A letter of interest in the Mitchem Dissertation Fellowship Program and in Marquette University
  - Dissertation prospectus limited to ten pages in length. If the prospectus exceeds 10 pages, please submit a detailed summary of the prospectus (10 pages maximum length), outlining the research objectives, conceptual framework, methodology, and timeline for the completion of your dissertation. In addition to the prospectus, *include a one-page abstract of the dissertation with the title of the dissertation included.*
  - Description of teaching interests
- ☐ Official graduate transcripts
- ☐ A progress toward degree form, signed by either the applicant's director of graduate studies or an academic dean in the graduate school or college
- ☐ Three confidential letters of reference from three faculty members, including your dissertation advisor and one other member of your dissertation committee, are required accompanying the *Letter of Reference Cover Sheet*. Each referee you select should be directly familiar with your academic experience and with your dissertation proposal. The advisor should comment on the content and design of the dissertation project and the applicant's ability to complete the work in the proposed timeline.

Emailed letters of reference can be sent directly to Associate Provost Welburn ([mitchem.fellowship@marquette.edu](mailto:mitchem.fellowship@marquette.edu)) **in pdf form only** and must include the referee's signature.

2. Transcripts, progress toward degree forms, and letters of reference should be *mailed* via USPS to:

Dr. William Welburn  
Associate Provost for Diversity and Inclusion  
Marquette University  
Office of the Provost – Zilber Hall 454  
P.O. Box 1881  
Milwaukee, Wisconsin 53201-1881

3. For the 2016-17 fellowship year, applications are sought from persons in the following academic fields: Anthropology, Communication Studies, Counseling Psychology, Counselor Education, Criminology and Criminal Justice, Educational Policy and Leadership, English, Foreign Languages and Literatures, History, Mass Communication, Mathematics, Statistics, and Computer Science, Philosophy, Political Science/International Relations, Psychology, Social Work/Welfare, Sociology, or Theology/Religious Studies.

*The Mitchem Fellowship Program is especially interested in receiving applications from individuals whose research focuses on African American, Latino/a, or First Nations/Native American Studies.*

**The deadline for receipt of materials is Monday January 4, 2016.** Finalists will be notified by the end of February 2016 and invited to campus for interviews in early March 2016. Awards will be made by the end of March 2016.

Please direct all questions to Dr. William Welburn, Associate Provost for Diversity and Inclusion, Marquette University, 414.288.8028 or [mitchem.fellowship@marquette.edu](mailto:mitchem.fellowship@marquette.edu).