



ARNOLD L. MITCHEM DISSERTATION FELLOWSHIP PROGRAM 2019-2020

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 Monday, January 7, 2019. Supplemental materials, including transcripts, letters of reference, and the progress toward degree form, should be postmarked no later than December 31, 2018 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**:
 - 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-page 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
- ☐ 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
- ☐ Official graduate transcripts
- ☐ 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.

2. The following forms should be sent via USPS to the address below or emailed to mitchem.fellowship@marquette.edu directly from the referee, the university, or third party, such as Inter Folio, but not from the candidate.

- A progress toward degree form signed by the director of graduate studies or an academic dean in the student's graduate school or college
- Official graduate transcripts
- Three confidential letters of recommendation, including one from the applicant's dissertation advisor

Dr. William Welburn
Executive Director for Diversity and Inclusion
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3. For the 2019-20 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, History, Languages, Literatures and Cultures, Mass Communication, Mathematics, Statistics, and Computer Science, Philosophy, Political Science/International Relations, Psychology, Social Work/Welfare, Sociology, or Theology.

The Mitchem Fellowship Program is especially interested in receiving applications from individuals whose research focuses on African American, Latinx, First Nations/Native American Studies, or Race and Ethnic Studies.

The deadline for receipt of materials is Monday January 7, 2019. Finalists will be notified by mid-February 2019 and invited to campus for interviews. Awards will be made by the end of March 2019.

Please direct all questions to Dr. William Welburn, Executive Director for Diversity and Inclusion, Marquette University, 414.288.8028 or mitchem.fellowship@marquette.edu.