ARNOLD L. MITCHEM DISSERTATION FELLOWSHIP PROGRAM
2020-2021

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 6, 2020. Supplemental materials, including transcripts, letters of reference, and the progress toward degree form, should be postmarked no later than December 31, 2019 to assure timely delivery or sent via email at mitchem.fellowship@marquette.edu.

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

Mitchem Dissertation Fellowship Program
Dr. William Welburn, Vice President for Inclusive Excellence
Marquette University, Zilber Hall 454
P.O. Box 1881
Milwaukee, Wisconsin 53201-1881

3. For the 2020-21 fellowship year, applications are sought from persons in the following academic
fields: Anthropology, Communication Studies, Computer Science, Counseling Psychology,
Counselor Education, Criminology and Law Studies, Educational Policy and Leadership, English,
History, International Affairs, Journalism, Languages, Literatures and Cultures, Mathematical and
Statistical Sciences, Media Studies, Philosophy, Political Science, Psychology, Social Welfare and
Justice, Sociology, or Theology and Religion.

The Mitchem Fellowship Program is especially interested in receiving applications from
individuals whose research focuses on Race, Ethnic and Indigenous Studies.

The deadline for receipt of materials is Monday January 6, 2020. Finalists will be notified by mid-
February 2020 and invited to campus for interviews. Awards will be made by the end of March 2020.

Please direct all questions to Dr. William Welburn, Vice President for Inclusive Excellence, Marquette
University, 414.288.8028 or mitchem.fellowship@marquette.edu.