

JEPSON FELLOWSHIP PROGRAM

The University will award up to six Jepson Fellowships for the 2018 – 2019 academic year. Each Fellowship award will be for one full academic year, and the recipient will have his or her teaching load reduced by one half during the time of the Fellowship. In accordance with established University of Mary Washington Foundation spending policies, proceeds from the gift will pay for the costs of hiring replacement instructors to cover the courses that the Jepson Fellows do not teach in the year of their fellowship.

The number of fellowships awarded for 2018 – 2019 (and for all years thereafter) will depend upon the quality of the applications received and the amount of funds available from the proceeds of the gift (these vary depending on the investment performance of the University's endowment funds). This program enhances the recruitment and retention of exceptional junior faculty members by providing opportunities for a major reassignment of the faculty member's time, thereby enabling those persons to complete professional development (research and/or creative projects) that they might not otherwise find the time to do.

Selection of Jepson Fellows

1. **Eligibility.** Jepson Fellows are awarded following an application and review process. To be eligible, the person must be at the rank of Assistant Professor or Associate Professor and must have completed at least three years at the University of Mary Washington by the time the Fellowship would begin. Persons who have applied in the current academic year (2017 -18) for consideration to be promoted to promotion to full professor are not eligible to be considered for a Jepson Fellowship and should not apply. *A person may be awarded only one Jepson Fellowship. Persons who are named Jepson Fellows are ineligible to apply in future years.*

Jepson Fellowships are awarded to individual faculty members. A person working on a collaborative project may apply for the Fellowship. However, only one UMW faculty collaborator working on a given project may apply for the Fellowship. Should an individual working on a collaborative project decide to apply for the Fellowship, he/she must explain in the project proposal the nature and extent of her/his role on the collaborative project. Should a UMW faculty member receive a Jepson Fellowship to support her/his work on that project, no other UMW faculty member working on the same project may apply for a Jepson Fellowship in the future to support work on the same project.

One MAY NOT make simultaneous applications for a sabbatical and a Jepson Fellowship. In other words, persons who apply for a 2018 – 2019 sabbatical may not submit a simultaneous application for a Jepson Fellowship for 2018 - 2019.

2. **Procedure.** Applicants should submit the following materials: (A) a description of a substantial research project/creative project (following the format described below) to be completed during the Fellowship that would have a direct and significant connection to the applicant's teaching and work with students at the University and would also contribute to the individual's academic discipline in an important way; (B) a copy of the *Curriculum Vitae*; (C) a one-page teaching statement in which the applicant describes herself/himself as a teacher and relates the teaching statement to the proposed project; (D) a syllabus for one course taught within the last two years -- and one example of supplementary material from that course (such as an

assignment description) that relates to the project being proposed may also be provided; and (E) a completed cover sheet with the required signatures.

ALL FACULTY INTERESTED IN APPLYING SHOULD SEND APPLICATIONS TO JOHN MORELLO (Associate Provost). ***One print copy of the application and one electronic copy of the application (in pdf format) must be submitted. Both the print and the electronic copy must be received by the Associate Provost no later than 5 p.m. on Monday, September 11, 2017. Deliver the print copy of the application to George Washington Hall, room 309. Please assemble the electronic copy in to one file (the cover sheet followed by all the separate parts enumerated above. Email the complete electronic copy to jmorello@umw.edu***

3. **Application Review Criteria.** Applicants for the Fellowship must be outstanding teachers; must have already begun to establish themselves in their academic field; must have an impressive record of contribution to the life of the University outside the classroom; and must have a compelling proposal for a significant research/creative project that will bear directly on the applicant's classes and work with students (such as enhancing one's work with undergraduate research projects) and that will also contribute to the person's academic field.

4. **Decision Making Process.** The Board of Visitors will name the Fellowship recipients based on recommendations by the Provost. *The University Committee on Sabbaticals, Fellowships, and Faculty Awards will review applications and advise the Provost on recommendations to be presented to the Board of Visitors at its November 2017 meeting.*

5. **Reporting Requirements.** As a condition for receiving the award, Fellowship winners are expected to devise and carry out plans for publicly sharing the results of their Fellowship project with University of Mary Washington colleagues, students (in addition to one's classes), and the local community. Generally, such plans are implemented near the end of the spring semester of the Fellowship year or early during the fall semester immediately following the Fellowship year. Additional details will be explained in the letters announcing the fellowship appointment once those decisions are made by the Board of Visitors.

6. **Format for the Research/Creative Project Proposal.** Each proposal **must follow the format** listed below. The project description (**maximum of five pages**) is a detailed, specific statement of the proposed project for the fellowship period. ***Address each item separately. Incomplete proposals will not be considered.***

A. *Project Description.* Describe the project for the Fellowship. Identify the relevant problem or question this project addresses.

B. *Goals and Specific Objectives.* Describe the goals and objectives of the project, and the schedule (dates) by which those objectives will be met. In the case of collaborative projects, outline the details of collaboration, including the specific roles and responsibilities of each researcher. In the event that application involves the participation of a *non-applying collaborator*, the grant applicant must provide evidence that the person(s) named as collaborators are willing to participate in the project.

C. *Potential Impact and Significance.* Discuss the importance of the project, and explain why it is deserving of Fellowship support. In particular, discuss how this project will bear

directly on the applicant's classes and work with students. The proposal should also describe how the project's results might advance scholarship in the applicant's discipline.

D. *Procedures and Methods.* Describe how the objectives and goals of the project will be achieved. For research projects, describe the methodology that will be applied to this project, outlining relevant features such as the methods of data collection and the means of data analysis and interpretation. For artistic/creative projects, describe the steps to be followed to achieve the goals and objectives of the project. For all projects, as a part of the procedures and methods section, provide a general outline of the *timeline* for accomplishing the project work. Also, describe the *experience and capabilities of the faculty member* conducting the project, note any teaching or research commitments during the grant period, and briefly describe the facilities available for realizing the project's objectives. Describe any *logistical arrangements that are essential* to the project (e.g., access to lab facilities, space, equipment, or access to material that is not generally available to the public). Also, *describe any pre-planning work* that has already been done on the project. **Please note** that any project involving human subjects must, by federal and state regulations, be reviewed and approved by the UMW Institutional Review Board (IRB) before the research commences. The University's IRB Manual of Policies and Procedures provides details about the policies and procedures that apply to human subjects research at the University, and is available at <http://provost.umw.edu/irb/>

E. *Anticipated Results.* Describe the materials or outcomes that will ensue from the project and explain how the results or products of the project will be evaluated. Discuss the criteria that will be used to determine if the project's goals and objectives have been achieved.

F. *Dissemination of Results.* Describe the plans for publicly sharing the results of their Fellowship project with University of Mary Washington colleagues, students (in addition to one's classes), and the local community.

Jepson Fellowship Application Summary -- *Applications are due on September 11, 2017.*
One print and one electronic application must be submitted and must include:

1. Cover Sheet with Signatures
2. Description of a Research/Creative Project (following required format, no longer than five pages)
3. Copy of the Applicant's *Curriculum Vitae*
4. One-page Teaching Statement (describing oneself as a teacher and relating the teaching statement to the proposed project)
5. One syllabus from a course taught within the last two years; if desired, one example of supplementary material from that course (such as an assignment description) that is relevant to the project being proposed may be included

NOTE: assemble the application in one complete file (the cover sheet followed by all the separate parts enumerated above). Email the electronic copy to jmorello@umw.edu; deliver the print copy to GW Hall, 309.