

University of Tennessee Humanities Center (hereafter UTHC)

Application for Faculty Fellowship

1. Cover page:

(A) Include a cover page with your application. Applicants must be full-time members of the professorial faculty from the rank of assistant professor. The cover page should provide your name, departmental affiliation, rank, status (tenured or non-tenured), the academic year you are applying and your email address. Lastly, please identify the fellowship competition(s) to which you have applied for external funding either during the calendar year preceding the application deadline, and/or through the end of the spring semester following the December Humanities Center deadline, and the period covered by the fellowship.

2. Letters of support:

(A) Provide a letter from your department head stating that you will be receiving funding for a semester's release from all teaching for the semester in the academic year which you are seeking the fellowship from the UTHC.

(B) Provide two letters of recommendation, one may be internal and one must be external (both can be external). Your letters of recommendation should address the work you plan to pursue while at the Center. External examiners will review all applications.

3. Your application should include a two-page CV. Please indicate all external funding you have sought.

4. External Fellowships. All applicants for Humanities Center fellowships must also apply for external national fellowships for the same project. Examples of such fellowships include but are not limited to the NEH, ACLS, and Guggenheim. To qualify, external applications must have been submitted **no earlier than the fall semester of 2015**, and may be submitted

no later than the spring semester of 2017. External applications with deadlines after the Humanities Center deadline will be considered provisional: no Humanities Center fellowship award will be confirmed until evidence of an external fellowship application is received.

- 5. Application Requirements.** Your application should detail your proposed research project and state how the time at the UTHC will lead to its completion. Your application should provide an intellectual justification for your project and should not assume specialized knowledge and should be free of technical terms and jargon. You should demonstrate the intellectual significance of the proposed project, including its value to humanities scholars, general audiences, or both. Please provide an overview of the project, explaining the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field. You may submit the same application to UTHC, which you have submitted to one of the external fellowship agencies, provided it meets UTHC's application requirements spelled out here. The narrative part of your application must not exceed five (5) typed pages in 12 point Times New Roman and should be double-spaced maintaining one inch margins throughout. Your application should also include a one-page single spaced bibliography; and lastly a timetable detailing your expected progress during the academic year you are in residence in the UTHC. An appendix can be used if you have need to illustrate a translation project or artwork.
- 6. Residence in UTHC.** All successful applicants will be required to work daily in the personal office provided in the UTHC during the length of the tenure of their fellowship.
- 7. Faculty Seminars.** All successful applicants will be encouraged to sit in on one of the ongoing faculty seminars being held in the UTHC, if appropriate to their subject. Each fellow will make a public presentation of their research during the year of their residency. The time of their presentation will be decided during their stay.
- 8. Deadline.** All completed applications must be received in the UTHC office by the close of the workday **December 1** (or the subsequent workday if this date is a holiday or on a

weekend) of the current calendar year; and applicants will be notified by the second week in February of the following calendar year. **Late applications and incomplete applications (e.g., lacking some aspect of the requirements) will not be considered.**

9. **Address.** Please send all applications electronically as attachments to Dr. Thomas J. Heffernan, Kenneth Curry Professor of English Emeritus and Director of the University of Tennessee Humanities Center, at theff@utk.edu, and humanitiesctr@utk.edu.