Dear Graduate Program Directors:

As part of President Stanley's initiatives in the Arts, Humanities, and Lettered Social Sciences (AHLSS), the Graduate School is pleased to announce its sixth call for nominations for the Graduate Fellowship and Faculty Research Program. This program, started in 2014/2015, provides one year of funding, at $20,000 each, to six doctoral students who have advanced to candidacy – and who have completed their department’s allocated funding. These fellows, in turn, teach two courses during the academic year, creating release time for assistant or associate professors to focus on research and program development.

Each program may nominate up to two student candidates and two faculty member candidates.

**Eligibility:** Doctoral students from all departments in the Social Sciences, Humanities, and Arts, who have advanced to candidacy by the nomination deadline of **Wednesday, April 10, 2019** and will have completed their department’s allocated funding, irrespective of the campus (i.e. Southampton, Manhattan, East Campus, etc.).

**Part One: Student Nomination Procedures**
For each student nomination, the Graduate Program Director completes a [GFFRP PART ONE Google Form](#) and submits the following documents in pdf format to gradfinance@stonybrook.edu by **Wednesday, April 10, 2019**.

1. A letter of nomination from the GPD. The letter should include specific reasons why this nominee has high potential for professional success, i.e. evidence of professional reliability, publishing record, teaching excellence, evidence of advancement in dissertation, any documented vetting from outside department and university.

2. Student CV

3. Student Statement, no more than two pages. Please include the following:
   a) Brief summary of dissertation topic and research completed to date.
   b) Brief descriptions of the courses you propose to teach as an AHLSS Fellow.

**Part Two: Faculty Mentor Nomination Procedures**
For each faculty nomination, the Department Chair completes the [GFFRP PART TWO FORM](#) and submits the following documents in pdf format to gradfinance@stonybrook.edu by **Wednesday, April 10, 2019**.

1. Letter from the Department Chair nominating the faculty member:  Please include the following:
   a) which faculty member(s) will be granted course release if the application is successful. Note that if you have faculty members to nominate but not a graduate student, these nominations will be considered by the committee.
   b) what classes the student would teach and expected class size.*
   c) what faculty-taught classes would be cancelled or taught by the student if there is a good match. * What is the expected change in the size of the classes your department will offer.

   * This new procedure means that the student does not need to pick up the exact classes the faculty member is giving up. E.g. the faculty member might be scheduled to teach XXX301 and the proposal is to cancel that course and have the student teach XXX302 instead.

   d) Outline of how the two course release time will be used for faculty development. Note: course releases may be used to support one faculty member or split between two faculty members.
e) Describe the process by which faculty were evaluated and chosen. For example, was a special executive committee or specially constituted group created for the selection process?

f) Include email to all assistant and associate professors announcing award and soliciting applicants. (Note: full professors are not eligible).

g) This award does not require that the faculty and graduate student be working on similar research projects. However, if there are intellectual synergies between the nominated graduate student and the nominated faculty that might give this award added value, please tell the selection committee what they are.

h) Provide a brief statement about what other resources the department has for supporting graduate students past their initial funding period, and why the graduate student nominee was not eligible for those funding opportunities.

2. Brief statement from faculty member(s): Discuss how you would use release time to advance your research and professional development. Please note the timing of recent or upcoming junior research leave, sabbatical, and/or external grant.

3. Current CV from faculty applicant(s) with short description of faculty research project(s).

*All Part One submissions should be made by the Graduate Program Director; Part Two submissions must be made by the Department Chair.*

Additionally, the Graduate Program Director and the Department Chair will need to produce end-of-the-year reports detailing what was accomplished by both the graduate student and paired faculty member, respectively. The EOY reports can include details on teaching, research, lectures, papers, manuscripts, seminars undertaken with this fellowship program.

The selection committee will review the nominations from Monday, April 15 - Wednesday April 24, with announcement of winners around April 29.

Please do not hesitate to contact Lori Carron or Dana Jecewiz if you have any questions concerning this application process.

Sincerely,

Richard