



2010 Teaching Fellowship Program for Eurasian and Eastern European Studies

PROGRAM OVERVIEW

The 2010 Teaching Fellowship Program for Eurasian and Eastern European Studies is designed by IREX to expand the field of Eurasian and Eastern European area studies to accredited Historically Black Colleges and Universities (HBCUs) and Hispanic-Serving Institutions (HSIs) throughout the United States.

The primary goal of the program is to broaden and diversify the field of area studies by introducing Eurasian and/or Eastern European courses on the home campuses of local HBCUs and HSIs that traditionally have not had the resources to offer such coursework. Students who enroll in these courses will ultimately be encouraged to continue their studies and pursue careers in this field.

The program will award individual fellowships of up to \$12,000 to current adjunct or full-time professors to develop and teach an introductory course in this field for an academic semester (fall 2010 and/or spring 2011) with the possibility of receiving additional funding for a follow-on course during the second semester. Additionally, the Teaching Fellow will liaise directly with administrators of his/her home institution and the HBCU/HSI to develop a sustainable institutional partnership.

ABOUT IREX

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media, and foster pluralistic civil society development.

Founded in 1968, IREX has an annual portfolio of \$60 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 100 countries.

ELIGIBILITY

Eligible candidates will be required to:

- a) Be U.S. citizens or permanent residents;
- b) Be current adjunct or full-time professors

GRANTEE RESPONSIBILITIES

Selected Teaching Fellows will be responsible for directly communicating and collaborating with administrators of the HBCU/HSI on the following program components:

1. Institutional Partnership:

The Teaching Fellow will be responsible for identifying an accredited HBCU/HSI with which his/her home institution will develop and foster a long-term institutional partnership.

The partnership must include an agreement between the institutions by which:

- a) The Teaching Fellow will be provided with the institutional facilities and support from the HBCU/HSI for teaching his/her course(s) on the campus
- b) Students of the Teaching Fellow's course(s) will be able to continue their studies in this field on a credit transfer basis at the Fellow's home institution.

2. Course Development:

The Teaching Fellow will develop an introductory course (and possible follow-on course, if applicable) in Eurasian or Eastern European Studies to be conducted at the HBCU/HSI for undergraduate students. The Fellow must design and create the syllabi, concise course descriptions, as well as develop all course materials.

3. Course Advertisement and Student Enrollment:

The Teaching Fellow will work together with HBCU/HSI administrators to develop a structured and comprehensive outreach plan to ensure that the new area studies course(s) will be advertised and promoted to the greatest extent possible in order to encourage undergraduate student enrollment.

Outreach efforts must include a combination of methods such as emails to student and faculty listservs, flyers, announcements on social networking sites and institutional websites, among others.

The Fellow also will develop a plan through which students at the HBCU/HSI will be encouraged to continue their coursework at the Fellow's home institution.

Note: Eurasian/Eastern European studies courses at the HBCU/HSI must have a minimum of 8 students enrolled to receive funding.

4. Reporting and Monitoring:

The Teaching Fellow will work with the HBCU/HSI to complete and submit detailed reports to IREX with the following information:

Beginning of Semester:

- a) A description of the process undertaken for identifying and developing the partnership with the HBCU/HSI as well as for developing the new course materials
- b) A detailed description of student outreach conducted for fall and/or spring course(s)
- c) Data on student enrollment in the newly-offered course(s)
- d) Syllabus and description of the newly-offered course(s)

End of Semester:

- a) Student class evaluations
- b) A detailed summary of the lessons learned during all aspects of the program (i.e. course development and implementation, outreach, and collaborating with HBCU or HSI administrators)
- c) A detailed description of future plans for sustaining the institutional partnership

5. Program Management:

The Teaching Fellow will be responsible for collaborating with administrators at the HBCU or HSI on all program logistics and for ensuring accurate and timely reporting.

APPLICATION REQUIREMENTS:

Applicants must submit the following documents with their complete application form in order to be eligible:

- Applicant's Curriculum Vitae
- Curriculum Vitae(s) of university/college administrators of the local HBCU/HSI
- Course description(s)
- Letter from a senior administrator of the applicant's home institution:
 - a) granting the applicant permission to teach the course at the HBCU/HSI in addition to his/her normal teaching load; and
 - b) confirming that students from the HBCU/HSI may register and enroll in follow-on courses at the applicant's home institution
 - c) confirming commitment to developing and fostering the institutional partnership
- Letter from a senior administrator of the HBCU/HSI:
 - a) demonstrating the institution's interest in offering the Eurasian or Eastern European course(s) on campus
 - b) confirming commitment to collaborate with the Teaching Fellow in conducting an extensive and comprehensive outreach plan for student enrollment in the course(s)
 - c) confirming that students of the HBCU/HSI may take follow-on courses at the Teaching Fellow's home institution for academic credit towards their degrees
 - d) confirming commitment to developing and fostering the institutional partnership

IREX TIMELINE

- Applications due: February 26, 2010
- Finalist Notification: March 2010
- Teaching Fellow Course at HBCU/HSI : August 2010 – December 2010 and/or January 2011 – May 2011



TEACHING FELLOWSHIP PROGRAM FOR EURASIAN AND EASTERN EUROPEAN STUDIES

FELLOWSHIP APPLICATION FORM

PERSONAL DATA

1. **Full Name:** _____
(Last Name) (First) (Middle Initial)
2. **Citizenship:** US Citizen Permanent Resident
3. **Employer/Institutional Address:**
Institution: _____
Department: _____ Job Title/Position: _____
Street _____ City, State: _____ Zip: _____
Telephone: () _____ Fax Number: () _____ E-mail: _____
4. **Primary Area of Professional Expertise:** (Please check one of the boxes below)
- | | | |
|---|--|--|
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> International Relations | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Business | <input type="checkbox"/> Journalism or Communications | <input type="checkbox"/> Public Policy |
| <input type="checkbox"/> Economics | <input type="checkbox"/> Law | <input type="checkbox"/> Religion |
| <input type="checkbox"/> Education | <input type="checkbox"/> Military Service | <input type="checkbox"/> Sociology |
| <input type="checkbox"/> Environmental Policy | <input type="checkbox"/> Political Science or Government | <input type="checkbox"/> Women's Studies |
| <input type="checkbox"/> Geography | <input type="checkbox"/> Psychology | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> History | <input type="checkbox"/> Public Administration | |
5. **Please mark the semester(s) for which you are applying:**
 Fall 2010 Spring 2011 Fall 2010 and Spring 2011

INSTITUTIONAL INFORMATION - LOCAL HBCU OR HSI

6. **Name of Institution:** _____
7. **Annual Student Enrollment:** _____
8. **Institutional Address and Contact Information:**
Name of Principal Contact Person for Program: _____
Title/Position at Institution: _____
Telephone: () _____ Fax Number: () _____ E-mail: _____
8. **Institutional Accreditations** (Please list): _____

SUPPLEMENTAL QUESTIONS

On separate sheets of paper, please address each of the following questions:

1. **Please briefly describe your interest in this program and your specific reasons for applying** (Within the response, please briefly discuss your current expertise and background in teaching Eurasian and/or Eastern European studies courses.)
2. **Please describe the steps taken thus far to identify a local HBCU or HSI with which your institution will be able to develop an institutional partnership as well as your general plans for sustaining this relationship following the completion of the grant.** (Within the response, please also discuss any steps taken to date to assess the interest of the HBCU or HSI in this coursework.)
3. **Please describe in detail your outreach plans for advertising and promoting the new coursework to undergraduate students on the campus of the HBCU/HSI as well your plans for encouraging students to continue their studies at your home institution.**
4. **Please describe your plans for collaborating with administrators of the HBCU/HSI to ensure the successful implementation of the new coursework and your fellowship as a whole.**

ATTACHMENTS

Please attach the following documents with the responses to the supplemental questions:

- Applicant's curriculum Vitae
- Curriculum Vitae(s) of university/college administrators of the local HBCU or HSI
- Course description
- Letter from an administrator of the applicant's home institution (see application instructions)
- Letter from an administrator of the HBCU or HSI (see application instructions)

SUBMISSION INSTRUCTIONS

Please submit the following materials by email to Sarah Shields (sshields@irex.org) no later than **February 26, 2010**

- ◆ Application Form
- ◆ Responses to Questions # 1-4
- ◆ Required Attachments (see above)

Should you have any questions, please contact Sarah Shields, Senior Program Officer, Education Programs Division – 202-628-8188 x126.

Signature

To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant is prepared to administer any award according to IREX and federal regulations.

Submitted by:

Name of Applicant (print)

Title

Signature of Applicant

Date