MATERIALS TO BE SUBMITTED FOR
AUB FACULTY FELLOWSHIPS IN THE ARTS AND HUMANITIES

1. Application Form (attached)
Cover sheet along with an abstract of the proposal. The abstract is limited to 150 words.

2. Detailed Description of Proposed Study (1500 words)

The most successful applications are the best conceptualized proposals; they convey a sense that an important question is being asked, the complexities of the issue have been considered, and that the investigation will lead to clear and well supported results.

When writing your description, bear in mind that your evaluators’ areas of expertise will most probably differ from yours; therefore, it is important to explain what you propose to do in a way that is accessible to non-specialists.

Authors may find the following questions useful in preparing their proposals, as an indication of some of the stylistic and substantive issues that should be kept in mind:

Importance of the project
- How does this proposal fit in your research agenda and at this stage in your career?
- What is the potential impact of this project for your scholarly field?
- How does this proposal engage new ways of conducting, presenting, and disseminating research, and of bringing it into the classroom?
- What is the relevance of it to curricular development?

Clarity and coherence of the project description
- Have you defined the nature of the problem you plan to investigate?
- Have you presented it in a form that is clear, accessible, and compelling to colleagues who may know nothing about your field?
- If you have used technical terms, have you defined them adequately?
- Have you included examples and a clear indication of the kind of analysis that you will propose?
- Have you been as specific as possible in stating what issues and material will be analyzed?

Feasibility of project for time allotted
- Have you defined the scope of your project in a way that seems feasible within the time allotted?

Sources you are likely to consult
- Please limit this information to one page, single-spaced.

3. Brief statement of teaching philosophy and goals

The statement should include some discussion about the design of courses integrating high-impact teaching practices for active learning. Maximum length: 2 pages. Please supply course files relevant to your teaching philosophy.

4. Curriculum Vitae

The curriculum vitae should be in outline form and list 1) education; 2) history of employment; 3) academic honors received; 4) bibliography of applicant’s publications; and 5) the source, time, and nature of any fellowships or grants received during the past five years. Maximum length: 5 pages.

5. Chair’s Recommendation
Each proposal must be accompanied by a recommendation from the department or program chair. This letter need not be long and can be done in the form of answers to the following three questions:

- Is the applicant qualified?
- Are there any special concerns about finding qualified instructors to cover the faculty member’s teaching responsibilities for the duration of the fellowship?
- Is there anything else the committee needs to know to assess the proposal?

The main purpose of the letter is to bring to the committee’s attention outstanding features (recommendations and impediments) regarding the work presented in the proposal and the faculty member’s participation.

Letters concerning curriculum development proposals should be explicit about the long-term value of the projected course(s) or curricular revisions in the context of the given department or program. **The chair’s letter should be submitted to Professor Maher Jarrar by April 30, 2013. If the chair determines that an additional letter is required for a curriculum development proposal, that letter should also be submitted to Professor Maher Jarrar by the April deadline.**

Any questions about the application for the AUB Faculty Fellowships should be directed to Professor Maher Jarrar, chair of the Arts and Humanities Initiative Committee (mjarrar@aub.edu.lb).

More information is available on the Provost’s Office website.