ARNOLD L. MITCHEM DISSERTATION FELLOWSHIP PROGRAM
2017-2018

APPLICATION INSTRUCTIONS

All applications for this position must be initiated through Marquette University’s electronic recruiting system found at https://employment.marquette.edu/. For application materials please visit http://www.marquette.edu/provost/mitchem-dissertation-program.shtml. Applications must be completed by Wednesday, January 4, 2017. Supplemental materials, including transcripts, letters of reference, and the progress toward degree form, should be postmarked no later than December 31, 2016 to assure timely delivery.

The following instructions are provided as a checklist to assist in preparing an application:

1. A completed application must include all of the following information:

   - An application form completed through Marquette University’s electronic recruiting system, which also includes the following supplemental materials as attachments:
     - Current curriculum vitae
     - A letter of interest in the Mitchem Dissertation Fellowship Program and in Marquette University
     - Dissertation prospectus limited to ten pages in length. If the prospectus exceeds 10 pages, please submit a detailed summary of the prospectus (10-page maximum length), outlining the research objectives, conceptual framework, methodology, and timeline for the completion of your dissertation. In addition to the prospectus, include a one-page abstract of the dissertation with the title of the dissertation included.
     - Description of teaching interests

   - Official graduate transcripts

   - A progress toward degree form, signed by either the applicant’s director of graduate studies or an academic dean in the graduate school or college

   - Three confidential letters of reference from three faculty members, including your dissertation advisor and one other member of your dissertation committee, are required accompanying the Letter of Reference Cover Sheet. Each referee you select should be directly familiar with your academic experience and with your dissertation proposal. The advisor should comment on the content and design of the dissertation project and the applicant’s ability to complete the work in the proposed timeline.

   Emailed letters of reference can be sent directly to Dr. William Welburn (mitchem.fellowship@marquette.edu) in pdf form only and must include the referee’s signature.
2. Transcripts, progress toward degree forms, and letters of reference should be mailed via USPS to:

Dr. William Welburn  
Executive Director for Diversity and Inclusion  
Marquette University  
Office of the Provost – Zilber Hall 421AA  
P.O. Box 1881  
Milwaukee, Wisconsin 53201-1881


*The Mitchem Fellowship Program is especially interested in receiving applications from individuals whose research focuses on African American, Latino/a, or First Nations/Native American Studies.*

**The deadline for receipt of materials is Wednesday January 4, 2017.** Finalists will be notified by the end of February 2017 and invited to campus for interviews in early March 2017. Awards will be made by the end of March 2017.

Please direct all questions to Dr. William Welburn, Executive Director for Diversity and Inclusion, Marquette University, 414.288.8028 or mitchem.fellowship@marquette.edu.