Carnegie African Diaspora Fellowship Program (ADF)

Scholar Roster Guidelines

Submit information to express interest in participating in the Carnegie African Diaspora Fellowship Program (ADF). Information will be maintained in a roster of available candidates.

Parts of the Scholar Roster Application

Part I: Scholar Snapshot to highlight your experience and Personal Statements
Part II: Letter of Reference
Part III: Your curriculum vitae and data page of your passport

Guidelines for Each Part of the Scholar Roster Application

Part I: Scholar Snapshot and Personal Statements

a. Brief summary of key highlights from your experience. The program will use this data to search applications by field of study, specializations and other relevant factors.
    - Biographical Information
    - Employment History (last three years only
        - Field of Study – From the drop down list of disciplines, select the most relevant one for your experience. Choose "Interdisciplinary Studies" for specializations that do not fit neatly within one discipline.
        - Subfields/Areas of Expertise – Enter key words to describe your specializations, in order to increase the searchability of your profile.
    - Academic Credentials – a terminal degree is required. Only list terminal degree(s)
    - Teaching Experience – five sample courses taught in order to exemplify your areas of expertise
    - Presentations Given at Conferences and Seminars - five samples with presentation title, meeting name and date.
    - Leadership Roles and Consultancies in your academic career, especially any roles working with curriculum development and/or the mentoring and advising of graduate students
    - Awards, Grants, Fellowships and Appointments

    You will also upload your curriculum vitae, so the Snapshot section is intended to give ADF staff and reviewers a searchable summary of your current work and interests.

b. Personal Statements

- Contributions: In terms of your experience and qualifications, discuss contributions you could make one or more of the following eligible types of project activities for the program: curriculum co-development, research collaboration and/or graduate student mentoring and training. Candidates should be strongly qualified in at least one of these kinds of activities but need not have expertise in all three.
- Motivation for Applying: Comment on your professional and personal reasons for applying to be on the roster for this program.
- Potential Impact: Please discuss potential immediate and longer term impact of your participation in this program for your home institution, a potential host institution, your discipline, future academic work, institutional linkages and innovations to address higher education transformation and internationalization issues.

Part II: Letter of Reference

Enter contact information for an administrator at your current college or university with a position of dean or above who will upload a letter of reference. If you have moved institutions within the last year, an administrator from either your current or immediate past position may submit the letter. The administrator should comment on your scholarly work relevant to the three eligible project activities for the program, curriculum co-development, research collaboration and/or graduate student training and mentoring.

Part III: Documents You Upload

a. Upload your C**urriculum vitae or resume** of up to 8 pages, to substantiate the information given in Part I and provide further details. Include information listed in the Scholar Snapshot, and detail your academic career, including:

    - Academic credentials (degrees, field of study, subfields/areas of expertise),
    - Employment history (academic titles, administrative service, etc.),
    - Publications and presentations (representative list of peer-reviewed publications, other scholarly production, presentations at conferences and seminars),
    - Teaching (course titles, whether undergraduate or graduate, years taught),
    - Service (professional memberships, leadership roles, consultancies),
    - Awards (grants, fellowships, appointments, etc.).

    Note: Please **remove** contact information (telephone, email address) from your CV.

b. Upload a copy of the data page of your **passport** including your country of birth. Candidates for the ADF Program must have been born in Africa. The passport information will be secure and available only to IIE staff to confirm that candidates were born in Africa.