



Anna Julia Cooper (AJC) Fellowship: Application Instructions for Hiring Departments

Document Audience and Use: For hiring departments and school/college faculty affairs partners preparing a complete AJC Fellowship application.

Application Timing

Applications must be submitted as a complete, coordinated package between the candidate and the hiring department once the department and candidate jointly determine that AJC consideration is appropriate.

Applications are reviewed through three designated spring review cycles. Departments should submit applications in the review cycle that best aligns with the candidate's appointment timeline, fellowship planning needs, and anticipated Assistant Professor start date.

- Round 1: Late February submission, March notification
- Round 2: Early April submission, late April notification
- Round 3: Mid-May submission, late May or early June notification

Fellowship start dates are established through the approved appointment documentation and should align with the candidate's transition timeline, department needs, and the revised Assistant Professor start date. While many fellowship appointments may align with the academic hiring cycle, start dates may vary when consistent with program approval, appointment requirements, and campus hiring processes.

Faculty & Staff Affairs | Office of the Provost

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Required Materials

Material	Purpose	Key Requirements
Curriculum Vitae	Documents degree date, appointments, publications, grants, fellowships, and relevant professional experience.	Maximum 5 pages; must include PhD or terminal degree conferral date.
Fellowship Year Research Plan	Explains how protected time will be used during the fellowship year.	Maximum 3 pages; should identify feasible scholarly priorities and expected progress.
Mentorship and Integration Statement	Describes department-based mentoring, integration, and transition support.	2 to 3 pages; jointly developed by the candidate and hiring department.
Letters or External Evaluations	Provides evidence of scholarly trajectory and research quality.	Use letters of recommendation or external evaluations collected through the faculty search process. New letters are not expected.
Confirmation of Appointment Pathway	Confirms the tenure-track appointment pathway and proposed fellowship-year structure.	Should align with approved appointment documentation and fellowship timeline.

Fellowship Year Research Plan

The Fellowship Year Research Plan should provide a high-level articulation of how the candidate will use protected time to advance scholarly work, publication, research planning, grant development, collaboration building, or other significant research milestones.

Strong submissions

- Define clear scholarly priorities for the fellowship year.
- Identify specific priorities such as manuscripts, data collection, grants, collaborations, or project development.
- Demonstrate how protected time will support a successful transition before the tenure clock begins.
- Present a scope that is feasible within the protected 12-month fellowship period.

Non-competitive submissions

- Provide vague or unfocused descriptions of research.
- Replicate dissertation summaries without clear fellowship-year priorities.
- Present overly rigid timelines disconnected from the purpose of protected time.
- Assert disciplinary significance without showing feasibility or execution.

Mentorship and Integration Statement

The Mentorship and Integration Statement is a joint document submitted by the applicant and the hiring department. It should explain how the department will support the fellow's scholarly advancement, institutional navigation, collaboration building, and transition into the UW–Madison faculty role.

- Identify a primary faculty mentor.
- Define meeting cadence, roles, and expectations.
- Describe how the fellow will be integrated into relevant research and scholarly environments.
- Identify collaborators, centers, institutes, or campus resources that will support transition and scholarly progress.
- Connect the mentorship and integration plan to the fellow's scholarly goals and Fellowship Year Research Plan.

Submission Requirements

- All application materials must be compiled into a single PDF and submitted via email to vpfsa@provost.wisc.edu.
- The hiring department is responsible for submission.
- Incomplete submissions will not be reviewed.
- Applications should not be submitted for all finalists or for candidates whose appointments remain uncertain.