



## **Anna Julia Cooper (AJC) Fellowship: Quick Guide for Departments**

**Document Audience and Use:** For department chairs, search committee chairs, faculty mentors, and department administrators who need a concise decision and action guide.

### **AJC Fellowship Overview**

The AJC Fellowship is a recruitment-linked opportunity for incoming assistant professors selected through the faculty search process. The fellowship provides a protected pre-tenure-track year for scholarly and research advancement before the faculty appointment begins.

During the fellowship year, fellows hold Academic Staff appointments in the Scientist II title. The fellowship appointment is separate from the tenure-track Assistant Professor appointment and does not count toward the tenure clock.

### **When to Consider AJC**

- The candidate has been selected for tenure-track appointment through the faculty search process.
- The candidate has indicated interest in AJC consideration.
- The department and candidate jointly determine that fellowship consideration is appropriate.
- The fellowship year would support scholarly advancement, transition, and long-term success.
- The department can preserve the fellowship year as protected time with no formal instructional or service responsibilities.

### **What to Submit**

- Curriculum Vitae
- Fellowship Year Research Plan
- Mentorship and Integration Statement

#### **Faculty & Staff Affairs | Office of the Provost**

117 Bascom Hall University of Wisconsin-Madison 500 Lincoln Drive Madison, Wisconsin 53706  
608-262-0767 Email: [vpfsa@provost.wisc.edu](mailto:vpfsa@provost.wisc.edu) [facstaff.provost.wisc.edu](mailto:facstaff.provost.wisc.edu)

- Letters of recommendation or external evaluations collected through the faculty search process
- Confirmation of tenure-track appointment pathway

## **Where to Submit**

Completed applications must be compiled into a single PDF and submitted via email to [vpfsa@provost.wisc.edu](mailto:vpfsa@provost.wisc.edu).

## **Review Cycles**

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.

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

## **Key Guardrails**

- Candidate interest does not confer AJC consideration.
- AJC approval is subject to university review and available funding.
- Do not submit applications for all finalists.
- Use the Scientist II Academic Staff appointment structure for the fellowship year when approved.