



## ARNOLD L. MITCHEM DISSERTATION FELLOWSHIP PROGRAM 2024-2025

### 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 Friday, March 15, 2024. Supplemental materials, including transcripts, letters of reference, and the progress toward degree form, should be postmarked no later than Monday, March 11, 2024 to assure timely delivery or sent via email at [mitchem.fellowship@marquette.edu](mailto:mitchem.fellowship@marquette.edu).

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
  - 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
  - Official **graduate** transcripts
  - 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.

2. The following forms should be sent via USPS to the address below or emailed to [mitchem.fellowship@marquette.edu](mailto:mitchem.fellowship@marquette.edu) directly from the referee, the university, or third party, such as Inter Folio, but not from the candidate.
  - A progress toward degree form signed by the director of graduate studies or an academic dean in the student's graduate school or college
  - Official graduate transcripts
  - Three confidential letters of recommendation, including one from the applicant's dissertation advisor

Mitchem Dissertation Fellowship Program  
Christine Navia PhD, Vice President for Inclusive Excellence  
Office of Institutional Diversity and Inclusion  
Marquette University, Zilber Hall 448  
P.O. Box 1881  
Milwaukee, Wisconsin 53201-1881

3. For the 2024-2025 fellowship year, applications are sought from persons in the following academic fields: Anthropology, Communication Studies, Computer Science, Counseling Psychology, Counselor Education, Criminology and Law Studies, Educational Policy and Leadership, English, History, International Affairs, Journalism, Languages, Literatures and Cultures, Mathematical and Statistical Sciences, Media Studies, Philosophy, Political Science, Psychology, Social Welfare and Justice, Sociology, or Theology and Religion.

*The Mitchem Fellowship Program is especially interested in receiving applications from individuals whose research focuses on Race, Ethnic and Indigenous Studies.*

**The deadline for receipt of materials is Friday, March 15, 2024.** Finalists will be notified by the end of March 2024 and invited to participate in virtual interviews. Awards will be made by mid-April 2024.

Please direct all questions to Dr. Chris Navia, Vice President for Inclusive Excellence, Marquette University, 414.288.2180 or [mitchem.fellowship@marquette.edu](mailto:mitchem.fellowship@marquette.edu).