

Application for the Donald B. Hoffman Research Fellowship

Purpose

The purpose of the Fellowship is to encourage faculty members to engage in scholarship, research, or creative activity resulting in publication, performance, or exhibition that enhances the reputation of the College.

Due Date

Applications for the Fellowship are submitted in the fall semester, typically the 3rd Friday of October. Faculty members should anticipate information about the exact date through an email sent out at the start of the academic year.

Eligibility

To be eligible, an applicant must be a full-time Muhlenberg faculty member who has:

1. Tenure
2. Taught at Muhlenberg for at least three years
3. Agreed to return to Muhlenberg for one full year of teaching following year of the Fellowship
4. Been teaching Muhlenberg Courses (and not on another kind of leave) during the academic year before the Fellowship.

Application Process

An application for the Fellowship should be submitted electronically to the current chair of the Faculty Development and Scholarship Committee (FDSC). Please assemble all of your materials into a **single pdf file** with the file name format “your last name_Hoffman”. An application must include:

1. A two- to four-page narrative statement describing the proposed project and plans for making the results known via publication, performance, or exhibition.
2. A written endorsement from the appropriate department head. If the department head declines to endorse the proposal, he or she must provide a written statement specifying the reasons for this refusal.
3. An up-to-date curriculum vitae.

Award

1. The faculty member awarded The Donald B. Hoffman Research Fellowship receives a two-course reduction per semester for both semesters of one academic year (i.e., a 1-1 load). Required courses could also be taught in the same semester, at the discretion of the department head.
2. The Fellowship is rotated every other year between Natural Science/Mathematical Science and Humanities.
3. The awarding of the Fellowship does not affect the eligibility for sabbatical leave.

Selection

1. Applications are reviewed by FDSC

2. The Committee submits a written recommendation concerning the application to the Provost and the President. This recommendation includes a ranking of proposals in order of merit.
3. After reviewing the proposals and the Committee recommendation, the President and Provost discuss these matters with the Committee if necessary.
4. The President makes the final determination.

Honors

1. The recipient of the award is announced at Honors Convocation in the spring semester preceding the year of the Fellowship.
2. The name of the recipient is listed in the College Catalog as the Donald B. Hoffman Research Fellow for the academic year.

Responsibility

The Fellow presents a summary of the work accomplished at an occasion hosted by the Provost following the year of the Fellowship. A written report is submitted to the Provost no later than the date scheduled for this occasion. This report is shared with the President and FDSC.