

**Associated Colleges of the South
Environmental Fellowships
Made Possible by a Grant from The Andrew W. Mellon Foundation**

**REQUEST FOR PROPOSALS
Academic Year 2011-2013 "Environmental Fellow" Positions**

Background and Aims

With generous funding from The Andrew W. Mellon Foundation, the Associated Colleges of the South announces the second phase of the ACS Environmental Fellowship Program, placing 12 new PhDs in two-year positions at ACS member institutions over the academic years 2011-2013.

As did the first phase, this round features a reduced teaching load, supported research, faculty mentoring, and consortial workshops. The Environmental Fellowship Program (EFP) introduces new PhDs to the rewards and challenges of teaching, scholarship, and professional development at private liberal arts colleges and universities in the south. In this way, the Program aims to create a strong cadre of teacher-scholars ready to enter careers that strengthen and support consortial collaboration while embracing the larger aims of liberal arts education. The Environmental Fellowship Program will also enhance the curriculum with up-to-the-minute environmental research in a wide variety of scholarly disciplines, and bring to ACS institutions fresh approaches to growing worldwide environmental concerns.

Solutions to environmental challenges require scholars from all disciplines to communicate with one another, contributing knowledge and skills that can only be developed in an interdisciplinary context. Therefore, a primary aim of the EFP is to enhance interdisciplinarity throughout the ACS curriculum, disseminating environmental studies (ES) courses as widely as possible, and "ramping up" ES departments and programs across the consortium so that they better meet the urgent need for graduates equipped to tackle environmental challenges which, by definition, are interdisciplinary in nature. For this reason, Environmental Fellow positions are not intended to replace established faculty during sabbaticals, unless it can be demonstrated that the Fellow will be doing a great deal more than simply "holding down" a position until the regular faculty member returns.

The ACS Environmental Fellowship Program seeks proposals from ACS member colleges that demonstrate the ways in which appointing an Environmental Fellow would advance the above aims. Awards will be granted on a competitive basis.

Description of the Fellowship Position

For the purposes of this grant, Environmental Fellowship candidates will be defined as scholars who have earned a doctorate in an area related to environmental studies within the last 5 years. He or she should demonstrate an interest in learning about the rewards and challenges of a career at liberal arts institutions.

A total of 12 Fellowships will be awarded in this round. Institutions may apply for one Fellowship each (Fellows to teach during academic year 2011-2013). In the case of a failed search, the campus may advertise the position again in fall 2011 (the Fellow would then teach in AY 2012-2013).

Role of the Environmental Fellows will include the following:

- Attend an introductory workshop in fall 2011
- Teach no more than a halftime load of courses each year with an emphasis on interdisciplinary environmental topics
- Continue their own research or begin new research, collaborating with others on the campuses.
- Provide open lectures to faculty and students on specific areas of interest and expertise, with possible visit lectures at other ACS campuses
- Participate actively in the learning and pedagogical discussions on campus
- Have the option of acting as advisor to students, particularly those interested in graduate school, if desired
- Join Environmental Fellows from other ACS institutions in exploring teaching approaches, curricular design, and research interests in an ACS Fellows' workshop each year as well as during regular intervals via conference calls and online meetings
- Be a key link between the institutions that supply Fellows and the ACS campuses
- Participate in an extensive evaluation of the Environmental Fellowship program

Mentors

Mentor stipends are provided by the grant. Mentoring is a significant factor in the Fellow's adjustment to teaching and research at a liberal arts college, and is therefore a requirement for the EFP. If a mentoring program does not already exist, awardee institutions should provide training for Mentors to ensure they do the best possible job of assisting the Fellow; institutions should also ensure the Mentor is given ample time to do the job well. ACS will host a mandatory training workshop for Mentors and Fellows in late August 2011. Mentors should also attend the mandatory EFP evaluation workshops in May or June, 2012 and 2013.

It is expected that the institution will provide a basic orientation to the Fellow when he or she arrives on campus, including information about the standards of excellence that are required at the institution as well as details of the appointment. The Fellow's Mentor should be included in this process.

Mentors may team-teach with the Fellow, if this arrangement is beneficial to both Fellow and institution (but this is not a requirement of the grant).

Campuses should designate a project coordinator who will oversee the process; working closely with ACS staff, the coordinator would direct the hiring process as well as supervise the Mentor-Mentee relationship to make sure it fulfills its objectives, making any corrective changes necessary. This person, perhaps a dean, should evaluate the Mentor-Fellow relationship at least twice a year, making any necessary changes to ensure the program is developing smoothly.

ACS expects the primary Mentor will be drawn from the Fellow's home department or program, in order to maximize opportunities for in-depth assistance with teaching and the development of a research agenda that will promote the Fellow's development as a teacher-scholar. Because Mentoring in the Fellow's research area will be crucial to the success of the Fellow's subsequent career, a secondary Mentor from another department may also be assigned. If no scholar exists on campus whose field matches that of the Fellow adequately, ACS expects that the institution will collaborate with environmental studies faculty at other ACS institutions to set up a solid, if informal, research mentoring relationship.

Role of the primary Mentor will include the following:

- Attend mandatory ACS workshops
- Meet with the Fellow regularly (at least monthly), serving as a guide to the culture of the institution and to the expectations for new faculty
- Assist the Fellow to create a Developmental Plan and guide him/her in the pursuit of ongoing research projects and publication
- Ensure that the time promised the Fellow to pursue research and other related interests is not encroached upon
- Observe the Fellow in the classroom at least twice each term, offering reciprocal visits to the Mentor's classroom and opening constructive dialogues to pedagogical approaches and classroom management
- Assess the Fellow's progress as a teacher and scholar and share this assessment in ongoing dialogues
- Partner with other ACS Mentors in shaping a supportive environment for larger discussions about teaching, learning and research in the liberal arts college
- Invite and welcome the Fellow into campus discussions on key curricular and pedagogical questions, as well as scholarly discussions of environmental issues
- Arrange opportunities for lectures provided by the Fellow for interested faculty and students
- Ensure the Fellow has access to necessary budgetary, administrative and technology support
- Elicit from the Fellow a careful, ongoing assessment of his or her experience, drawing on those comments to make adjustments if necessary so that the arrangement is as mutually beneficial as possible.
- Summarize these ongoing assessments in the institution's annual report to ACS

Financial Issues

Each Fellow will be paid up to \$45,000/year for up to two years. The grant also covers benefits up to 30% of the salary. Renewal for the second year will be decided by the institution and the Fellow, if both are happy with the arrangement. Should a Fellow not be renewed for year two, the institution may repeat the hiring process and hire a new Fellow for the remaining year.

Contracts with the Fellow should spell out, in as much detail as possible, duties expected of the Fellow. They should also ensure Fellows are not left "high and dry" during the summer months, in terms of health insurance and income. (Nine-month contracts should be created judiciously, and only if the Fellow clearly has other means of summer support.)

Institutions may decide to pay the Fellow more or less than the \$45,000 salary, with a minimum of \$40,000. If an institution chooses to pay the Fellow more than \$45,000, the extra costs (including benefits over 30%) will be covered by the college. Once the Fellow is hired, an invoice, accompanied by a detailed budget, should be submitted to ACS in August 2011 and 2012.

Mentors will be paid a stipend of \$2000/year. Fellows will be provided a one-time sum of \$1000 for moving expenses, and \$3,500 annually for travel and research. It is expected that a portion of this latter amount will be used for participation in the annual ACS Environmental Fellowship Program workshops (described below). Appropriate use of travel and research funds should be determined by the Fellow, and all purchases, such as books and equipment, remain with the Fellow after successful completion of the program.

Institutions will be responsible for the following expenses:

- 1) Recruiting costs for each individual position (i.e., advertisement and travel expenses to interview candidates).
- 2) Any salary/fringe for the Fellow above \$45,000 + 30%, if desired.
- 3) Any fringe associated with the Mentor stipend.
- 4) Mentor expenses such as travel with Fellow to ACS workshops
- 5) Ordinary supplies for the Fellow such as office, computer, paper and telephone

Selection Criteria for Awarding Fellowships

One aim of the EFP is to increase the number of environmental studies faculty in the social sciences and humanities. Fellow positions in the sciences are not excluded from consideration, however. For example, an institution whose environmental studies program is heavily humanities/social science based may apply for a Fellow position in the sciences. Or, a science position might be sought by an institution to bring in expertise in a cutting edge field--such as climate change--or to create a position that bridges gaps between the sciences and other divisions. Information provided by the institution about the state of its environmental studies program will be crucial to the committee's decision (see Proposal Preparation, Appendices, p. 6, below).

Each proposal will be considered on a case-by-case basis. Institutions that did not receive support for an Environmental Fellow in 2009-2010 will receive special consideration, but no guarantee of support for 2011-2013.

Preference will be given to proposals that:

- 1) place an emphasis on interdisciplinary positions, especially those in the humanities and social sciences
- 2) demonstrate ways in which the Fellow position will assist in "ramping up" the existing environmental studies program (e.g., restructuring of the institution's environmental studies program to make it more interdisciplinary or to bring it up to date with expertise that addresses current environmental challenges)
- 3) demonstrate a solid mentoring program or plans to create such a program
- 4) demonstrate beneficial impacts on the Fellow and on the campus

Additional consideration will be given to proposals with special features that, either directly or indirectly, serve the aims of the EFP (delineated in first two paragraphs of this document). Such features might include, but are not limited to, proposals that:

- demonstrate a well-thought out plan to encourage teaching and research across the campus that responds broadly to current and pressing environmental concerns
- demonstrate a connection with co-curricular activities, environmental justice, global sustainability, or other under-represented environmental foci within the consortium
- demonstrate collaborative efforts across ACS campus boundaries, and collaboration among faculty on a single campus that would lead to broader inter-campus programs (for example, informal research mentors at other ACS institutions)

Workshops

Before the fall 2011 semester begins, ACS will host an orientation workshop that outlines for Fellows and Mentors the goals of the Environmental Fellows Program, and the major roles of all involved. This workshop will also introduce Fellows to each other and to informal Mentors at other campuses. At the end of each academic year of the Environmental Fellows Program, ACS will host a workshop that focuses upon pedagogical enrichment, mentoring and environmental research.

These workshops are a key element of the program. Drawing upon outside experts as well as the expertise of its member faculty, the workshops will help ACS campuses develop better teachers and mentors, and thus should greatly benefit the institutions into which Fellows are hired. Additionally, EFP workshops will benefit the Fellows by providing them with an invaluable network of environmental studies faculty with whom to discuss common concerns about teaching and research, a resource that will enhance their long-term careers.

Proposal Preparation

ACS encourages interested parties to contact Elizabeth MacNabb, director of ACS Programs in Sustainability and the Environment (ACSPSE) by email (emacnabb@colleges.org) or phone (859-238-6234) to discuss proposal ideas.

An example of a standardized cover sheet for proposals is posted online as a pdf at http://www.colleges.org/enviro/proposals/rfp_cover_page2010.pdf . Please use this format for your proposal coversheet.

Proposals shall be a maximum of 5 pages in length (double-spaced, 12 point font, one-inch margins), excluding Appendices. The complete proposal should be converted to pdf format and named as follows:
yourinstitution_yourlastname_ month-day-year.pdf

(An example might appear as centre_macnabb_10-09-08.pdf, or if your institution has a long name, it could appear as wlu_jones_10-09-08.pdf)

Proposal pdf should be attached to an email and directed to emacnabb@colleges.org by 5pm September 24, 2010.

A proposal should include the following:

- 1) Required Standardized Cover Sheet (see online example at http://www.colleges.org/enviro/proposals/rfp_cover_page2010.pdf)
- 2) Introduction
 - Goals and anticipated outcomes
 - Justification
 - Consistency with Environmental Fellow Program priorities (see page 1 of this RFP)
- 3) Project Description
 - Desired scholarly field of Fellow
 - Description of Fellow position as it fits with institutional needs, including possible course titles
 - Anticipated Fellow activities, including Fellow's course load and optional advising load
 - Qualifications of Mentor
 - Description of plans for mentoring the Fellow, including collaboration with faculty at other ACS campuses
 - Overall timetable
- 4) Evaluation and Dissemination
 - State how the success of the project will be evaluated
 - Indicate how project results will be disseminated within ACS and outside of ACS for use as a possible model. (Examples: presenting a paper at an ACS seminar and/or national conference; posting results and a final report on the institutional or ACS website)
- 5) Appendices
These do not count as part of the 5 page maximum, and should include the following:
 - Simple Budget
 - Proposed salary and benefits for each Fellow
 - Mentor travel budget
 - Other institutional support
 - Description of current Environmental Studies program
 - Complete, updated list of all active and inactive environmental studies courses on the books and how often each is taught
 - Complete, updated list of all faculty who teach environmental studies, identified as teaching full

- time in environmental studies, part time, or occasionally
- Supporting materials, if any (e.g., mentoring program documents)
- Disclosure Statement
 - Applicants should list other financial support, if any, for the Fellow/Mentor to be drawn upon during the Fellow's appointment
- Institutional Approval
 - The final proposal must be approved by the Chief Academic Officer or Dean, whose approval letter should be included as an Appendix to the proposal
 - Collaborative proposals, such as those utilizing an informal Mentor at another ACS institution, must include letters of intent from all participants and their Deans.

Proposal Review

Proposals with supporting materials should reach Elizabeth MacNabb, director of ACS Programs in Sustainability and the Environment, by 5pm September 24, 2010. Successful proposals will be posted online.

A selection review committee will be made up of three to four ACS academic deans. Applicants will receive award notifications by October 8, and should be prepared to post position advertisements immediately upon notification. (Advance time for Chronicle advertisements is 10 days. Advertizing in the Chronicle on October 22 and 29 will help campuses ensure high calibre Fellows will be in place by fall 2009. For more information see Chronicle website at [http://chronicle.com/section/For-Employers-Issue-Dates-and/152/.](http://chronicle.com/section/For-Employers-Issue-Dates-and/152/))

Reporting and Assessment

Campuses hosting Environmental Fellows are expected to help Fellows assess their work as teachers and scholars, and to assist ACS in assessing the effectiveness of the program as a whole.

The Mentor, or a designate, should submit both a first and second year report. Due the first week of July, 2012, the first year report should summarize the effectiveness of the program from the institution's perspective, as well as from the Fellow's point of view. Throughout the year, the Mentor should elicit from the Fellow a careful, ongoing assessment of his or her experience, drawing on those comments to make adjustments if necessary so that the arrangement is as mutually beneficial as possible. Records of these ongoing assessments should be summarized in the annual report.

Awardee institutions should communicate with ACS often if problems or challenges occur. Information about individual Fellows will be held in strict confidence. All reports should be emailed to the Program director, Elizabeth MacNabb (emacnabb@colleges.org).

A final (second year) report must be emailed to the Program director within 30 days of the end of each Fellow's two-year term. Besides including information similar to that in the first year report, the second year report should state how the project goals were met, what challenges were presented, what benefits the institution and Fellow reaped, and should include a final expenditure budget and the dissemination plan.

Awardee institutions will also be asked to participate in evaluation of the Environmental Fellow Program as a whole via surveys and at the final ACS workshop. Such feedback will help ACS report to The Andrew W. Mellon Foundation in an overall evaluation of the grant.

Timing and Deadlines

ACS suggests institutions compose Fellow position advertisements while simultaneously composing proposals. In this way, awardees can immediately move to post advertisements in national journals after receiving notification. Timeline for the first round of Environmental Fellowships is below:

<i>July 2010:</i>	Environmental Fellows Program Request for Proposals published
<i>September 24, 2010, 5pm:</i>	Deadline, proposal submissions via email
<i>October 8, 2010:</i>	Awardee institutions notified by email
<i>October 22, 2010:</i>	First advertisements appear in national journals
<i>August 2011:</i>	Orientation workshop for Fellows and Mentors
<i>Fall 2011:</i>	Fellows teaching on campuses
<i>May or June, 2012:</i>	EFP evaluation workshop for Fellows and Mentors
<i>July 1, 2012:</i>	First year report due from Mentors or their designate
<i>May-June, 2013:</i>	Final EFP evaluation workshop
<i>July 1, 2013:</i>	Final, summative report due from Mentors or their designate