

# APPLICATION INSTRUCTIONS

## Hall Center for the Humanities

### CREATIVE WORK FELLOWSHIP

The Creative Work Fellowship is intended to enliven the intellectual atmosphere of the University of Kansas and contribute to the individual Fellow's artistic growth.

**Application Deadline:** All application materials are due on or before **November 9, 2009 at 5:00 p.m.** for a one semester Fellowship to be taken in Fall 2010 or Spring 2011.

#### **Award:**

The Fellowship provides successful applicants with one semester of release time from their teaching and regular service obligations to focus entirely on a specific art project or work of creative writing. The conditions of the release time are at the discretion of the Fellow's department. Fellows receive reimbursement for project-related expenses they incur during the fellowship year, up to a maximum of \$1,000; and an office at the Hall Center. The award makes funding available to the Fellow's department to assist in the cost of a GTA appointment for the research semester.

#### **Eligible applicants:**

- hold tenure-track status or are tenured at the University of Kansas, including tenured faculty in phased retirement;
- can demonstrate a commitment to a major work of creative or performing art or creative writing; and
- have not held the Creative Work Fellowship within the three year period immediately prior to the current application deadline (from Fall 2006 to the present).

#### **Creative Work Fellows are required to:**

- maintain residence in their Hall Center office during the entire research semester;
- participate in the Hall Center's monthly Resident Fellows Seminar, chaired by the Hall Center Director, for the entire academic year in which they hold the fellowship;
- submit a brief report on the work accomplished and its impact on the overall project;
- submit requests for reimbursement of project related expenses up to \$1,000, together with required receipts no later than June 1, 2011; and
- return to their full-time KU responsibilities and serve for a minimum of one academic year at the end of the fellowship period; persons who do not return to the institution following the fellowship period shall reimburse KU for their salary and fringe benefits paid during the fellowship period.

#### **Application Guidelines:**

**Submit to the Hall Center SIX (6) copies, collated in the order shown, of the complete application. Materials received after 5:00 p.m. on November 9 will not be considered.**

**Application Cover Sheet**

**Two page vitae** that includes:

1. record of applicant's education, including the dates when degrees were awarded;
2. record of applicant's employment;
3. list of exhibits, performances, and publications resulting from applicant's creative work; and
4. list of applicant's awards and grants received during the last five years.

- **Project Description not to exceed six double-spaced pages, with one inch margins and twelve point type.** Endnotes are included in the page limitations. Explain the goals, methods and significance of the project and its contribution to the genre or pertinent area of the arts and to the arts generally. Demonstrate its relationship to your previous creative work and your long-range goals. Explain what the Fellowship will allow you to accomplish with regard to your current creative work.
  
- **Three original letters of recommendation written in English submitted directly to the Hall Center and addressed to the Creative Work Fellowship Committee.**
  - Applicants are responsible for ensuring the letters arrive by the deadline. Faxed letters will be accepted (785-864-3884); emailed letters will not. One letter must be from the applicant's department chair and two letters must be from referees not affiliated with KU.
  - Reference letters should specifically discuss the proposed work's importance to the overall project, the project's significance to the field and to its intended audience, its likely result or outcome, the general quality of the applicant's work and the applicant's ability to bring the proposed work and the overall project to fruition. In addition, the letter from the department chair should confirm that the applicant can take the research semester if it is awarded.
  - Applicants with joint appointments must ask all of their department chairs to submit letters confirming they can take the research semester, if awarded (only one needs to be a full recommendation); two letters from reviewers outside KU are still required in such cases.

**Minimal Supplemental Materials** will be accepted for the committee's consideration. Applicants who wish to include supporting materials should submit only one set. *Applications that do not include supporting materials will not be penalized.*

**Criteria:**

A committee appointed by the Hall Center Director selects Fellows according to the following criteria:

- significance of the contribution that the proposed project will make to the pertinent creative genre, tradition or field and to the arts or humanities generally;
- quality of the conception, definition, organization and description of the proposed project, including what a Creative Work Fellowship will allow the applicant to accomplish with regard to the overall project;
- relationship of the project to applicant's previous creative work and long-range academic and professional goals;
- likelihood that the applicant will complete the work proposed for the fellowship period; and
- likelihood that the applicant will complete the overall creative work project.

Direct questions about the Creative Work Fellowship to Hall Center Director Victor Bailey (4-7822, vbailey@ku.edu) or Associate Director Kristine Latta (4-7823, klatta@ku.edu).

Mail or deliver application to: **Hall Center for the Humanities**  
**ATTN: Creative Work Fellowship Committee**  
**900 Sunnyside Avenue**  
**Lawrence, KS 66045-7622**

**APPLICATION COVER SHEET**  
**Hall Center for the Humanities**  
**CREATIVE WORK FELLOWSHIP**

**APPLICANT INFORMATION: Space is limited. Attach extra sheets if needed.**

Name (last, first, middle): \_\_\_\_\_

Academic Title: \_\_\_\_\_ Years in tenure-track position at KU \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Office Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (work): \_\_\_\_\_ (home): \_\_\_\_\_ Fax: \_\_\_\_\_

My appointment  does  does not include a permanent reduction in teaching load.

**REQUESTED CREATIVE WORK SEMESTER:**  Fall Semester 2010  Spring Semester 2011

**PROJECT TITLE:**

**REFERENCES:** Provide the names, department affiliations, institutions, emails, and telephone numbers for department chair and two external referees.

(Referee 1)

(Referee 2)

(Chair 1)

(Chair 2)

**EXTERNAL AGENCIES** from which you have received funding for this project; or to which you plan to apply, include agency name, award amount and application deadline.

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_