

Chancellor's Postdoctoral Fellowship for Diversity

Frequently Asked Questions

FAQ(S) FOR APPLICANT

Eligibility

Do I have to be an underrepresented minority to apply for the Chancellor's Postdoctoral Fellowship for Diversity?

No. The Program is open to all persons who meet the eligibility criteria without regard to race, gender, or ethnicity.

I am not in a science, technology, engineering, or mathematics (STEM) field or in economics or political science; am I still eligible to apply to this program?

Yes. In this program, CU Boulder offers postdoctoral research fellowships in all academic disciplines.

Can I still be considered if I do not have U.S. citizenship or permanent residency?

No. All applicants must be U.S. citizens or permanent residents at the time of application.

Can I apply if I have a JD, MD, MFA or EdD instead of a PhD?

Yes. Applicants with terminal degrees in their fields may apply as long as they are preparing for a career in university teaching and research.

I received my degree over 5 years ago. Am I eligible to apply for this fellowship?

Yes. You are still eligible to apply if you are preparing for a career in university teaching and research. However, applicants who have had significant postdoctoral experience (as determined by disciplinary norms) may be given less consideration without addressing the circumstances in the application.

I will finish my doctorate after July 1 next year. Am I eligible to apply this fall?

No. You must complete your doctorate before taking up the position. Potential applicants who expect to complete their doctorate after July 1 should apply the following year.

What is meant by "diversity"?

The guidelines are informed by the Office of Diversity, Equity & Community Engagement's definition of diversity: "Diversity and diverse are here meant to include but are not limited to cultural differences, race/ethnicity, color, national origin, sex, pregnancy, age, (dis)ability, creed, religious or spiritual beliefs, sexual orientation, socioeconomic status, class, gender identity, gender expression, veteran status, political affiliation, or political philosophy."

Finding a Faculty Mentor

How do I find a faculty mentor?

Applicants are encouraged to identify potential faculty mentors through professional contacts in their field. You may also look for an appropriate mentor by reviewing the literature and searching university websites for faculty who are working in your area of interest. You must contact and work with faculty mentors before submitting an online application.

Are assistant professors allowed to be faculty mentors?

The program encourages applicants to select a tenured faculty member as their mentor. However, in some cases, assistant professors can be excellent prospective mentors. Such cases should be addressed in the department chair's recommendation letter.

May I select a faculty mentor from my current department or campus?

The program encourages applicants to look for a mentor outside their current department and home campus unless they can articulate a strong reason for remaining in the same academic location. For the CU Boulder program, this FAQ only applies to current CU Boulder PhD students, postdocs, etc. who are interested in applying to the CU Boulder postdoc program; applicants from other institutions (i.e., not CU Boulder) should identify a mentor in the most appropriate CU Boulder academic department.

Can I select a retired faculty member to be my faculty mentor?

The program encourages applicants to select an active faculty member as their mentor. However, in some cases, retired faculty who are still fully involved in their department and their research program are excellent prospective mentors. Such cases should be addressed in the department chair's recommendation letter.

Application**May I apply to the University of Colorado Boulder Chancellor's Postdoctoral Fellowship for Diversity and the University of California or University of Michigan President's Postdoctoral Fellowship programs?**

Yes. Applicants may apply to both the CU Boulder Chancellor's Postdoctoral Fellowship Program and other consortium programs with the same application provided they submit separate mentor letters and research proposals.

If I am only applying to the University of Colorado Boulder Chancellor's Postdoctoral Fellowship for Diversity Program, do I need to provide information about a University of California mentor?

No. The online application may be used to apply to one or more programs. Those applicants who are applying only to the CU Boulder Chancellor's Postdoctoral Fellowship for Diversity program must identify a faculty mentor at CU Boulder but do not need to identify a faculty mentor at any other institution.

Are there sample applications available for review?

No. There are many variations on successful applications. Applicants are encouraged to consult with their academic advisors and faculty mentors about how to submit a competitive application.

Should I send my graduate transcripts along with my online application?

No. The program does not require transcripts to be sent with the application. However, the program will request official graduate transcripts if you are selected as a finalist and will not offer the fellowship until official graduate transcripts are received.

Do I need to submit faculty mentor, department chair, and reference letter(s) on behalf of letter writers?

No. While we encourage you to solicit recommendation letters prior to submitting your application, you DO NOT need to upload recommendation letters prior to submitting your application materials. Recommendation letters will be automatically solicited by the online application system after you submit your application. Letter writers will be provided instructions and unique URLs to submit their letters in PDF format. Mentors submit their recommendation letters to chairs directly via email and in the online portal.

How will I know when my faculty mentor, department chair and reference letter(s) have been uploaded to my online application?

You will receive email confirmations from the online application system each time a letter is uploaded to your application. You can check the status of your application, including the arrival of your mentor and reference letters, using the username and password you created and returning to the application information page. You are encouraged to monitor whether your letters have been uploaded and keep in touch with your letter writers to ensure letters are submitted prior to the letter deadline.

When is the application deadline?

The deadline for submitting the online application is November 1, 2020.

When is the deadline for recommendation letters?

The deadline for uploading faculty mentor, department chair and reference letters in the online portal is December 1, 2020. It is the applicant's responsibility to ensure Recommendations Letters are received by the deadline. No exception.

Review & Selection**When will final decisions be announced?**

Finalists will be notified and awards announced in late March-early April each year. Please consider restraint when contacting the program office about the selection results. Successful candidates are notified first. Alternates are notified if awardees do not accept. Additional fellowships are awarded to candidates on the alternate list through June, if resources become available. The program makes every effort to notify all candidates as soon as possible.

Who will review my application?

Applications will be reviewed by at least two faculty in your own and related fields at the departmental level during the first round of review. If your file moves forward in the review process, it will be read and discussed by faculty from a range of fields in related disciplines at the school/college level. Final selections will be made among candidates recommended by schools/colleges by a committee comprising representatives from the Office of Diversity, Equity and Community Engagement; Research and Innovation Office, Faculty Affairs, and Academic Affairs.

What criteria are considered by the selection committees when reviewing applications?

Review committees evaluate applicants in all fields according to their potential for success in an academic career with special consideration given to potential for contributions to the diversity and equal opportunity as described in our evaluation, selection and eligibility criteria. You are encouraged to read the Fellowship Guidelines before preparing your application.

Should the research proposal focus on expanding on the doctoral work (e.g., turning the dissertation into a book) or should it reflect a new project or direction in research?

In general, selection committees prefer to see a proposal including a significant piece of new work. However, in some fields or for some individuals, a proposal to complete or expand upon previous work might be favorably reviewed. In such cases, the research proposal should be combined with a plan for making a significant start on a new project. You are encouraged to work with your proposed faculty mentor when preparing your application.

I'm unable to relocate because of family reasons. Can I apply?

No. The program requires you be in residence at CU Boulder.

What is the success rate for this award?

The Chancellor's Postdoctoral Fellowship for Diversity Program is highly competitive, with an approximately 3-5% award rate.

What is the duration of the fellowship?

The fellowship is designed to be one-year to develop postdocs and cultivate skills and experience for a tenure-track faculty appointment. In very rare circumstances, one-year renewals may be offered, subject to Chancellor's Office approval.

If you did not see an answer to your question, please also see the frequently asked questions for [mentors](#) and [department chairs](#).

FAQ(S) FOR MENTORS

Can a faculty member serve as a mentor for more than one applicant?

Yes. Faculty may serve as a mentor for more than one applicant for the Chancellor's Postdoctoral Fellowship for Diversity Program.

What should be covered in the faculty mentor's letter of support?

The e-mail sent by the application system to faculty mentors will ask them to address the following in a letter of support:

- » Applicant's planned research;
- » Expected coursework, if any;
- » Extent to which the applicant will participate in departmental and campus academic activity (e.g., seminar programs);
- » Extent of applicant's anticipated participation at national/international research meetings;
- » Facilities and resources available to the fellow; and
- » Mentor's involvement in mentoring for other programs designed to increase access and opportunity in higher education.

What are the expectations of the faculty mentors during the fellowship?

Chancellor's Postdoctoral Fellowship for Diversity mentors are usually tenured faculty who are expected to:

- » Assist the fellow in establishing a visible presence in the department;
- » Be available and regularly meet with the fellow on a one-on-one basis;
- » Work with the fellow to develop an Individual Development Plan (IDP) – a tool to help track your postdoc's progress and goals ([see guidelines here](#)). Research goals should align with the postdoc's career path, with the potential for publications and other opportunities for development;
- » Encourage the fellow to attend orientations, trainings, and workshops offered by OPA, Career Services and other units, and to present at conferences and/or symposia;
- » Provide support and guidance in the fellow's work, while allowing a degree of autonomy.

The mentor should not expect to meet all of the fellow's career development needs personally, but should provide an overall framework to ensure the fellow has access to a broad academic network to support his or her work.

Mentors may also play an important role in advising fellows about the academic job market and, if appropriate, making connections to related departments. At CU Boulder, the expectation with a fellowship offer is that departments will hire Chancellor's Postdoctoral Fellows for Diversity for faculty appointments.

I have received an electronic request for a recommendation letter, but have not previously been contacted by the applicant. How do I proceed?

Candidates must contact and work with faculty mentors before submitting online applications. If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship for Diversity Program applicant who has not contacted you prior to submitting an application, please inform cpfellows@colorado.edu; no further action is required on your part. Such candidates are ineligible for the program.

How do I submit a recommendation letter?

After a candidate submits their application, an automatic email will be generated by the application system that includes a unique URL and instructions for submitting your recommendation letter. If you do not receive such an email, please check your spam folder. In the event you cannot locate the URL, please email cpfellows@colorado.edu.

If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship for Diversity Program applicant *who has not contacted you prior to submitting an application*, please inform cpfellows@colorado.edu; no further action is required on your part. Such candidates are ineligible for the program.

When are the application and letter deadlines?

The deadline for submitting the online application is November 1, 2020. Please provide your recommendation letter to your department chair by November 15, 2020 for departmental review; your department chair will be provided a list of applicants and mentors prior to this date. The deadline for uploading faculty mentor, department chair and reference letters in the online portal is December 1, 2020.

If you did not see an answer to your question, please also see the frequently asked questions for [applicants](#) and [department chairs](#).

FAQ(S) FOR DEPARTMENT CHAIRS

Why did I receive an email asking me to upload a mentor letter when I am not a mentor?

CU Boulder partners with the University of California, which administers the program. The system only allows for one message to be sent about recommendation letters and the message is sent to mentors and chairs. Mentors are required to submit recommendation letters to chairs by November 15, 2020. Chairs are required to submit recommendation letters in the portal by December 1, 2020 by following the prompts in the automated email.

Does the applicant need a letter of support from the department chair?

Yes. The online application system, in concert with your proposed faculty mentor, will request a letter of support from the department chair. This separate letter from the department chair should describe the department's level of interest in hiring the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate.

What is meant by "diversity"?

The guidelines are informed by the Office of Diversity, Equity & Community Engagement's definition of diversity: "Diversity and diverse are here meant to include but are not limited to cultural differences, race/ethnicity, color, national origin, sex, pregnancy, age, (dis)ability, creed, religious or spiritual beliefs, sexual orientation, socioeconomic status, class, gender identity, gender expression, veteran status, political affiliation, or political philosophy."

Does the support from the Chancellor's Office include space?

No. The Chancellor expects departments and faculty mentors to onboard fellows like any new hire and make appropriate arrangements for space and other necessary resources, including research supplies and costs. The Chancellor's Office provides a salary of \$50-60,000, depending on the field and level of experience, and additional funds for professional development (please see [Professional Development Fund Guidelines](#)). The Chancellor's Office support also provides fringe to cover the costs of benefits and enrollment in medical, dental and basic life insurance coverage while employed as a Chancellor's Postdoctoral Fellow for Diversity.

What are the expectations of CU Boulder host departments?

Host departments are expected and encouraged to:

- » welcome the fellow into the department and make every effort to ensure the fellow is included in communications about departmental colloquia, seminars and social events;
- » provide the fellow with information about salary and benefits, and to administer the fellow's research and professional travel funds;
- » provide the fellow with access to routine administrative support such as telephone lines, departmental mail services, libraries and technical support;

- » consider the fellow for faculty appointments, and provide fellows with timely information regarding a future faculty appointment or in rare cases for a second term as a Chancellor's Postdoctoral Fellow for Diversity;
- » onboard fellows like any new hire and make appropriate arrangements for office space and other necessary resources, including research supplies and costs; hire the fellow under the Postdoctoral Associate (1312) job code and coordinate offer letters with the HR Research Service Center (resfachr@colorado.edu)

When are the recommendation letter deadlines?

The deadline for uploading faculty mentor, department chair and reference letters in the online portal is December 1, 2020.

If you did not see an answer to your question, please also see the frequently asked questions for [applicants](#) and [faculty mentors](#).