

CHANCELLOR'S POSTDOCTORAL FELLOWSHIP GUIDELINES



University of Colorado
Boulder

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INTRODUCTION

These Guidelines are designed to aid [applicants](#), [faculty mentors](#), and [department chairs](#) when preparing an application for the [CU Boulder Chancellor's Postdoctoral Fellowship Program](#).

ABOUT

In 2014, the University of Colorado Boulder (CU Boulder) joined in a [collaborative partnership](#) with the University of California and the University of Michigan to offer postdoctoral fellowship opportunities at CU Boulder. In this program, CU Boulder offers postdoctoral research fellowships in all academic fields, coupled with faculty mentoring, professional development and academic networking opportunities.

CU Boulder views these postdoctoral fellowships as providing an exceptional opportunity to recruit potential new faculty to the university by offering the possibility of either a postdoc alone or a combined postdoc and tenure-track faculty appointment.

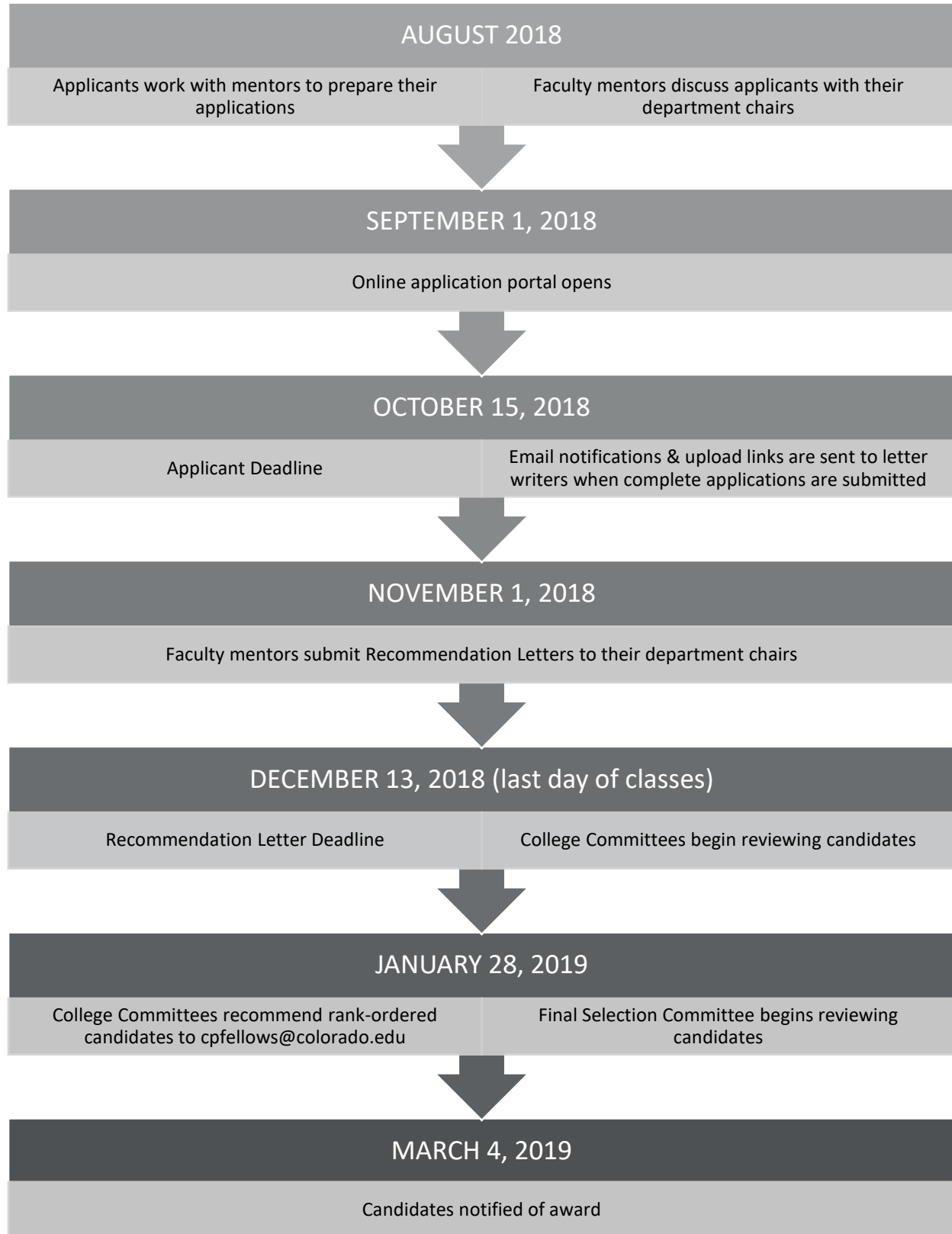
The University seeks applicants whose creative work/research, teaching and service will contribute to diversity and equal opportunity in higher education.

CONTACT

For questions about the program not addressed in the guidance herein, please contact us at cpfellows@colorado.edu.

For technical questions about the online application system, please email ppfinfo@berkeley.edu.

IMPORTANT DATES & GRANT CYCLE



INSTRUCTIONS FOR APPLICANTS

ELIGIBILITY

The University seeks applicants whose creative work/research, teaching and service will contribute to diversity and equal opportunity in higher education. The program is particularly interested in scholars from non-traditional educational backgrounds and/or groups historically underrepresented in higher education.

All applicants must be U.S. citizens or permanent residents at the time of application and will have completed their doctorates before July 1, 2019 at the time of application.

Applicants with terminal degrees in their fields (e.g. PhD, JD, MD, MFA or EdD) are eligible as long as they are preparing for a career in university teaching and research.

The Program is open to all persons who meet the eligibility criteria without regard to race, gender, ethnicity, sexual orientation or identity, religion, age, marital status, or family status. Faculty review committees may give less consideration to applicants who:

- » Currently hold tenure-track faculty appointments or have received faculty offers;
- » Have had significant postdoctoral experience (as determined by disciplinary norms);
- » Currently hold postdoctoral appointments with their proposed mentor.

Applicants in any of the above situations should address their circumstances in their application (for example, an applicant who is staying in the same department due to family needs is an appropriate explanation and would be given full consideration).

REQUIRED DOCUMENTS

All documents must be uploaded to the [application portal](#) in PDF format.

While there are no length requirements, applicants are encouraged to be descriptive but concise when preparing application materials.

- » *Curriculum vitae*
- » PhD Abstract
- » Research Proposal
- » Education Background Statement
- » Writing Sample
- » Recommendation letters
 - » Thesis advisor*
 - » Faculty mentor* at CU Boulder
 - » Department chair at CU Boulder

*Applicants may choose to solicit recommendation letters from one secondary thesis advisor and one secondary faculty mentor. Please note the initial applicant review will be conducted by the primary mentor's department.

EVALUATION & SELECTION

Candidates in all fields are evaluated by faculty reviewers in their own and related fields at the departmental level. Faculty reviewers will evaluate candidates according to their academic accomplishments, strength of their research proposals, and their potential for faculty careers that will contribute to diversity and equal opportunity through teaching, research and service. Faculty reviewers also may consider the mentor's potential to work productively with the candidate and commitment to equity and diversity in higher education.

Candidates will be rank-ordered by each School or College and recommended to the Final Selection Committee.

Final selections will be made by a committee comprising representatives from the Office of Diversity, Equity and Community Engagement; Research and Innovation Office; Faculty Affairs; Graduate School; and Postdoctoral Affairs.

PHD ABSTRACT

Please include a brief abstract describing your doctoral thesis work. You may opt to use the abstract that you submitted and published in your doctoral thesis, if any.

RESEARCH PROPOSAL

Applicants are encouraged to address the following, as appropriate to research focus and field of study:

APPLICANTS IN ALL FIELDS

- » The potential to offer a critical perspective based on your experience in or understanding of groups historically underrepresented in higher education or underserved by academic research generally;
- » Research interests focused on underserved populations and understanding issues of racial, gender, socioeconomic, or other inequalities. For example:
 - » Research addressing issues such as race, gender, diversity and inclusion;
 - » Research addressing topics such as health disparities, educational access and achievement, political engagement, economic justice, social mobility, civil and human rights and other questions of interest to historically underrepresented groups;
 - » Artistic expression and cultural productions reflecting culturally diverse communities or voices not well-represented in the arts and humanities.

APPLICANTS IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATH FIELDS

- » Articulation of how your research has the potential to serve the needs of groups historically underserved by academic research;
- » The potential to make research contributions understanding the barriers facing members of groups who have been historically underrepresented in these fields in higher education. For example:
 - » Studying patterns of participation and advancement of women, racial minorities and/or other groups in academic field(s) in which they are underrepresented;
 - » Evaluating research programs, curricula and teaching strategies designed to enhance participation of students from groups underserved by higher education.

EDUCATION BACKGROUND STATEMENT

Applicants are encouraged to address the following:

- » The potential of your teaching and service activities to contribute to higher education through your understanding of the barriers facing women, domestic minorities, students with disabilities, and/or members of other groups underrepresented in higher education careers, as evidenced by life experiences and educational background. Examples include but are not limited to:
 - » Articulation of the barriers facing women, racial minorities and/or other groups in academic field(s) in which they are underrepresented;
 - » Participation in higher education pipeline programs such as Summer Research Opportunity Programs or McNair Scholars;
 - » Attendance, teaching or service at a minority serving institution.
- » Your record of academic service to advance equitable access to higher education for women, racial minorities and/or other groups in field(s) where they are underrepresented;
- » Your record of leadership or significant experience performing public service addressing the needs of our increasingly diverse society.

WRITING SAMPLE

Please select a scholarly writing sample exemplary of your research or scholarship. For previously published articles, you must be the primary author.

RECOMMENDATION LETTERS

We highly encourage you to solicit recommendation letters in advance of submitting your application. Please work with your faculty mentor to solicit a recommendation letter from your department chair.

THESIS ADVISOR(S)

Your thesis advisor(s) should address the following:

- » The quality and originality of your work;
- » Your potential for an academic teaching and research career;
- » If your PhD is in progress, the likelihood of its completion by July 1st, 2019.

You may choose to solicit a recommendation letter from **one** secondary thesis advisor.

FACULTY MENTOR(S)

Your faculty mentor(s) should address the following in their recommendation letter(s):

- » Your planned research;
- » Expected coursework, if any;

- » Extent to which you will participate in departmental and campus academic activity (e.g., seminar programs);
- » Extent of your anticipated participation at national/international research meetings;
- » Facilities and resources available to you; and
- » Your mentor’s involvement in other programs designed to increase access and opportunity in higher education.

You may choose to solicit a recommendation letter from **one** secondary mentor at CU Boulder. Please note the initial applicant review will be conducted by your primary mentor’s department.

DEPARTMENT CHAIRS

A separate letter from the department chair should address the department's commitment to hire the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate.

SUBMITTING LETTERS

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.

You will receive an email confirmation from the online application system each time a letter is uploaded to the application. The deadline for uploading faculty mentor, department chair and reference letters is December 13th. We encourage you to monitor whether your letters have been uploaded and keep in touch with your letter writers to ensure letters are submitted prior to the deadline.

FREQUENTLY ASKED QUESTIONS

ELIGIBILITY

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

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.

FINDING A 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.

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

Please see [Post-Award Faculty Mentor Expectations](#).

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.

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 Program.

What should be covered in my 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.

Do I 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 that is appropriate.

APPLICATION

May I apply to both the University of Colorado Boulder Chancellor’s Postdoctoral Fellowship 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 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 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.

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.

What is the application deadline?

The deadline for submitting the online application is October 15th, 2018. The deadline for uploading faculty mentor, department chair and reference letters is December 13th.

When will final decisions be announced?

Finalists will be notified and awards announced close to March 1st 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.

REVIEW AND SELECTION**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 Postdoctoral 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 that includes 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 that you be in residence at CU Boulder.

What is the success rate for this award?

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

FUNDING SUPPORT**Does the support from the Chancellor's Office include space?**

No. The Chancellor expects departments and faculty mentors to 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.

Please also see the frequently asked questions for [mentors](#) and [department chairs](#).

GUIDELINES FOR FACULTY MENTORS

The below guidelines are designed to aid faculty mentors working with candidates for the Chancellor's Postdoctoral Fellowship Program.

EXPECTATIONS

PRE-AWARD

Candidates must contact and work with faculty mentors before submitting online applications. Candidates should also seek your department chair's recommendation letter. You may wish to provide candidates with critical review of their application materials, particularly their Educational Background Statements.

If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship 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.

Department chairs must also provide recommendation letters for candidates and several candidates may be interested in a single department; thus, we highly encourage discussing candidates with your Chair before the candidate submits their application. Department chairs will be provided a list of applicants and their mentors when the online application system closes on October 15th, 2018.

POST-AWARD

Chancellor's Postdoctoral Fellowship 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 your postdoc on a one-on-one basis;
- » Work with your postdoc 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 your postdoc to attend orientations, trainings, and workshops offered by OPA, Career Services and other units, and to present at conferences and/or symposia;
- » Encourage your postdoc to explore a variety of career options and make connections, particularly in industry, government, and other non-academic sectors, given only an estimated 15-20% will land a tenure track position; and
- » Provide support and guidance in your postdoc'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 making connections to related departments at other doctoral-research extensive institutions that may be interested in the fellow for a faculty appointment. At CU Boulder, the expectation is that departments will consider applicants for

faculty appointments, and should contact the Associate Vice Chancellor for Faculty Affairs for information about process (avcjeff.cox@colorado.edu).

It is expected departments and faculty mentors will make appropriate arrangements for space and other necessary resources, including research supplies and costs.

RECOMMENDATION LETTERS

PROCESS

Candidates should solicit your support prior to submitting their applications (**deadline: October 15th, 2018**). After you have accepted a candidate for mentorship, we strongly encourage you to discuss with your department chair sources of space and financial support for the candidate's research costs as well as the candidate's promise and fit as potential future tenure-track faculty candidate in your department. Please provide your recommendation letter separately to your chair no later than November 1st, 2018. These actions will help your chair in crafting their recommendation letters, particularly if multiple candidates are applying to a single department.

Once a candidate submits an application, an automatic email will be generated by the application system that will include 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. Please upload your letter in *PDF format* by **December 13th, 2018**.

If you have questions about or difficulty uploading your recommendation letter, please email ppfpinfo@berkeley.edu.

CONTENTS

Faculty mentors should 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.

FREQUENTLY ASKED QUESTIONS

FINDING A MENTOR

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

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

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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 applicants select a faculty mentor from their 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 Chancellor’s Postdoctoral Fellowship Program; applicants from other institutions (i.e., not CU Boulder) should identify a mentor in the most appropriate CU Boulder academic department.

Can applicants select a retired faculty member to be their 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.

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 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.

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

Yes. The online application system, in concert with the 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 commitment to hire the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate.

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 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.

RECOMMENDATION LETTERS

How do I submit a recommendation letter?

After a candidate submits their application, an automatic email will be generated by the application system that will include 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 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 will the applicant know when the faculty mentor and reference letter(s) have been uploaded to the online application?

The applicant will receive email confirmations from the online application system each time a letter is uploaded to the application. The applicant can check on the status of the application, including the arrival of the mentor and reference letters using the username and password they created and returning to the application information page.

What are the application and letter deadlines?

The deadline for submitting the online application is October 15th, 2018. Please provide your recommendation letter to your department chair by November 1st, 2018 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 is December 13th.

REVIEW AND SELECTION

If the applicant is unable to relocate because of family reasons, can s/he still apply?

No. The program requires that fellows be in residence at CU Boulder.

FUNDING SUPPORT

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

No. The Chancellor expects departments and faculty mentors to make appropriate arrangements for space and other necessary resources, including research supplies and costs. The Chancellor's Office provides postdoctoral fellows a salary of \$50-60,000 per year, 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.

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 applicants for faculty appointments, and provide fellows with timely information regarding a future faculty appointment or reappointment for a second term as a Chancellor's Postdoctoral Fellow;
- make appropriate arrangements for office space and other necessary resources, including research supplies and costs; and
- hire the fellow under the Postdoctoral Associate (1312) job code).

Please also see the frequently asked questions for [applicants](#) and [department chairs](#).

GUIDELINES FOR DEPARTMENT CHAIRS

EXPECTATIONS

PRE-AWARD

Candidates must contact and work with faculty mentors before submitting online applications who should, in turn, discuss applicants with you and seek your recommendation letter on behalf of candidates. Faculty mentors will be asked to provide you with their recommendation letters by November 1st, 2018.

Several candidates may be interested in a single department. Department chairs will be provided a list of applicants and their mentors when the online application system closes on October 15th, 2018. Please review multiple candidates consistent with your department's established policies and procedures; you may wish to provide separate recommendation letters for each candidate, or you may opt to only provide a recommendation letter for one candidate. If you choose the latter, please email cpfellows@colorado.edu to inform the program of which candidate you will be supporting, and which you will not, to facilitate applicant tracking.

If you receive an electronic request for a recommendation letter for a Chancellor's Postdoctoral Fellowship Program applicant *whose faculty mentor 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.

Lists of past applicants for your department are available to you for faculty recruitment purposes. Please email cpfellows@colorado.edu if you are interested in such materials.

POST-AWARD

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 applicants for faculty appointments, and provide fellows with timely information regarding a future faculty appointment or reappointment for a second term as a Chancellor's Postdoctoral Fellow;
- make appropriate arrangements for office space and other necessary resources, including research supplies and costs; and
- hire the fellow under the Postdoctoral Associate (1312) job code).

DEPARTMENTAL REVIEW & RECOMMENDATION LETTERS

PROCESS

Candidates should request support from their mentors prior to submitting their applications (**deadline: October 15th, 2018**). We strongly encourage mentors and department chairs to discuss sources of space and financial support for the candidate's research costs as well as the candidate's promise and fit as potential future tenure-track faculty candidate in your department *before candidates submit their applications*.

To aid in candidate selection at the departmental level, we require mentors to provide recommendation letters separately to department chairs no later than November 1st, 2018. You may wish to request additional application materials from candidates (please see [Required Documents](#)) for departmental review.

Once a candidate submits an application, an automatic email will be generated by the application system that will include 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. Please upload your letter in *PDF format* by **December 13th, 2018**.

If you have questions about or difficulty uploading your recommendation letter, please email ppfpinfo@berkeley.edu.

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This letter should describe the department's commitment to hire the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate. In the event the mentor is a non-tenured or retired faculty mentor, the letter should also address the mentor's expertise and ability with respect to the candidate's needs.

FREQUENTLY ASKED QUESTIONS

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

Yes. The online application system, in concert with the 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 commitment to hire the applicant into a tenure-track position and/or identify a potential fit with another CU Boulder department, if appropriate. In the event the mentor is a non-tenured or retired faculty mentor, the letter should also address the mentor's expertise and ability with respect to the candidate's needs.

How do I submit a recommendation letter?

After a candidate submits their application, an automatic email will be generated by the application system that will include 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 Program applicant whose faculty mentor 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.

What are the application and letter deadlines?

The deadline for submitting the online application is October 15th, 2018. Faculty mentors are asked to submit their recommendation letters to their department chairs by November 1st, 2018 for departmental review; the

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 is December 13th.

If the applicant is unable to relocate because of family reasons, should s/he still apply?

No. The program requires that fellows be in residence at CU Boulder.

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

No. The Chancellor expects departments and faculty mentors to make appropriate arrangements for space and other necessary resources, including research supplies and costs. The Chancellor's Office provides postdoctoral fellows a salary of \$50-60,000 per year, 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.

What are the expectations for 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 applicants for faculty appointments, and provide fellows with timely information regarding a future faculty appointment or reappointment for a second term as a Chancellor's Postdoctoral Fellow;
- make appropriate arrangements for office space and other necessary resources, including research supplies and costs; and
- hire the fellow under the Postdoctoral Associate (1312) job code).

Please also see the frequently asked questions for [applicants](#) and [faculty mentors](#).

POST-AWARD PROCEDURES

TERMS OF APPOINTMENT

APPOINTMENTS

The CU Boulder Chancellor's Postdoctoral Fellowship Program awards postdoctoral fellowships annually in all fields for research conducted under faculty sponsorship. The annual award provides postdoctoral fellows a salary of \$50-60,000 per year, 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. It is expected that departments and faculty mentors will make appropriate arrangements for space and other necessary resources, including research supplies and costs.

EXPECTATIONS

Chancellor's Postdoctoral Fellows are expected to:

- » Establish residence and participate in academic life at the campus of their postdoctoral appointment;
- » Focus full-time on research and avoid other commitments, such as teaching or additional employment;
- » Meet regularly with their faculty mentor; and
- » Attend Office of Postdoctoral Affairs workshops.

TEACHING POLICY

The Chancellor's Postdoctoral Fellowship Program is designed to provide new scholars with protected time to focus on research and publishing activities to enhance their prospects for appointment as a tenure-track faculty member. The terms of the fellowships do not allow teaching without prior approval from the faculty mentor and the program director. Teaching will be approved only if the opportunity appears to serve the fellow's career development and only if it occurs at CU Boulder.

The program may approve teaching commitments under the following circumstances:

1. The teaching involves a small, focused course (i.e. an upper division or graduate seminar) that is closely related to the fellow's area of research;
2. The fellow is in a field where teaching is expected to be part of postdoctoral fellowship appointments;
3. The fellow has done little teaching and needs to add teaching experience in order to be competitive for tenure-track faculty appointments.

The program will not approve teaching responsibilities that will interfere with the time fellows need to devote to their research. The program would not look favorably at a request to teach a large introductory class or a request from a fellow who has significant prior teaching experience. Teaching at another institution is prohibited and may result in the loss of fellowship support.

All requests to teach must be submitted for approval to the faculty mentor and then to the fellowship program office for approval. Requests to the program office may be made by email (cpfellows@colorado.edu).

MAKING AN APPOINTMENT

Fellows may begin their appointments on or after July 1st of the year in which they have won the award.

Fellows are appointed under the Postdoctoral Associate (1312) job code. Please work with the HR Research Service Center (resfachr@colorado.edu) to process the appointment. Information on making appointments, contact information, and offer letter and other templates are available [here](#).

The Chancellor's office provides \$50,000-60,000 in salary for Chancellor's Postdoctoral Fellows. Departments may supplement this, as is appropriate to the discipline, at their own discretion. Please work with Regina Houck (regina.houck@colorado.edu).

To set up the Professional Development Fund speedtype, please work with Michelle Estrella (michelle.estrella@colorado.edu).

CAREER SUPPORT

In addition to professional mentorship from faculty mentors and departments, Chancellor's Postdoctoral Fellowship awardees are encouraged to avail themselves of [Office of Postdoctoral Affairs](#) support. Awardees are invited to small-group meetings of current and past awardees to focus on specific professional needs. Additionally, awardees are invited to New Postdoc Orientation, professional development workshops, and social events offered through the [Postdoctoral Association of Colorado Boulder](#) (PAC Boulder). Please email opa@colorado.edu for more information.