

***The administration of JFDP by American Councils for International Education is contingent upon a cooperative agreement with the U.S. Department of State.***

# **APPLICATION**

## **2013 JUNIOR FACULTY DEVELOPMENT PROGRAM**



THE JUNIOR FACULTY DEVELOPMENT PROGRAM PROVIDES UNIVERSITY INSTRUCTORS WITH A SEMESTER-LONG OPPORTUNITY TO:

- **ENGAGE IN CURRICULUM DEVELOPMENT AND EXPLORE ALTERNATIVE TEACHING METHODOLOGIES,**
- **EXPAND THEIR KNOWLEDGE IN THEIR FIELDS OF STUDY AND GATHER NEW TEACHING MATERIALS AND RESOURCES, AND,**
- **DEVELOP RELATIONSHIPS WITH U.S. HOST INSTITUTIONS AND THEIR HOME UNIVERSITIES**

THE COMPETITION IS OPEN TO UNIVERSITY FACULTY FROM ALBANIA, ARMENIA, AZERBAIJAN, BOSNIA AND HERZEGOVINA, CROATIA, GEORGIA, KAZAKHSTAN, KOSOVO, KYRGYZSTAN, MACEDONIA, MONTENEGRO, SERBIA, TAJIKISTAN, AND TURKMENISTAN.

INDIVIDUALS MAY APPLY FOR FIELDS IN THE HUMANITIES AND SOCIAL SCIENCES.

**APPLICATION DEADLINE:**  
**17:00, JUNE 18, 2012**  
***ALL LOCATIONS***



## **2013 JUNIOR FACULTY DEVELOPMENT PROGRAM**

*A PROGRAM OF THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS  
OF THE UNITED STATES DEPARTMENT OF STATE*

Thank you for your interest in the Junior Faculty Development Program.

For more than half a century, the people of the United States have supported international educational and cultural exchange programs as an investment in global understanding and peace. Such exchange programs have a long track record of bringing future leaders from around the world to the United States—and of giving talented young Americans invaluable experiences and insights abroad.

The Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State is responsible for the management and oversight of many of the U.S. government's international exchanges. Underlying the role of exchanges in U.S. foreign policy is the belief that mutual understanding is of vital importance in an increasingly interdependent world, and that person-to-person exchange and training is the most effective way to promote mutual understanding. The exchange of persons and perspectives is essential to the promotion of democracy, economic prosperity, international cooperation, peace and security around the world.

The Bureau of Educational and Cultural Affairs has initiated the award of a cooperative agreement to **American Councils for International Education: ACTR/ACCELS** to conduct a merit-based competition to recruit, select, place, and support Fellows throughout the program. American Councils provides follow-on activities for program alumni to continue fostering the development of democratic systems and market economies after program participants return home.



AMERICAN COUNCILS<sup>®</sup> FOR INTERNATIONAL EDUCATION  
ACTR ▲ ACCELS

## JUNIOR FACULTY DEVELOPMENT PROGRAM

### A PROGRAM OF THE BUREAU OF EDUCATIONAL AND CULTURAL AFFAIRS OF THE UNITED STATES DEPARTMENT OF STATE

#### ***Program Description and Administration:***

The Government of the United States of America is pleased to announce the open competition for the Junior Faculty Development Program (JFDP) for the 2013 spring semester. The JFDP is sponsored by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State. American Councils for International Education: ACTR/ACCELS, an American non-profit, non-governmental organization, under a cooperative agreement with ECA, administers the JFDP and oversees each participant's successful completion of the program. The United States Congress annually appropriates funds to finance the JFDP, and authorizes the Bureau of Educational and Cultural Affairs to oversee these funds.

The primary and distinct goal of the JFDP is to provide university instructors from Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Croatia, Georgia, Kazakhstan, Kosovo, Kyrgyzstan, Macedonia, Montenegro, Serbia, Tajikistan, and Turkmenistan with opportunities to engage in curriculum development and explore alternative teaching methodologies, expand their knowledge in their fields of study and gather new teaching materials and resources. Participants in JFDP are also encouraged to forge relationships with U.S. host institutions and their home universities in order to support ongoing contact and collaboration. Throughout their stay in the United States, JFDP Fellows observe courses, attend academic conferences, and work closely with faculty mentors from U.S. host institution to outline new courses and may be invited to present a lecture or co-teach classes at a U.S. host institution. Fellows will also serve as cultural resources, sharing information about their home countries with U.S. faculty, students, and community members. Fellows do not earn academic degrees through the JFDP, and must return to their home countries after completing the program.

#### ***The JFDP Fellowship consists of:***

- The ***Pre-Program*** period – from the time of fellowship notification in the JFDP Fellow's home country through the Orientation in the United States in January 2013.
- The ***On-Program*** period – at the U.S. host institution for the spring 2013 semester. Each JFDP Fellow will spend a total of five (5) months (January-May 2013) in the United States. American Councils is responsible for placing Fellows at U.S. host institutions and for providing logistical support for the Fellows throughout their stay in the United States.
- The ***Post-Program*** period – after departure from the U.S., JFDP Fellows have expectations for continued cooperative activities with their U.S. host institutions, for at least the six months following the end of the On-Program period. JFDP Fellows who fulfill the expectations for Post-Program activities are awarded Alumni status with unique benefits and access to professional resources.

The entire program structure is intended to work toward the overall program goals by supporting JFDP Fellows in their endeavors to achieve their individual goals which are proposed in this application.

### ***Pre-Program Responsibilities and Expectations:***

Selected Fellows are required to attend a two-day Pre-Departure Orientation (PDO) in their home countries in November/December 2012, and a two-day Orientation in the U.S. in early January 2013. During both events, Fellows are introduced to program policies and support mechanisms, and provided information to prepare for On-Program activities and adjusting to life in the U.S. Fellows are also guided through the Fellowship Activity Plan which they will be expected to complete in consultation with their home and host institutions.

### ***On-Program Responsibilities and Expectations:***

Fellows are expected to attend host institution courses that meet the goals proposed in this application. The goals described in the Statement of Purpose are used to match Fellows to relevant academic programs at accredited U.S. colleges or universities. Fellows are expected to complete assignments and exams for the courses attended, according to the preferences of the course instructors. Besides attending courses, Fellows are expected to execute specific plans for analyzing the U.S. higher education system, and making critical comparisons to their home institutions. Fellows are expected to deliver guest lectures and cultural presentations at their U.S. host institutions, and conduct service activities in the surrounding communities. Research is not a primary goal of JFDP, however, for the purposes of increasing the knowledge base in the academic discipline, and for gathering new curricular content and teaching resources, it is expected that some research activity is necessary. Fellows are expected to participate in both professional networking and social engagement activities at their U.S. host institutions, surrounding communities, and across the United States, for the purpose of academic, professional, and cross-cultural exchanges. Such activities include attending professional meetings and conferences, joining professional and academic associations or societies, and participating in extracurricular campus clubs. Collaborating with U.S. host faculty to plan and develop writing, research, exchange, or linkage projects is a critical aspect of On-Program activities.

### ***Post-Program Activities:***

During the six months following the On-Program period, JFDP Fellows are expected to conduct Post-Program activities in cooperation with U.S. host coordinators and faculty advisors. During the On-Program phase, Fellows will define, develop, and plan three Post-Program activities which would meet fellowship goals and further cooperative activities with U.S. host counterparts. Examples of such activities include:

- Organizing virtual (on-line) lecture series for students in the U.S. and the Fellows' home country;
- Establishing a Memorandum of Understanding (MOU), or other type of linkage project between the home institution and U.S. host institution, such as facilitating in-person or virtual student exchanges;
- Implementing a new or revised course at the home institution;
- Conducting a student course evaluation and sharing the results of student feedback;
- Integrating new teaching methodologies in courses taught at the home institution;
- Conducting training in academic skills and integrity issues, such as writing standards, plagiarism, research methods, and honor code systems; and,
- Leading home institution students and colleagues in community service activities.

Approximately six months after the close of the On-Program period, Fellows will be asked to submit a report of Post-Program activities as they had proposed in their Fellowship activity plans. JFDP Fellows who fulfill the expectations for Post-Program activities are awarded Alumni status with unique benefits and access to professional resources. Alumni status is further maintained through fulfillment of the two-year home residency requirement according to J-1 Visa regulations. Alumni status then continues *ad infinitum*.

Through all fellowship stages, JFDP Fellows hold the ultimate responsibility for maintaining good academic standing through appropriate fellowship conduct. **JFDP Fellows are expected to:**

- be professionally mature, receptive, and attentive in their approach to new information provided;
- earnestly seek to improve current skill sets and knowledge bases;
- make sincere efforts in setting out to accomplish the objectives proposed in this application;
- carefully read program policy documents to understand program rules, expectations for assignments and activities, and limitations;
- accept responsibility for awareness of program rules and procedures;
- ask questions about anything not clear, or about which further support is needed.

## **A. GENERAL OVERVIEW**

---

### **I. PROGRAM ELIGIBILITY REQUIREMENTS**

Participants in the JFDP must:

- be a citizen of one of the following countries within these three regions: (Caucasus) Armenia, Azerbaijan, Georgia; (Central Asia) Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan; or, (Southeast Europe) Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia.
- currently reside and work in the region of his/her country of citizenship;
- be a faculty member currently teaching full-time at an institution of higher education in their home country and have at least two (2) years of full-time professional experience as a university lecturer or administrator at the time of application (time spent working at a university while simultaneously working towards your first higher education degree does not count towards the two year requirement);
- be highly proficient in written and oral English (be able to pass an English proficiency exam, and be able to participate in an English language interview);
- return to their home country after completing the program;
- be able to begin the JFDP in the United States in January 2013 (participants will not be allowed to defer until a later date); and,
- be able to receive and maintain a U.S. exchange visa (J-1) required for this program.

Individuals will **not** be eligible to participate in the program if they are:

- U.S. citizens or permanent residents of the United States;
- Currently participating in academic, training or research programs in the United States;
- Currently residing or working outside of the region of the country of citizenship.
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government (e.g., U.S. Department of State, Public Affairs Sections at U.S. Embassies, U.S. Agency for International Development or other U.S. government agencies) for a period of more than six weeks and who have not fulfilled their two-year home residency requirement by the time of application;
- Individuals who have applied for U.S. permanent residency in the past three years;
- Local employees of American Councils and the U.S. missions abroad who work for the U.S. Department of State or USAID are ineligible for grants during the period of their employment and for one year following the termination of employment;
- Immediate families (i.e., spouses and dependent children) of American Councils, USAID, and U.S. Department of State employees for a period of one year following the termination of such employment. This provision does not disqualify self-supporting members of families who live apart from their parents;
- Persons arrested for, charged with, or convicted of a crime (excluding minor traffic violations).

### **ELIGIBLE FIELDS IN THE SOCIAL SCIENCES AND HUMANITIES FOR THE 2012-2013 JFDP COMPETITION:**

- |                                 |  |                         |
|---------------------------------|--|-------------------------|
| • American Studies              | • History                              | • Philosophy            |
| • Architecture / Urban Planning | • International Affairs                | • Political Science     |
| • Fine Arts / Arts Management   | • Journalism                           | • Psychology            |
| • Business Administration       | • Library Science                      | • Public Administration |
| • Cultural Anthropology         | • Law                                  | • Public Health         |
| • Economics                     | • Linguistics (Applied or Theoretical) | • Public Policy         |
| • Education Administration      | • Literature                           | • Religious Studies     |
| • Environmental Studies         | • Peace/Conflict Studies               | • Social Work           |
|                                 |  | • Sociology             |

### **II. SELECTION PROCESS AND CRITERIA**

Participants in the JFDP will be selected through an open, merit-based competition. All written applications to the JFDP (including the *statement of purpose*) will be read and evaluated by both an American scholar and a scholar from the applicant's home country who are experts in a particular field of study. Please note that all references to an applicant's name will be removed from all the materials submitted to the evaluators in order to ensure the anonymity of the applicant, and the objectivity of the readers. All applications and *statements of purpose* will be judged on the following criteria:

- Clarity of thought and presentation

**THE ADMINISTRATION OF JFDP BY AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION IS CONTINGENT UPON A COOPERATIVE AGREEMENT WITH THE U.S. DEPARTMENT OF STATE**

- Knowledge of the field of study and demonstrated commitment to educational principles
- Potential for leadership and change at the applicant's home institution
- Potential for initiating contact and exchange between the applicant's home institution and a U.S. institution

Applicants whose written applications receive a successful evaluation will be invited to participate in an English language interview. The interviews will be conducted by a joint US-local scholar interview team. Applicants must be present in their country at the time of the interview. Representatives of American Councils and the U.S. Embassy Public Affairs Section, may also observe and participate in the interviews. The interview gives the selection committee the opportunity to meet the candidate in person, and to learn why the candidate would like to participate in the JFDP. At the time of the interview, each candidate will also take an Institutional TOEFL in order to provide a basic assessment of the person's English language skills. All travel expenses to the interview, the cost of the Institutional TOEFL, and all costs associated with the intensive English language training will be funded as part of the program.

A committee in Washington, D.C., consisting of representatives of the U.S. Department of State, American Councils, and U.S. host institutions who are familiar with the JFDP will decide who will become a finalist in the JFDP based upon each candidate's written application and interview results.

### III. TO APPLY TO THE JFDP

A complete application to the JFDP consists of **one original** and **two (2) copies** of the following:

1. Completed application form (your answers to questions 1-27);
2. *Statement of Purpose* written in English AND in native language;
3. Two (2) recommendations, using the forms provided. One recommendation must be from a supervisor. If a recommendation is written in the native language, it must be accompanied by an English translation;
4. *Curriculum Vitae* in ENGLISH ONLY, observing the template provided.

### IV. IMPORTANT THINGS TO NOTE

- Applicants are advised that English proficiency is an important factor in the selection competition. It is highly recommended for candidates to evaluate proficiency before applying.
- Refer to the supplemental documents (available at [www.jfdp.org](http://www.jfdp.org)) that provide descriptions of academic fields, and U.S. equivalents for professional titles and academic degrees.
- Notarization of documents is NOT required.
- Participation in **ALL** program events is **mandatory** for all JFDP Fellows.
- No application documents will be returned to the applicant either during or after the competition. All application evaluations will remain confidential.
- While there is no strict age limit, **strong** preference will be given to applicants who are in the early stages of their careers.
- Applicants must be living in their home country at the time of the interview. Interviews cannot be given over the phone. American Councils will not pay for travel of applicants not in their home country.
- The JFDP reserves the right to verify all information given in the application. In the event that there is a discrepancy or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.
- **Dependents** of finalists in the JFDP may NOT join Fellows in the United States until **March 1, 2013**, and must depart no later than **May 1, 2013**. A "dependent" is defined as a spouse or an unmarried child under the age of 21. JFDP Fellows who wish to invite their dependents to the United States on a J-2 visa must receive prior approval from American Councils. Approval to invite dependents will be granted to those Fellows who can demonstrate:
  1. They are financially able to support their dependents in the United States;
  2. They have purchased adequate health insurance for their dependents; and
  3. They have obtained written testimony from their host institution that they are successfully engaged in the JFDP and in their host institution community.

**Note:** Only the consular officer at the U.S. Embassy in your country has the right to approve or deny visa requests.

***All Application Materials Are Free of Charge and May be Copied***

## **B. APPLICATION INSTRUCTIONS**

---

### **I. APPLICATION FORM (ITEMS 1-27)**

The application form **MUST** be in English (except where otherwise noted), and should be typewritten. If you use additional pages of paper to answer a question, write the question, its corresponding number, and your name at the top of each additional page. Please attach a recent photograph of yourself where indicated on page 1. All questions must be answered for your application to be complete. **Important:** The question in Item 13, "Field of Study to which you are applying," requires reference to a supplemental document that describes eligible fields in the humanities and social sciences. Please review this document carefully to assess the appropriate equivalent of your academic discipline in the United States. This supplement can be downloaded from the JFDP Web site ([www.jfdp.org](http://www.jfdp.org)).

### **II. STATEMENT OF PURPOSE (Items 28-29)**

The *Statement of Purpose* portion of your application is comprised of your answers to the questions in Items 28 and 29, with one version of your answers written in English and another version translated to your native language. Both language versions should **NOT** be combined in the same page space. Both versions must be word-processed on a computer or typed on a typewriter, using single-space paragraph formatting and an 11- or 12-point font size. Each language version should comprise at least 500 words and not exceed three (3) pages in length, and any pages or essays beyond the 3-page limit will not be considered during the selection process. The Statement of Purpose outlines your work plan while in the U.S. and is used to determine your host institution placement. Your answers will be read by the selection committee members and, if you are selected, by the U.S. host institutions that will consider hosting you. Finalists accepted on the Program will be expected to complete the work outlined in the Statement of Purpose.

### **III. CURRICULUM VITAE**

The *Curriculum Vitae (CV)* must be typed in English, using the template provided in this application. If you already have a formatted CV, please ensure that your existing CV contains as much of the relevant and applicable information listed in the template as possible. Your CV will be reviewed by U.S. host institution faculty and administrators, therefore attention to details and formatting is necessary.

### **IV. RECOMMENDATIONS**

Two (2) recommendations are required for your complete application. **One recommendation MUST be from your direct supervisor at the university where you work, indicating that he or she supports your endeavor to participate in the JFDP Fellowship.** A form is provided in this application for recommenders to complete. The individual form can also be downloaded at the JFDP Web site ([www.jfdp.org](http://www.jfdp.org)). In addition to the completed form, a recommendation should include a narrative statement on the recommender's letterhead, if any. *Both recommendations* must be completed in ENGLISH. If originals are in any language other than English, you must include the originals and English language translations. Besides your direct supervisor, other eligible recommenders include colleagues, advisers, former students, indirect supervisors, and other professionals who are familiar with you and your professional abilities, and who can evaluate your ability to participate in the JFDP. Family members or relatives are not eligible to write letters of recommendation. Those who provide recommendations should include their complete work contact information (address, telephone numbers, and e-mail address). Please be sure to ask your recommender to write a narrative statement which speaks to your unique strengths as an educator, professional and potential leader within higher education. Recommendations that only discuss personal characteristics are not adequate.

**Application documents do *not* need to be notarized. Translations must be clearly marked, "TRANSLATION." The original recommendation forms must have original signatures. It is the responsibility of the applicant to notify recommenders that confidentiality of the forms cannot be assured if the applicant intends to translate the letters himself/herself.**

---

Applicant I.D. Number: \_\_\_\_\_  
OFFICIAL USE ONLY



AMERICAN COUNCILS<sup>®</sup> FOR INTERNATIONAL EDUCATION  
ACTR ▲ ACCELS

# JUNIOR FACULTY DEVELOPMENT PROGRAM

*A Program of the Bureau of Educational and Cultural Affairs of the United States Department of State*

**A complete application consists of one original and two copies of each of the following:**

- A) Completed application form (your answers to Items 1-27)
- B) Your Statement of Purpose answers in English and in your native language (answers to Items 28-29)
- C) Two (2) recommendations (one must be from your direct supervisor; a non-English recommendation must be accompanied by a translation)
- D) Curriculum Vitae: In English only (observe the enclosed template)
- E) RECENT portrait photograph of yourself attached to the application

**PLEASE TYPE ALL ANSWERS.**

**1. Name in English.** Your complete last name, first name and middle name. Do not translate your name. Please write your complete name in *Latin* letters, exactly as it appears in your international passport, if available. *Example: Zakharova, Elena Yuriyevna*

Last Name	First Name	Middle Name
<b>Name in Native Language.</b>		

Last Name	First Name	Middle Name
-----------	------------	-------------

**2. Gender** Male  Female  **3. Marital Status** \_\_\_\_\_

**4. Date of Birth** \_\_\_ / \_\_\_ / \_\_\_ **5. Place of Birth** \_\_\_\_\_  
(day / month / year) City, Region, Country (*current names*)

**6. Citizenship** \_\_\_\_\_ **7. Country of Residence** \_\_\_\_\_  
(Country of which you are a citizen) (Country where you legally reside)

**Home Address.** Where indicated below, please write your permanent home address in Latin letters, e.g., ul. Lesnaya, d. 53, kv. 18. Please do not translate your address. You must include your postal index. Indicate a phone number where you can be reached at home. If available, include a mobile number and an e-mail address.

**8. Home Address** (in Latin letters)

**9. Home Address** (in native language)

Street Name, Building, Apartment	Street Name, Building, Apartment
City                      Region                      Postal Code	City                      Region                      Postal Code

Home Telephone (include city code) \_\_\_\_\_

Mobile Telephone (include city code) \_\_\_\_\_

Home E-mail Address \_\_\_\_\_

Attach Recent  
Photograph Here  
(Passport size  
and format)

<b>Applicant</b> <b>I.D. Number:</b> _____
---

**Place of Employment.** Indicate your primary place of employment. Translate into English the name of your Institution, School/Faculty, and Department (e.g., Eastern State University, School of Jurisprudence, Department of International Law). Write the complete street address in Latin letters (e.g., Bulevar kralja Aleksandra 67, kabinet 121). Please do not translate your address. Indicate a phone number where you can be reached at work. Then, write the information in the native language.

**10. Place of Employment** (in English)

**11. Place of Employment** (in native language)

_____			_____		
Institution Name			Institution Name		
_____			_____		
School Name			School Name		
_____			_____		
Department Name			Department Name		
_____			_____		
Street Address			Street Address		
_____			_____		
Building Number, Office			Building Number, Office		
_____			_____		
_____	_____	_____	_____	_____	_____
City	Region	Postal Code	City	Region	Postal Code
_____		_____	_____		_____
Work Telephone (include city code)		Work Fax	Work E-mail		

**12. Your Work Position** (in Latin letters) \_\_\_\_\_  
 (e.g., docent, prepodovatel, redoven profesor, mughalem).

**13. Field of study to which you are applying.** \_\_\_\_\_  
 Please refer to the supplemental document that describes the eligible humanities and social science fields.

**14. Highest Degree Earned** (in Latin letters) \_\_\_\_\_  
 (e.g. bakalavr, doktor i shkencave, magistar, diplom, etc.)

**15. In what field is the above degree?** \_\_\_\_\_  
 (Translate to English)

**16. Educational History.** List all colleges, universities and professional schools that you have attended, beginning with the most recent. Include the years attended (e.g., 1998-2002), the field of study, and the degrees that you have received, including the highest degree. Write out the names of these degrees using Latin letters, (e.g., diplomiran, magistar, aspirantura, magistris khariskhi). Use additional pages if necessary.

<b>Institution and City</b>	<b>Dates (yyyy-yyyy)</b>	<b>Field of Study</b>	<b>Degree</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**17. Academic Work History.** List all academic and/or professional positions held, beginning with the present. Please do not translate position titles into English, but use Latin letters (e.g., docent, oliy o'quv yurtlary o'qituvchisi, prepodovatel', v ishi lector, redoven profesor, predavach, mughalem, etc.)

<b>Institution/Employer</b>	<b>Position</b>	<b>Dates of Employment</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

<b>Applicant</b> <b>I.D. Number:</b> _____
---

**18. Years of Full-time Experience in an Institution of Higher Education.** Administrative experience is considered work in a supervisory role, such as Dean, Rector, Department Head, etc. Please note that a full-time work load is defined by the Ministry of Education in your home country. Please inquire at an American Councils office for a definition of full-time status in your home country.

**Years of teaching** \_\_\_\_\_ **Years of administrative work** \_\_\_\_\_

**19. Current Annual Teaching and Administrative Work Load.** Please list the institutions of higher education where you currently work, the number of hours you work there annually, and in what capacity you work there – administrative (in a supervisory role), or teaching (hours spent in the classroom).

<b>Institution</b>	<b>Teaching Annual Hours</b>	<b>Administrative Annual Hours</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**20. Professional Travel Abroad.** List all professional travel abroad. Use additional pages if necessary.

<b>Country</b>	<b>Date</b>	<b>Purpose of visit</b> (include names of organizations, if any)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**21. Recommendations.** Please list the two people who will be writing recommendations for you. **One recommendation must be from your direct supervisor.** Please refer to Part B, Section IV for more information concerning letters of recommendation.

<b>Name</b>	<b>Title</b>	<b>Relationship to you</b> (e.g. colleague, supervisor, etc.)
_____	_____	_____
_____	_____	_____

**22. Other Fellowships, Scholarships, or Exchange Programs.** To what other sponsored exchange programs are you applying, if any? Please list them.

\_\_\_\_\_

**23. Program Notification.** How did you learn about the Junior Faculty Development Program? Check **all** responses that apply. If you learned about the JFDP through a website, newspaper, journal, radio, or television advertisement, write the name of it. If the way in which you learned about the JFDP is not listed below, explain how you heard about it in the line marked "other."

Lecture by JFDP Representative	<input type="checkbox"/>	JFDP Alumnus/Alumna	<input type="checkbox"/>	Website	<input type="checkbox"/>
If lecture, where was it? _____		Your Workplace	<input type="checkbox"/>	Radio	<input type="checkbox"/>
How did you learn about the lecture?		Newspaper/Journal	<input type="checkbox"/>	Other (please explain)	<input type="checkbox"/>
_____		Friend	<input type="checkbox"/>	_____	
U. S. Educational Advising Center	<input type="checkbox"/>	Colleague	<input type="checkbox"/>	_____	
U.S. Embassy/Consulate/PAS Office	<input type="checkbox"/>	Television	<input type="checkbox"/>	_____	

Applicant  
I.D. Number: \_\_\_\_\_

**24. Dependents.** Do you plan to invite any dependents to join you in the United States in March 2013? Please read Part A, Section IV of this application carefully for more information regarding dependents. Indicating that you wish to invite your dependents to the U.S. does not affect the selection process.

Yes  No  Not Sure

If you answered "Yes" or "Not sure," please give the following information:

Name (Last, First, Middle)	Date of Birth	Relationship to You
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**25. U.S. Visa.** Have you ever been denied a U.S. Visa (any type)? Yes  No

If you answered "Yes," please explain why: \_\_\_\_\_

Have you or your spouse applied for a U.S. green card or immigrant visa lottery within the last three (3) years? Yes  No

**26. Foreign Passport.** Do you currently hold an international passport from your home country, which is valid through November 2013? Indicating that you do not have an international passport does not affect the selection process, but if you become a semi-finalist and do not have an international passport you are encouraged to apply for one at that time. Yes  No

**27. Pledge of Authenticity**

I certify that the information given in this application and all attached materials is complete and accurate to the best of my knowledge. In signing this application I certify that I am not an employee, spouse or a dependent of an employee of American Councils or the U.S. Department of State. I understand that in addition to the selection process outlined in this application, the final decision of my application and my status as a JFDP grantee is contingent upon program funding, on the ability of American Councils to place me at an appropriate U.S. host institution, and on my ability to receive and maintain a J-1 visa to the United States. If selected as a JFDP finalist, I agree to abide by the stipulations of the J-1 visa requirements, and by all program regulations, and to return to my home country for a minimum of two years upon completion of the Junior Faculty Development Program.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Day/Month/Year*

**Applications must be received at an  
American Councils for International Education:  
ACTR/ACCELS representative office by the deadline  
of JUNE 18, 2012, 17:00.**

Applicant I.D. Number: _____
---------------------------------

## STATEMENT OF PURPOSE

**28. Current Teaching Load.** Please list the courses you currently teach at your institution. Indicate the course title, type of course (e.g. required, elective/supplemental, etc.), the course level (e.g. first year, second year, graduate level, etc.), the number of sections you teach (to how many groups of students do you teach this course each semester), the approximate number of students per section, and the hours per week spent in the classroom for all sections in total. \*Note: If you are a librarian or other type of university administrator, please list any workshops or trainings you have delivered at your institution, if applicable.

Class Title	Course type	Course Level	Number of Course Sections	Approximate Number of Students per Section	Hours per Week (for all sections)

**29. Essay Questions.** Please answer each question below thoroughly regarding your intent to participate in the Junior Faculty Development Program. **Your answers will be read by the selection committee members and, if you are selected, by the U.S. colleges and universities that will consider hosting you. U.S. host institution placements are determined based on an applicant's responses to the Statement of Purpose questions.** Please provide two versions of the Statement of Purpose, one in English and a translation in your native language. Both versions of your Statement of Purpose (English and native language) should be typed, single-spaced, and using an 11- or 12-point font. Each version should comprise at least 500 words and not exceed three (3) pages in length (not including this page). Please see Part B, Section II of the application instructions, for additional information about the requirements for the *Statement of Purpose*. Please consider the goals of the JFDP as you write your Statement of Purpose.

1. Please describe your short- and long-term professional goals (in order of priority). In what ways do you anticipate that your experience in the U.S. will help you achieve these goals? Please be sure to include a detailed description of your specific goals for new and/or existing course development.
  - a. **If applicable:** If the faculty where you work has designated certain goals for you to accomplish during the JFDP, please describe those goals in detail as well.
2. Please list and describe the primary and secondary academic field area(s) that you want to study in the U.S. Please be as specific as possible and list them in order of importance. **This information will be used to place you at an appropriate U.S. host institution.**
  - a. **If applicable:** If you are applying to a field other than the field in which you teach, please address the reason for applying to a field other than your own. It is important to understand that adequate justification and proof of your preparedness to undertake academic training in a related subject area is required in order to be eligible for applying to a different academic field. Otherwise, your application will be considered ineligible.
3. What opportunities do you have in your current position to be an educational leader? Describe any leadership experiences you have had in your field. Have you had any experiences in implementing change at your institution? Please describe.
4. Describe an experience you had in trying a new teaching method or curricular component in your classroom (or, for a librarian or other type of university administrator, a process or procedure which aimed at improving the teaching and learning environment), your successes (or failures) in implementing it, and the students' reaction to it (and/or the staff and faculty members' reaction to it).
5. What is unique about you? Please share additional information with the Selection Committee and your future U.S. host institution, which is not apparent from other information in your application. Why are you a strong candidate for JFDP, and what distinctive characteristics, talents, skills, or knowledge will you bring to your U.S. host community?



# RECOMMENDATION FORM

## 2013 Junior Faculty Development Program (JFDP)

*Program of the Bureau of Educational and Cultural Affairs of the United States Department of State*

**Applicant Name:**

Last Name

First Name

Middle Name

**To The Applicant:** After supplying the information indicated above, give this document to an eligible recommender. An eligible recommender includes colleagues, advisors, supervisors, former students, and other professionals who are familiar with your professional abilities. *One recommendation must be from your direct supervisor.*

**To The Evaluator:** The above named individual is applying for the 2013 Junior Faculty Development Program fellowship. The primary and distinct goal of the JFDP is to provide university instructors with opportunities to engage in curriculum development and explore alternative teaching methodologies, expand their knowledge in their fields of study and gather new teaching materials and resources. Participants in JFDP are also encouraged to forge relationships with U.S. host institutions and their home universities in order to support ongoing contact and collaboration. Throughout their stay in the United States, JFDP Fellows observe courses, attend academic conferences, and work closely with faculty mentors from U.S. host institutions to outline new courses and may be invited to present a lecture or co-teach classes at a U.S. host institution. Fellows will also serve as cultural resources, sharing information about their home countries with U.S. faculty, students, and community members. Fellows do not earn academic degrees through the JFDP, and must return to their home countries after completing the program.

**1. Compared with other professionals at a similar level you have known, please indicate your evaluation of the applicant in the categories listed by a mark in the appropriate column.**

Categories Observed	Excellent	Average	Below Average	Not Observed
Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to Higher Education	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to their field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commitment to excellence in teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interest in advancing their own professional qualifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others/ as part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to adapt to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desire and/or ability to develop new educational materials and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*All Application Materials Are Free of Charge and May be Copied*



## RECOMMENDATION FORM

2013 Junior Faculty Development Program (JFDP)

*Program of the Bureau of Educational and Cultural Affairs of the United States Department of State*

### 2. How long have you known the applicant?

Years: \_\_\_\_\_

### 3. In what context have you known this applicant?

- Colleague  
 Advisor  
 Former student  
 Other professional (familiar with applicant's abilities)  
 **Supervisor (please answer the additional question below)**

If you are the applicant's work supervisor, will the applicant be allowed to take a leave of absence in the spring 2013 semester to participate in the fellowship, if selected for JFDP?

- Yes.  
 Probably, but it ultimately depends on departmental priorities and schedules.  
 I am not responsible for making that decision.

### 4. Overall Evaluation.

Please indicate applicant's suitability for this program. Check one of the following and explain below:

- Highly** recommend that he/she be considered for the Junior Faculty Development Program.  
 Recommend **with reservation** that he/she be considered for the Junior Faculty Development Program.  
 **Do not** recommend that he/she be considered for the Junior Faculty Development Program.

Please Explain:

### NARRATIVE STATEMENT

### 5. Please provide a narrative statement in an attached letter (on letterhead, if possible).

The letter should include any information that you feel would be of value in considering this applicant. Please be sure that the letter of recommendation speaks to the applicant's unique strengths and talents as an educator, professional and potential leader within higher education and do not simply discuss personal characteristics.

Thank you for assisting our committee. After completing this form and the accompanying narrative statement, please return to the applicant.

Name of Recommender (Printed): \_\_\_\_\_

Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FIRST AND LAST NAME**

Home address  
Home telephone number  
Home Fax number  
Home e-mail address

Work address  
Work telephone number  
Work Fax number  
Work e-mail address

**EDUCATION**

*Give your educational background starting from the most recent degree received. Include: degree name, subject area, institution attended, date of completion*

**ADVANCED STUDIES IN PROGRESS (if any)**

*Include: degree name, subject area, institution granting the degree, estimated completion date*

**EMPLOYMENT**

*Give the history of your employment, describing your current position **first**. Include: name, location, and dates of employment*

**ACADEMIC LEADERSHIP**

*List any academic appointments, administrative appointments, experience as head of the department/director of studies, work on planning and/or management bodies etc. Include: appointment level, institution, dates*

**PROFESSIONAL EXPERIENCE**

*List any professional experience; including, but not limited to professional trainings, curriculum projects collaborative projects, certifications, academic and professional presentations, guest lectures. Include: Any leadership role, name, location, and dates of participation*

**PROFESSIONAL MEMBERSHIPS AND AFFILIATIONS**

*Describe your membership in any professional societies or organizations. Include: any leadership positions, name of organization, dates of membership*

**PROFESSIONAL CONFERENCES**

*Describe any professional conferences you have, organized, attended, or presented. Include: any leadership role, name of conference, location, and dates of event*

**RESEARCH**

*Describe any professional research projects you have completed or in which you are currently involved. Include any leadership positions held, subject area, dates*

**PUBLICATIONS**

*Include the titles and dates of any professional articles, books or other publications that you have authored, co-authored or edited*

**Books Authored, Co-Authored or Edited**

*Include: Name of book, publisher, Date of publication*

**Publications**

*Include: Name of article and journal, Date of publication*

**Other Publications or Research Grants**

*Include: Title of publication, date of publication; grant program, activity, dates*

**PROFESSIONAL AWARDS**

Include: Professional awards, honors, and grants that you have received, date of award

## APPLICATION CHECKLIST

*For your reference only*

### HAVE YOU INCLUDED ONE (1) ORIGINAL AND TWO (2) COPIES OF:

- YOUR COMPLETED APPLICATION (your answers to Items 1-27)?
- YOUR STATEMENT OF PURPOSE ANSWERS IN ENGLISH AND IN YOUR NATIVE LANGUAGE (your answers to Items 28-29)?
- TWO (2) RECOMMENDATION FORMS AND ACCOMPANYING NARRATIVE STATEMENTS? (**One recommendation must be from a direct supervisor.** If a recommendation was written in the native language, it must be accompanied by a translation in English.)
- CURRICULUM VITAE: IN ENGLISH ONLY?
- A RECENT PHOTOGRAPH OF YOURSELF ATTACHED TO THE APPLICATION?

***Applications in all locations must be received at an American Councils for International Education: ACTR/ACCELS representative office by the deadline of***

***17:00, 18 JUNE 2012***

***Locations included in the competition are:***

***Caucasus:*** Armenia, Azerbaijan, Georgia

***Central Asia:*** Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan

***Southeast Europe:*** Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro, Serbia

**THE ADMINISTRATION OF JFDP BY  
AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION  
IS CONTINGENT UPON A COOPERATIVE AGREEMENT WITH  
THE U.S. DEPARTMENT OF STATE.**