

## Endorsing Fellowship Applications

After the fellowship application is submitted by faculty, it is endorsed by the appropriate department chair/dean.

To endorse a humanities fellowship application, perform the following steps:

1. You will receive an email notifying you of a fellowship application submission. Open the email, click the link and login using your Campus Connect username and password.

Dear Vatsla Chhabra,

Stanley Cohn has applied for a Humanities Center Faculty Fellowship for appointment 2016-2018. Your name was submitted as his/her Department Chair or Dean.

To complete this application, we need your endorsement before Friday, November 20, 2015.

An overview of our new Fellows Program, including perks fro the Fellow's Department, can be found here: [Program Overview](#).

What kind of endorsement is this?  
Your endorsement relates solely to the administration of the faculty fellowship, as described in the paragraph below, and not to its content. You therefore are not required to read or comment on the application itself.

We require an endorsement for each application for the following reasons:

- to ensure that the Chair/Dean is aware of the faculty member's application, and is therefore aware of the possible need for reductions in teaching load should a fellowship be awarded (the typical reduction is two courses in the first year of the fellowship, and one course in the second year),
- to confirm that you are willing to make changes in curricula and scheduling that would be necessitated by such teaching reductions.

To endorse this faculty's application, please click on the link below and login with your Campus Connect username and password.

<https://lascollegetest.is.depaul.edu/HumanitiesFellowship/Endorse.aspx?gid=20160408480>

You may reply to this email if you have any questions regarding this faculty member's application, the application process, or the fellowship program.

2. An overview of the application is displayed for you. Check the checkbox to acknowledge that you understand the need for workload reduction in case that the faculty member is awarded the fellowship and that you are willing to make changes in curricula and scheduling that may be necessitated by these reductions.

[Apply for a Fellowship](#) [Review Fellowship Applications](#) [Log Out](#)

### Application Endorsement Form for 2016-2018

Deadline is Friday, November 20, 2015

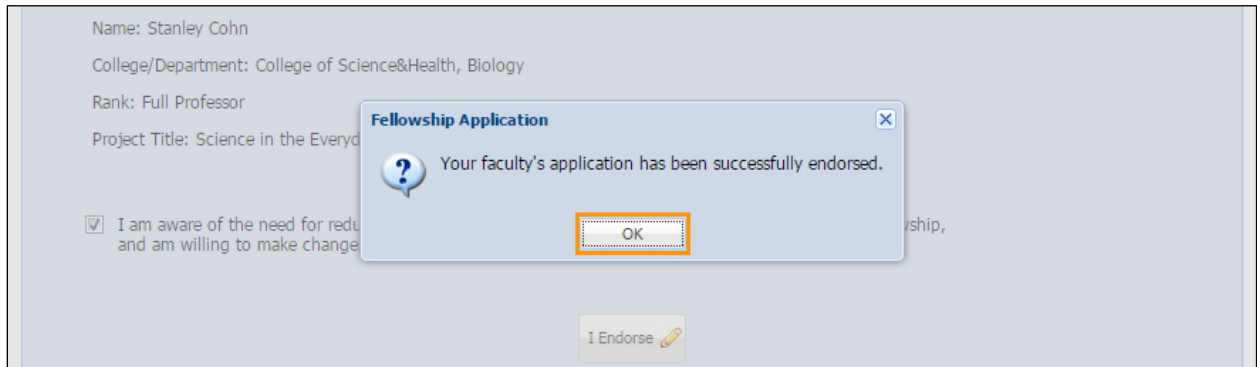
Name: Stanley Cohn  
College/Department: College of Science&Health, Biology  
Rank: Full Professor  
Project Title: Science in the Everyday World

I am aware of the need for reductions in teaching load should this faculty member be awarded a fellowship, and am willing to make changes in curricula and scheduling necessitated by these reductions.

3. Click the **I Endorse** button to endorse the fellowship application.

I am aware of the need for reductions in teaching load should this faculty member be awarded a fellowship, and am willing to make changes in curricula and scheduling necessitated by these reductions.

4. Click the **OK** button to acknowledge your endorsement.



Your part is now complete. You and the administrator will receive an email confirming your endorsement.