



# Carnegie African Diaspora Fellowship Program

## Diaspora Scholar Application Guidelines

African-born Diaspora Scholars interested in being matched with a project request submitted by an African host university must submit a scholar application.

There are two ways a scholar may apply to the CADFP:

1. Scholar may submit a matched Scholar Application that has already been requested in a host institution's Project Request.
2. Scholar may submit an unmatched Scholar Application to the CADFP roster. The CADFP Team will then review the submitted Project Requests to search for potential matches. **We cannot guarantee matches for all unmatched Scholar Applications.** We recommend unmatched Scholar Applications on the CADFP roster are updated at least every three years.

To be eligible for the CADFP, a scholar must:

- Be born in any African country as evidenced by passport bio page;
- Live in the United States or Canada;
- Hold a terminal degree; and

Be employed full-time at an accredited college or university in the United States or Canada. Eligible scholars can hold any academic rank, and postdocs are ineligible.

### Parts of the Scholar Application

- I. Biographical Information
- II. Employment History
- III. Academic Credentials
- IV. Additional Information
- V. Letter of Recommendation
- VI. Documents Upload

### Guidelines for Each Portion of the Scholar Application

#### I. Biographical Information.

Applicant lists name and other contact information.

#### II. Employment History

Employment History (current position only)

- Field of Study – From the drop-down list of disciplines, select the most relevant one for your experience. Choose “Interdisciplinary Studies” for specializations that do not fit neatly within one discipline.

- Subfields/Areas of Expertise – Enter keywords to describe your specializations, to increase the searchability of your profile.

### **III. Academic Credentials**

List your highest degree obtained and the name of the conferring institution. A terminal degree is required.

### **IV. Additional Information**

Scholar Snapshot and Personal Statements: Brief summary of key highlights from your experience:

#### *Administrative Service*

- Describe your administrative service roles, such as service on committees and number of graduate students mentored. (200 word limit)

#### *Significant Accomplishments*

- Leadership roles and consultancies in your academic career, especially any roles working with curriculum development and/or the mentoring and advising of graduate students. (200 word limit)
- Awards, grants, fellowships, and appointments. (200 word limit)

#### *Personal Statement*

- Contributions: In terms of your experience and qualifications, discuss contributions you could make one or more of the following eligible types of project activities for the program: curriculum co-development, research collaboration and/or graduate student mentoring and training. Candidates should be strongly qualified in at least one of these kinds of activities but need not have expertise in all three. (250 word limit)
- Motivation for Applying: Comment on your professional and personal reasons for applying to be on the roster for this program. (250 word limit)
- Potential Impact: Please discuss potential immediate and longer term impact of your participation in this program for your home institution, a potential host institution, your discipline, future academic work, institutional linkages and innovations to address higher education transformation and internationalization issues. Please focus responses on sustainable activities. (250 word limit)

### **V. Letter of Recommendation**

Enter contact information for an administrator at your current college or university with a **position of Dean or higher** who will upload a Letter of Recommendation. Examples of Letters of Recommendation that will not be accepted include letters written by an Associate Dean, Deputy Dean, or Assistant Dean. If you have questions about the person who should write the Letter of Recommendation, please contact [AfricanDiasproa@iee.org](mailto:AfricanDiasproa@iee.org). If you have moved institutions within the last six months, an administrator from either your current or immediate past position may submit the letter. Your administrator should comment on your scholarly work relevant to the three eligible project activities for the program: curriculum co-development, collaborative research, and graduate student teaching/mentoring.

## VI. Documents Upload

- **CV.** Upload your **Curriculum Vitae or Resume** of up to 8 pages. Include information listed in the Scholar Snapshot, and detail your academic career, including:
  - Academic credentials (degrees, field of study, subfields/areas of expertise)
  - Employment history (academic titles, administrative service, etc.)
  - Publications and presentations (representative list of peer-reviewed publications, other scholarly production, presentations at conferences and seminars)
  - Teaching (course titles, whether undergraduate or graduate, years taught)
  - Service (professional memberships, leadership roles, consultancies)
  - Awards (grants, fellowships, appointments, etc.)

**Note:** Please **remove** contact information (telephone, email address) from your CV.

- **Passport Data Page.** Upload a copy of the data page of your **passport** including your country of birth. Candidates for the CADFP must have been born in Africa. The passport information will be secure and available only to IIE staff to confirm a candidate's citizenship/country of birth.
- **Fellowship Report (Alumni Only).** Program participants selected in previous cycles must include a 2- to 3-page Fellowship Report as part of their application. The report should include:
  - Details of activities completed during the first project visit (specifically around the three-core CADFP activities);
  - Any long-term impacts of the project visit (i.e. publications, curriculums approved, graduate students mentored through the completion of their dissertations);
  - Any ongoing activity between the host/Fellow after the previous project visit (i.e. what steps and resources have been utilized to sustain the collaboration); and
  - Any other relevant details to the first project visit.

Additional questions can be directed to [AfricanDiaspora@iie.org](mailto:AfricanDiaspora@iie.org).

*Updated April 2024*