

## 2019 SoFCB Junior Fellows Program Application Guide

### Application Instructions

To begin the application process for the SoFCB Junior Fellows Program, please log into your myRBS account (or create a new myRBS account). On the Home screen, click the “Apply for a Scholarship or Fellowship” button on the left side of the page. If you have trouble with myRBS, see the FAQ page or email [rbs\\_scholarships@virginia.edu](mailto:rbs_scholarships@virginia.edu).

Please note that your application will be managed through the **free** Interfolio application service. If at any time you or those writing letters of recommendation for you are asked to make a payment, contact Interfolio Support at 877-997-8807. **You do not have to pay to submit an application for the SoFCB Junior Fellows Program.**

Applications are due by 1 November 2019. Applications will only be accepted via Interfolio (not by email or via paper, except in cases of disability requiring accommodation). We recommend preparing your answers in advance, using our application summary below as a guide, to make the submission process faster and easier. You may, however, leave and return to an application that is in progress using your Interfolio account.

Applicants are asked to solicit two confidential letters of recommendation, which are to be submitted using this form. These letters are also due by 1 November 2019.

When finalists are notified in February 2020, they will be asked to complete a phone interview with the SoFCB Selection Committee, and to submit two applications for summer 2020 RBS courses by 1 March 2020, as part of the final round of evaluation. We plan to announce the 2020–22 SoFCB Junior Fellows in April 2020.

### Application Summary

I. Documents (file upload; PDF preferred)

A. C.V.

*Please include a list of publications and presentations in your C.V.*

B. Writing Sample

*An article, paper, or similar piece of writing in English, esp. demonstrating your methodological approach to material artifacts, displaying original scholarship, and/or*

*speaking to broader audiences. Excerpted and collaboratively-authored writing acceptable (provide context/details). 25 pp. max.*

C. Transcripts (2)

*Please submit one PDF of undergraduate transcript(s) and one PDF of graduate transcript(s). If you conducted academic work at an institution that does not offer transcripts, or cannot submit transcripts now for some other reason, please submit a memo here with a brief explanation.*

D. Confidential Letter of Recommendation or Evaluation (2)

*The deadline for receipt of recommendation letters is 11:59PM EDT on 1 November 2019. An application to the program will be considered incomplete and will not be reviewed until two letters of support have been received.*

E. Additional Documents (optional)

II. Personal Information

*Information in this section is collected by default for Interfolio. We apologize for the unavoidable duplication of questions between this section and the following section.*

III. Forms

A. SoFCB JFP Eligibility Questionnaire

*This form is provided to help you determine your eligibility for the SoFCB Junior Fellows Program before you proceed further with the application. If you are not sure how to respond given your particular circumstances, please contact Donna Sy, SoFCB Administrative Director, at [rbs-mellon@virginia.edu](mailto:rbs-mellon@virginia.edu).*

1. When did you complete your terminal degree? (multiple choice)

*This program has an early-career focus. PhD students who have not yet advanced to candidacy by 1 November 2019, current MLIS students, and those who have received their terminal degrees prior to 2010 are ineligible.*

- a) I am a PhD student who has advanced to candidacy but has not yet completed my degree requirements.
- b) I received my terminal degree between 2010 and 2019.
- c) Other (specify)

2. What type of position do you presently hold? (multiple choice)

*Those who currently hold a tenured position (or possess equivalent seniority, in a*

*position ineligible for tenure) as a faculty member, curator, librarian, or similar scholarly professional are ineligible for this program.*

- a) I am a doctoral student.
  - b) I hold a non-tenure-track position (and will not possess tenure-equivalent seniority as of 1 November 2019) as a faculty member, curator, librarian, or similar scholarly professional.
  - c) I hold a tenure-track position (and will not yet have been tenured as of 1 November 2019) as a faculty member, curator, librarian, or similar scholarly professional.
  - d) Other (specify)
3. What is your primary institutional affiliation? (multiple choice)

*Those based outside the United States of America are ineligible for this program. (Unfortunately our program's limited budget only accommodates domestic travel at present.)*

- a) I am affiliated with an institution located within the United States of America.
  - b) I am not currently affiliated with any institution, but am based in the United States of America.
  - c) Other (specify)
4. Have you ever been a full-time, year-round member of the staff at Rare Book School? (multiple choice)

*Those who have served on RBS's full-time, year-round staff are ineligible for this program.*

- a) No
- b) Other (specify)

## B. SoFCB JFP Applicant Information Form

1. Name
- a) Prefix:
  - b) First/Given Name:
  - c) Middle Name:
  - d) Last/Family Name:
  - e) Suffix:
  - f) Preferred Name (Nickname):

- g) Previous Name(s):  
*Please list any previous name(s) which may appear on your transcripts or other documents.*
2. Personal Contact Information
- a) Personal Email:
  - b) Personal Phone:  
*Please format as XXX-XXX-XXXX (unless international).*
  - c) Skype ID:
  - d) Street
  - e) City:
  - f) State:
  - g) ZIP Code:
3. Institutional Contact Information (if applicable)
- a) Position/Title:
  - b) Department/Program/Unit:
  - c) Institution:
  - d) Office Email:
  - e) Office Phone:
  - f) Street:
  - g) City:
  - h) State:
  - i) ZIP Code:
4. Contact Preference: Which address would you like us to prioritize in correspondence with you? (multiple choice) We will contact you at your other address if we are unable to reach you at your preferred address.
- a) Institutional
  - b) Personal
5. Educational and Work Information
- a) Which of the following options best describes your current position? (multiple choice)
    - (1) Doctoral candidate
    - (2) Adjunct or visiting faculty or lecturer
    - (3) Postdoctoral research or teaching fellow
    - (4) Untenured full-time, permanent faculty
    - (5) Librarian or curator at an institution that does not tenure in these positions
    - (6) Tenure-track faculty, librarian, or curator

(7) Tenured faculty, librarian, or curator

(8) Digital humanities specialist

(9) Independent scholar

(10) Other (specify)

b) If you are a doctoral student, please specify the year (and month, if known) you advanced to candidacy. Otherwise, you may supply N/A.

c) If you have completed a terminal degree, please provide details here. Preferred format: [Degree] [Department], [20XX], [Institution], ([City, ST]). Otherwise, you may supply N/A.

d) If you have completed another terminal degree in a different field, please provide details here. Preferred format: [Degree] [Department], [20XX], [Institution], ([City, ST]).

#### 6. Summary of Scholarly Work

*In order to help us place your application with readers who will evaluate your work, please provide us with a brief narrative summary and up to ten "tags" that describe your work--including some indication of your subject(s) of specialization, your period(s) of specialization, and your geographical area(s) of specialization, including countries or regions, as appropriate/applicable.*

a) Tag 1

b) Tag 2

c) Tag 3

d) Tag 4

e) Tag 5

f) Tag 6

g) Tag 7

h) Tag 8

i) Tag 9

j) Tag 10

k) Distilled Summary of Scholarly Work (paragraph; 300 character limit)

#### C. SoFCB JFP Narrative Questions Form

1. Please provide a brief description of your research. What original contributions are you making in your field? Which investigative methods have you found most fruitful for your work to date? If your research engages with broader publics or underrepresented communities, and/or has been collaborative, please describe how

- this engagement and/or collaboration enhances your intellectual goals, methods, and results. (3000 character limit)
2. Please tell us about your experience of graduate education. If you are currently a graduate student, describe how graduate school has shaped your scholarship and professional development, and comment on how you think your program could be enriched. If you have completed your graduate studies, explain how the program you attended has influenced your scholarship and your professional life so far. Could it have prepared you better for your current position? If so, how? (2000 character limit)
  3. Why do you want to join the Andrew W. Mellon Society of Fellows in Critical Bibliography? What intellectual, professional, and pedagogical aspirations could participation in the Society help you fulfill? What aspects of the Society's activities attract you most, and why? Please discuss what you see as the potential impact of the fellowship on your scholarship, teaching, curatorial work, and/or other activities. (2000 character limit)
  4. Rare Book School coursework is a core component of the program. Please list the two RBS courses that you propose to take as a Junior Fellow. One of the courses must be a G-Series course, unless you have already taken a G-series course at RBS and would elect to take a course from another subject area. What interests you most about these courses? How might you share what you have learned with diverse audiences, through teaching, curation, publication, or other public-facing activities? If previous RBS coursework has shaped your plan, please explain this in your response. If you wish, describe a new course you would like to see at Rare Book School in the future. (2000 character limit)
  5. What would you hope to contribute to the Rare Book School community (which includes curators, booksellers, collectors, academics, conservators, librarians, book artists, and others with an interest in the book) through your participation in the SoFCB? What background, knowledge, or skills would you bring to RBS and the SoFCB that have been previously underrepresented? How would you like to shape the development of these communities? (2000 character limit)

D. SoFCB JFP Conflict of Interest Form

*Applications to the SoFCB are reviewed by the Senior Fellows of the SoFCB and external reviewers. To help us avoid potential conflicts of interest in the review process, please indicate scholars who you believe should not review your application (such as*

*advisors, domestic partners or spouses, relatives, or those with whom you have been in a close professional or personal relationship, by selecting them below.*

1. SoFCB Senior Fellows who you believe should NOT review your application:  
(multiple choice from list of all senior fellows)
2. Please list the names of any scholars outside the SoFCB to whom you believe we should not send your application for external review because of potential conflicts of interest. We recommend that you list advisors, domestic partners or spouses, relatives, or those with whom you have been in a close personal or professional relationship, who work in a related field of study.

E. SoFCB JFP Demographic Questionnaire

*The final section of the application contains four questions and is voluntary. Please note that this information will be separated from your application directly after submission, and will not be considered in the selection process. Any response you give will only be used in analyzing the results of the selection process and, as necessary, adjusting outreach and recruitment strategies in future years. If you do not wish to respond to these questions, you may advance past them and submit your application.*

1. With which of the following genders do you most closely identify? (multiple choice)
  - a) Female
  - b) Male
  - c) Non-binary/third gender
  - d) I choose not to self-identify
  - e) Other (specify)
2. With which of the following racial/ethnic groups do you most closely identify?  
(multiple choice)
  - a) American Indian or Alaskan Native
  - b) Asian
  - c) Black or African American
  - d) Hispanic or Latinx
  - e) Native Hawaiian or Other Pacific Islander
  - f) White
  - g) I choose not to self identify
  - h) Other (specify)
3. If you are currently affiliated with a college or university, please specify the type of institution it is to the best of your knowledge, according to current U.S. News and

World Report categories: (multiple choice)

*Please find definitions of the categories here: <https://www.usnews.com/education/best-colleges/articles/ranking-category-definitions>*

- a) National University
  - b) Regional University
  - c) National Liberal Arts College
  - d) Regional College
  - e) Specialty School
  - f) Not applicable; not currently affiliated with a college/university
  - g) Other (specify)
4. If you are currently affiliated with a college or university, please specify its status as a minority-serving institution, to the best of your knowledge: (multiple choice)

*Please find definitions of the categories here: [https://en.wikipedia.org/wiki/Minority-serving\\_institution](https://en.wikipedia.org/wiki/Minority-serving_institution)*

- a) Historically Black College or University
- b) Predominantly Black Institution
- c) Hispanic-serving Institution
- d) Tribal Colleges or Universities
- e) Native American Non-Tribal Institution
- f) Alaskan Native- or Native Hawaiian-Serving Institution
- g) Asian American and Native American Pacific Islander Serving Institution
- h) Not applicable; not currently affiliated with a college or university
- i) Other (specify)

#### IV. Review & Submit