

American Council of Learned Societies

2020 Mellon/ACLS Public Fellows Program

*demonstrating the dynamic potential of the humanities PhD*

**QUICK FACTS**

* In 2020, the program   
  will place up to 20 recent humanities PhDs in two-year positions in the public and nonprofit sectors.
* The fellowship provides a stipend of $70,000 per year.
* Host organizations incur a modest placement fee, contribute to the cost of benefits for the fellow, and assume costs related to hosting a fellow on-site.
* Fellows are fully integrated into their host organizations and assume responsibility for a substantial portfolio.
* Over the first nine cycles of the program, ACLS has partnered with over 125 organizations.
* Deadline to apply to host a fellow: **October 21, 2019**.
* For more information, visit [www.acls.org/programs/  
  publicfellowshosts/](http://www.acls.org/programs/publicfellowshosts/)

The following application is intended for organizations that have hosted a fellow in the past and wish to host a 2020 Mellon/ACLS Public Fellow. Although ACLS will partner primarily with new organizations in 2020, a select number of placements will be available to returning hosts whose fellows’ terms have expired **before** October 2019.  
  
The Mellon/ACLS Public Fellows program is an innovative, career-building program that allows talented humanities PhDs to join organizations in the fields of arts management, development, communications, public administration, policy, and digital media. Fellows selected in the 2020 competition will join host organizations in two-year, full-time staff positions on August 3 or September 1, 2020.

Past fellows have overseen digital initiatives; managed major reports on national and international policy issues; and created and administered institutional outreach and development campaigns. A full list of fellows and host organizations can be found at <https://www.acls.org/Recent-Awardees/Mellon-ACLS-Public-Fellows>.  
  
ACLS partners with a diverse group of organizations each competition year. Host organizations are selected according to the following criteria:

* Their ability to offer a substantive portfolio of assignments that will foster the fellow’s professional development;
* Their demonstrated capacity to provide mentorship, networking opportunities, and other career advancement support for the fellow;
* Their standing in the sector(s) in which they operate; and
* Their contribution to the diversity of organizations represented in the year’s roster of partner organizations.

For returning hosts, our program committee also considers the post-fellowship trajectory of the organization’s earlier fellow and how the experience gained from hosting that fellow would contribute to plans for hosting a new fellow.

If you are interested in hosting another fellow, please complete the attached questionnaire. If you have questions about the program or your organization’s suitability to host a new fellow, ACLS welcomes inquiries via e-mail through October 15. Inquiries received after that date may not receive answers before the deadline.

Please submit your completed application no later than **October 21** to [publicfellows@acls.org](mailto:publicfellows@acls.org). **Only complete applications will be considered**.

The Mellon/ACLS Public Fellows program is sponsored by the American Council of Learned Societies with generous funding from The Andrew W. Mellon Foundation. Thank you for your continued interest.



**APPLICATION FOR RETURNING HOST ORGANIZATIONS**

**Mellon/ACLS Public Fellows Program 2020**

**Sponsored by the American Council of Learned Societies (ACLS)**

***I. Background Information***

Name of Organization:

Location (please provide the primary location and any subsidiary locations):

Contact Person:

Name:

Title:

Email:

Telephone:  
  
This organization is a ☐ government agency ☐ non-profit organization (check one)

*Please provide us with background information on your organization by answering the following questions (1-page maximum).*

1. What is the organization’s mission and primary focus?
2. When was the organization founded?
3. How is the organization funded? **Please attach your most recent IRS Form 990.**
4. How is the organization structured? **Please attach an organizational chart if available.**
5. How large is the staff overall (full-time employees) and at the site where the fellowship will take place?
6. How many staff members have advanced degrees (MA, PhD, JD, etc.)?
7. In no more than 150 words, please describe the work/office culture of your organization.

***II. Fellowship Stipend and Benefits***

*1. While fellows work full-time alongside regular staff and are expected to assume professional-level responsibilities, they are participants in a fellowship program and therefore are term employees of the host organization. As such, they may or may not be eligible for the same benefits as permanent regular employees. Please answer the following questions:*

1. ACLS provides two annual payments to the host organizations from which the organization pays the fellow’s stipend through its payroll, withholding all regular federal, state, and local taxes.

Is your organization able to remit the fellow’s stipend through its payroll department and withhold applicable taxes? (Yes ☐ No ☐) If no, explain why.

1. The stipend for fellows is set by ACLS at $70,000/year.

Is the stipend commensurable to the pay of employees on a similar level of responsibility? (Yes ☐ No ☐) If no, please provide us with information on pay structure.

1. ACLS requires that all fellows receive health insurance for the duration of the fellowship. ACLS will contribute up to $7,000 per year to defray the cost that the host institution incurs by providing health care to the fellow. Although host organizations are encouraged, but not required, to offer health benefits to the spouses and dependents of fellows. It also does not require organizations to provide other fringe benefits, but many organizations choose to do so nonetheless. Health coverage must commence **no later than the first of the month** following fellow’s start date (i.e., by September 1, 2020 for fellows starting August 3 and by October 1, 2020 for fellows starting September 1).
   1. Are these terms acceptable to your organization? (Yes ☐ No ☐)
   2. Will your organization separate out individual health insurance as the only benefit available to the fellow? (Yes ☐ No ☐)
   3. Does your organization plan to offer the fellow additional fringe benefits beyond health insurance for the fellow? (Yes ☐ No ☐) If yes, please list those benefits:
2. Prior to joining your organization, will the fellow require security clearance or undergo a background check? (Yes ☐ No ☐) If yes, please explain the procedure and timeline.

*2. While ACLS provides significant financial support for Public Fellows, please be aware that participation in the program as a host organization is not without cost. Host organization contributions include:*

* A one-time, $13,000 placement fee payable within two weeks of the fellow’s start date.
* Payroll taxes (including employer FICA contribution), annual health insurance premium costs in excess of ACLS’s $7,000 contribution, and any additional costs incurred by providing optional fringe benefits to the fellow.
* Staff time and expertise, including significant supervisory and mentoring responsibilities.
* Resources associated with hosting a fellow on-site, including requisite office space (Public Fellows may not work remotely), office equipment, travel funds (if travel is required), etc.
* Access to vacation and sick leave commensurate with employees at the fellow’s relative professional rank (NB ACLS does *not* require that such leave is provided as a benefit that accrues from year to year or that can be redeemed at the end of the fellowship.).

1. Have you verified with your human resources or finance office that your organization is capable of fulfilling the host organization contributions listed above? (Yes ☐ No ☐)
2. What is your organization’s paid time off policy, and how would it apply to the fellow?
3. Please list the name and contact information of the colleague with the relevant contracting authority:

Name:

Title:

Email:

Telephone:

***III. Professional Development***

*1. The Public Fellows program is a career-building opportunity for recent PhDs in the humanities who are interested in careers in the nonprofit sector or government. Host organizations are expected to provide the assignments, challenges, and opportunities that will ensure that fellows grow, mature, and succeed in their positions and are prepared to embark on careers in their chosen fields after the fellowship.*

1. Please check the skills the fellow will gain over the course of the fellowship at your organization. (You are welcome to include a narrative explanation as well.)

☐ Advocacy ☐ Assessment ☐ Budgeting

☐ Communications ☐ Development/fund-raising ☐ Digital innovation

☐ Digital publishing ☐ Employee supervision ☐ International affairs

☐ Legislative ☐ Liaison ☐ Lobbying

☐ Negotiation ☐ Planning ☐ Policy analysis

☐ Project development ☐ Project management ☐ Research

☐ Strategic analysis ☐Writing ☐Other:

1. To be selected as a Public Fellows host organization, the organization must be willing and able to provide training for the fellow to develop the skills necessary for the position and opportunities to network beyond the organization. Please list what opportunities would be available.

In-house training and orientation:

☐ External advancement opportunities (e.g. conferences, classes, meetings, travel):

*2. ACLS requires that each fellow have a professional mentor, who can be either an employee at your organization or elsewhere.* ***If the mentor is an employee, that employee must sit outside the formal reporting chain of the fellow.***

Will your organization commit to providing access to a professional mentor and the requisite time for regular meetings between the fellow and mentor? (Yes ☐ No ☐)

*3. The following questions ask you to reflect on your experience hosting a Public Fellow and to think about how you would build on that experience if you were selected to host another fellow.*

1. Which elements of your previous fellow’s experience were successful and which were not? Based on these reflections, how do you plan to reconceive another Public Fellows position at your organization?
2. What resources, networking opportunities, and mentorship were most useful to your Public Fellow? What resources would you offer a future fellow?
3. Where is your previous fellow now, and how did the fellowship prepare them for their current role? What career options are open to fellows who spend two years working with your organization? Please be as specific as possible.
4. What personal qualities are essential to a fellow’s success at your organization?

***IV. Fellow Selection Process and Reporting Requirements***

*1. ACLS opens the application to recent PhDs to apply to become a fellow in January 2020, with an application deadline in mid-March. ACLS administers the first stage of review after the deadline. Finalists are forwarded to the host organization for interviews in early April before an offer is made by ACLS. This multi-stage process ensures that each fellow meets the standards of the program and will be a good match for the host organization.*

Is your organization willing to interview finalists (typically, there are between two and five finalists for each position) in spring 2020? (Yes ☐ No ☐)

*2. As the fellowship provider, ACLS requires regular updates and performance reviews from the fellow’s supervisor. This includes*

1. *a professional development plan developed jointly by the supervisor and fellow, submitted within 90 days after the fellowship begins;*
2. *a 90-day performance review; and*
3. *two annual performance reviews.*

Is your organization willing to adhere to the fellowship reporting requirements? (Yes ☐ No ☐)

***V. Position Proposal***

*As part of your application, you must submit a proposed position description. While only one position description is required, you may submit up to two for the program committee to review.* ***Positions that require a PhD in a specific discipline or set of disciplines are not appropriate for the Public Fellows program.*** *You can find examples of previous position descriptions on the ACLS website:* [*https://www.acls.org/Recent-Awardees/Mellon-ACLS-Public-Fellows*](https://www.acls.org/Recent-Awardees/Mellon-ACLS-Public-Fellows)*.*

*Each description should not exceed two pages in length and must include the following information:*

1. Position title
2. Department/Office
3. Location
4. Supervisor’s name and title
5. How the position fits into the organization's work and organizational chart, and whether this is a new role
6. Organization mission and description
7. Position description and primary responsibilities
8. Career fields and/or kinds of positions for which this role would prepare a fellow
9. Required and preferred qualifications

***VI. Endorsement Letter***

*Please include a signed endorsement letter from the chief executive officer of your organization. If this application is being submitted by the organization’s chief executive, please include an endorsement letter from another senior leader at the organization or board member to demonstrate that an incoming Public Fellow would have a broad base of support within your organization.*

*The endorsement letter should*

1. affirm your organization’s commitment to administering the fellowship funds as outlined in the application form;
2. attest to your organization’s willingness and readiness to provide the resources and support necessary for the fellow’s success;
3. address the proposed supervisor’s suitability to oversee a fellow and their track record of successful employee supervision; and
4. affirm the organization’s ability to provide mentorship, opportunities for professional development, and a positive, supportive work environment.