

**Diversifying Higher Education Faculty in Illinois
2017-2018 New Application**

New Applicant Name _____



MISSION

The goal of DFI is to increase the number of minority full-time tenure track faculty and staff at Illinois' two- and four-year, public and private colleges and universities.

DFI Administrative Office
Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL 62701-1377
DFI@ibhe.org

Applications are due to DFI to Institutional Reps by: August 15, 2017

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IMPORTANT DATES

DFI Application August 15, 2017

Dates of Illinois Residency February 2014 to February 2017

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IMPORTANT INFORMATION

The Diversifying Higher Education Faculty in Illinois Program (DFI) was established by the Illinois General Assembly and signed as Public Act 093-0862 on August 4, 2004. The purpose of DFI is to provide Fellowships to students pursuing post-baccalaureate degrees as part of the state's effort to diversify the faculties and professional staffs at Illinois higher education institutions.

Completed applications are to be submitted to the Institutional Representative no later than August 15, 2017.

<p>*Please note that information and requirements contained in this document are subject to modifications by the DFI Program Board, as incorporated in the DFI Program administrative rules.</p>
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DFI provides financial assistance, based on demonstrated financial need, for members of traditionally underrepresented groups to pursue and complete graduate degrees at Illinois institutions of higher education. DFI is a program for graduate students traditionally underrepresented in higher education who have received postsecondary degrees from educational institutions in Illinois or who have three or more years of residency in Illinois and are citizens or permanent residents of the United States. Applicants compete in a statewide competition for DFI awards at over 30 Illinois institutions.

Selection of award recipients in this rigorous competition is based on a comprehensive review of the application materials. All academic fields at the master's and doctoral level will be considered for this award, however, the DFI Program Board has established the following priorities: applicants interested in obtaining a full-time instructional position in Illinois higher education; applicants pursuing degrees in any of the sciences, technology, engineering, or mathematics (STEM) fields; and applicants pursuing a doctorate or other appropriate terminal degree. Stipend levels are subject to appropriations by the Illinois General Assembly. **Full-time enrollment is required while on DFI fellowship.** Some participating institutions also provide a tuition waiver/scholarship. Applicants should check with the DFI Institutional Representative for specific information. The award is renewable for one year for master's students and up to three years for doctoral students, contingent upon the recipient making satisfactory academic progress toward completion of the degree. Renewal definitions also are subject to revision by the DFI Program Board and administrative rules.

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GENERAL INFORMATION

Terms of the Award

Upon graduation or separation from the DFI institution, an award recipient **must agree to actively seek and accept a position only in Illinois**, when offered, a teaching or non-teaching full-time appointment at an Illinois postsecondary educational institution, or accept a position as an employee of this state in an administrative, educational-related position equal to the number of years for which he or she receives the DFI fellowship. Students failing to fulfill this condition of the award shall be required to repay 20 percent of their cumulative award amount, subject to revision by the DFI Program Board.

The DFI Award is available for a maximum of four years:

- Master's (2) years, Doctorate (2) years; or
- Doctorate (4) years

A Fellow can only receive two years of Master's-level funding and two years of Doctorate-level funding, or four years of Doctorate-level funding. The DFI award is available for a maximum of four years.

Participant Eligibility

Applicants must meet the following eligibility criteria:

- **ILLINOIS RESIDENCY:** To be classified as an Illinois resident, the applicant must meet one of the following:

1. Received a baccalaureate degree from an accredited educational institution in Illinois.

OR

2. Received a baccalaureate degree from an accredited educational institution outside of Illinois; **and** has lived in Illinois for a period of at least three years prior to applying for a grant; **and** is a registered voter in the State of Illinois. Applicants must provide a copy of their current voter registration card.

- **UNDERREPRESENTED GROUPS:** "Traditionally underrepresented minority group" means any of the minority groups designated in the Act which are represented in Illinois post-baccalaureate enrollment at a percentage rate less than the percentage of the minority group's representation in the total Illinois population.

- **ACADEMIC ABILITY:** Applicants must possess above average academic ability as evidenced by:

1. An earned baccalaureate degree from an accredited institution of higher learning at the time of application;
2. A minimum grade point average of 2.75 (scale 4.0 = A) in the last 60 hours of undergraduate work or over a 3.2 (scale 4.0 = A) in at least 9 hours of graduate study;
3. Unconditional admission to a post-baccalaureate degree program.

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- **ACADEMIC PURSUIT:** Applicants in all academic disciplines are eligible. Candidates pursuing degrees in any of the sciences, technology, engineering or mathematics (STEM) fields are encouraged to apply, and will receive priority consideration. Applicants must be pursuing a doctorate, terminal master's, or master's degree.
- **FINANCIAL NEED:** Applicants must demonstrate financial need. A current FAFSA must be filed each year to maintain eligibility.

GENERAL APPLICATION PROCEDURES

1. The DFI application and required attachments must be submitted directly to the DFI Institutional Representative at the institution the applicant plans to attend* no later than August 15, 2017.
2. Applications (or attachments) sent directly to the DFI Administrative Office in Springfield by the applicant will not be considered.
3. Applicants must respond to every item on the DFI Application Form.
4. **Incomplete applications will not be considered; no exceptions.**
5. Applicants should check with their DFI Institutional Representative for required 2017-2018 application submission date of August 15, 2017

*Applicants must be unconditionally admitted to the institution at the time of application.

Proof of Admission

Applicants must be unconditionally admitted to a degree-granting program at the time of application. Applicants admitted probationally or on limited status due to GPA or test scores will not be considered. Proof of admission is demonstrated by including an official letter of admission on institutional letterhead. (Copies are acceptable.)

Financial Need

1. Applicants must read and complete the Financial Information Form, and provide federal tax forms upon request.
2. Applicants must complete a 2017-2018 FAFSA online no later than **August 2017**.
3. The applicant's financial need must be certified by the admitting institution.
4. The DFI Program Board reserves the right to request additional financial documentation.

Professional Goals Statement/Statement of Underrepresented Status

The Professional Goals Statement must include at least a one-page paper with the following: (1) intended academic goal(s), including preferred academic work setting (i.e. community college, four-year/research institution, or four-year/teaching institution); (2) intended position in Illinois higher education (faculty or administrative); (3) plans for achieving intended goal(s); (4) current and/or past professional experiences that would be helpful in achieving intended goal(s); and (5) a list of your academic awards, presentations, publications, and honors.

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The *Statement of Underrepresented Status* must include at least a one-page paper with the following: (1) identification of the applicant's underrepresented group, (2) a description of how the applicant's underrepresented status influenced personal and academic development, and (3) why the applicant should be awarded a fellowship earmarked specifically for underrepresented groups in higher education.

See pages 6 and 7 for more detailed information regarding essay requirements.

Two Letters of Recommendation (within the past twelve months):

- Addressing student's potential to be a DFI Fellow;
- Potential to secure full-time position in a State of Illinois institution of higher education.

Transcripts and Grades:

- Transcripts will be required with application;
- Copy of standardized test scores (e.g., GRE, MAT, MCAT).

Due Dates:

- August 15, 2017

Selection Process:

- Each campus will determine which applications to send forward for final selection.

EXPLANATION OF REQUIRED ESSAYS

The Professional Goals Statement (REQUIRED)

1. In the upper right hand corner, indicate:

- a. title of statement: Professional Goals;
- b. your name;
- c. intended DFI institution.

2. Type a one-page statement with a minimum of 1,000 characters addressing the following:

- a. your intended academic goal(s), including preferred academic work setting (i.e. community college, four-year/research or four-year/teaching institution);
- b. your intended position (i.e. faculty or administrative support);
- c. plans for achieving your intended goal(s), including obtaining a higher education position in the State of Illinois;
- d. identification and explanation of current and/or past professional experiences that would be helpful in achieving goal(s); such as prior teaching experience, publications, honors, presentations, participating in faculty research, assistantships held, etc.

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The Statement of Underrepresented Status

1. **In the upper right hand corner, indicate:**
 - a. title of statement: Underrepresented Status;
 - b. your name;
 - c. intended DFI institution.
2. **Type a one-page paper with a minimum of 1,000 characters addressing the following:**
 - a. identification of your underrepresented group;
 - b. description of how your underrepresented status influenced your personal and professional goals;
 - c. discussion of why you should be awarded a fellowship earmarked specifically for underrepresented groups.

Checklist

The following documents constitute a complete application:

- Official acceptance letter* (for degree program for which funding is being sought);
- Completed application form.* All questions on application form pertain to the degree program for which funding is being sought, unless otherwise indicated;
- Completed financial form* (and current FAFSA)
- The Professional Goals Statement*
- Voter Registration Card, if required (copy)
- The Statement of Underrepresented Status*
- Two letters of recommendation*
- Transcripts* (**official transcripts may be requested at some point**)

***All items must be responded to or submitted. Incomplete applications will not be considered and will be automatically disqualified.**

GENERAL INFORMATION

Attending Institution and Degree to be supported by this award:

Name/Location

Program Major/Discipline

Specific Degree Sought (PhD, EdD, MA, MS, etc.)

Note: Awarded applicants are required to enroll full time while receiving this fellowship.

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EMPLOYMENT HISTORY:

Dates (to/from)	Employer	Position Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Specify Work Interest: ____ Community College ____ Four year (research emphasis) (check only one) ____ Four year (teaching emphasis);
- Are you willing to relocate to other parts of the State of Illinois to accept full-time employment in higher education? Yes ____ No ____

ACADEMIC HISTORY INFORMATION

Beginning with the most recent degree completed or pursued (not including the one for which you seek funding), list all colleges/universities attended as a graduate/undergraduate student. Attach additional sheets if necessary.

<u>Institution/Location</u>	<u>Dates Attended</u> <u>From</u> ____ <u>To</u> ____	<u>Degree</u> <u>Sought</u>	<u>Discipline</u>	<u>Year Degree</u> <u>Received</u> <u>Or Expected</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

GRADE POINT AVERAGE:

Undergraduate (indicate scale if other than A= 4.0)

Overall G.P.A. _____ G.P.A. for last two years _____ G.P.A. in major _____

Graduate (indicate scale if other than A= 4.0)

Overall G.P.A. _____ Credit Hours Completed _____

See page 4 for eligibility requirements

ADDITIONAL INFORMATION REGARDING CURRENT ACADEMIC PURSUIT:

I am seeking funding for: ____ Doctorate-level (answer Doctoral section below)

____ Master's-level (answer Master's section below)

____ Master's/Doctorate combo (answer both sections below)

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Doctoral-level degree seekers:

- Are you currently writing a dissertation? Yes ___ No ___
- Will you have completed all requirements of your program, except the dissertation before the fall semester 2017? Yes ___ No ___
- Date of entry into doctoral program (month/year): _____
- Anticipated preliminary exam date (month/year): _____
- Anticipated defense date (month/year): _____
- Anticipated degree conferral date (month/year): _____

Master's-level degree seekers:

- Is a thesis or research paper required? Yes ___ No ___
- Are you currently writing a thesis or research paper? Yes ___ No ___
- Will you have completed all requirements of your program, except the thesis/research paper, before the fall semester 2017? Yes ___ No ___
- Are you pursuing a terminal Master's degree? (i.e., MFA, MSW, etc.) Yes ___ No ___
- Date of entry into master's program (month/year): _____
- Anticipated qualifying exam date (month/year): _____
- Anticipated degree conferral date (month/year): _____

ADVISOR/MENTOR INFORMATION

Mentor's Name: _____

Mentor's Department: _____

Mentor's Telephone: (_____) _____

Mentor's E-mail: _____

If you do not currently have a mentor and accept a DFI Fellowship, one must be determined and reported within the first six months of funding.

APPLICANT CERTIFICATION

I certify that the information on this application is correct. In the absence of a DFI award, I will not be financially able to pursue a graduate degree at this institution. I authorize release of this and other important information to verify my eligibility for a DFI award. I agree to the conditions of the DFI award, if one is offered and accepted. I understand that misrepresentation of any portion of this application may result in the cancellation of the financial award.

____ If awarded, I agree to forward a copy of the first two pages of my 2016 federal tax forms (if requested to do so).

Applicant's Printed Name _____

Applicant's Signature: _____ Date: _____

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PERMANENT CONTACT INFORMATION

Provide the name, address, telephone number, and e-mail address of a person who **does not reside with you** and who will always be able to contact you, should we be unable to reach you directly. (List a person that you assume will be at this address for approximately five years from this date.)

Name: _____

Last

First

Middle

Telephone () _____

Address: _____

Street

City,

State

Zip Code

E-mail: _____

FINANCIAL INFORMATION FORM

The Diversifying Higher Education Faculty in Illinois Program is a financial needs-based fellowship. All applicants are required to complete the Free Application for Federal Student Aid (FAFSA), which is a standard among all postsecondary institutions in determining financial need.

You may complete the FAFSA online at www.fafsa.ed.gov. It will take approximately 30 to 45 minutes to complete the form. Be sure to follow the directions carefully and have the required documentation on-hand that is necessary to complete the form correctly. You also may complete a FAFSA Renewal Application at this site if you submitted a FAFSA last year. If you choose to use a Renewal FAFSA, you will only need to provide current answers to financial and tax questions. You also must update any information that has changed since last year. According the FAFSA website, you will need the following documentation to complete the form correctly:

- * Student's driver's license and Social Security card;
- * W-2 Forms and other records of money earned in 2016; and
- * 2016 income tax return (IRS Form 1040, 1040A, 1040EZ; Trust Territory tax return; or foreign country tax return);
- * Provide FAFSA page that lists your EFC

*Information obtained through www.fafsa.ed.gov website .

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Student FAFSA and Institutional Rep Need Certifications

If you receive this award, do you intend to (indicate one):

_____ Not work next year

_____ Work part-time next year*

_____ Work full-time next year*

*If you will be working part- or full-time next year, list your projected income for 2018: \$ _____

*Spouse's projected earnings for 2018: \$ _____

Total outstanding balance(s) on your Stafford Loan: _____

Certification:

I have filed the Free Application for Federal Student Aid (FAFSA).

Applicant's Signature

Date

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TO BE COMPLETED ONLY BY DFI INSTITUTIONAL REPRESENTATIVE

Total Direct Expenses: \$_____ - EFC: \$_____ = Student Need: _____

Signature DFI Institutional Representative

Position

- Please provide this page with each copy of the DFI application.
- Only applications with student need of \$10,000 or greater will be considered.

Institutional Representatives

Please click on the link below for a complete list of DFI Institutional Representatives at:

<http://www.ibhe.org/DFI/instRep.asp>