

Newbury Comics Faculty Fellowship

Application Instructions

The items below must be prepared and uploaded to the online application form on Submittable. For questions, please reach out to Shannon Jacob (sjacob@berklee.edu) or email facultydevelopment@berklee.edu.

Personal Statement

The personal statement should be no more than 6 pages and include the following sections (organized with headers):

1. Introduction and description of project (1-2 pages).
2. How the project furthers your development as a faculty member.
3. How the project will benefit Berklee students.
4. How this project aligns with Berklee's strategic direction and contributes to your field, performing arts, and/or academic communities.
5. Timeline for the proposed activities.
6. Plan for sharing the outcomes of the project within and, if applicable, beyond the Berklee community.
7. If applicable, also include a Budget Narrative explaining any unusual line items in your budget. If costs are straightforward and the numbers tell the story clearly, then further explanation is not needed. You may also include your budget narrative within the notes section of your budget.

Recommended Formatting

1. Consistent typeface (font), sizing, and spacing throughout (recommended: Times New Roman, 12pt, double-spaced)
2. Provide easily identifiable headings for each section
3. Upload to Workday in PDF format

Budget Form

Applicants must download and complete the provided Newbury Comics Faculty Fellowship Budget Sheet from the Faculty Development website. Please be as specific as possible. Your final budget should be saved in PDF format and uploaded at the bottom of the application form.

Important: All Fellowship funds are distributed through faculty payroll and subject to taxes and other deductions, such as 403(b) (per federal regulations). To maximize the benefit of your award, please account for up to 35% being deducted from your award for taxes, as well as the percentage you have set for your 403(b) account. For your convenience, this figure calculates automatically within the fellowship budget sheet; however, it is an *average estimate* and will not be exact. If you would like to use the exact percentage normally deducted from your pay, please reach out to your financial advisor if

you have one, or use a tool such as one of the [ADP Payroll Calculators](#). Please keep taxes and deductions in mind as you calculate your project expenses.

Note to Valencia faculty: Newbury Comics Faculty Fellowships are awarded in U.S. Dollars, but must be paid to you in Euros. When preparing your budget, please utilize a currency converter tool such as [XE Currency Converter](#) (online) to calculate your expenses based on the current exchange rate. All Fellowship funds are distributed through payroll and subject to standard payroll taxes; please plan your budget accordingly. Please keep in mind that the deduction percentage on the Fellowship budget sheet is set to 35%; please adjust as needed or reach out to us with questions. For questions or concerns about payroll taxes, please contact Irene Sanhermelando at isanhermelando@berklee.edu.

Curriculum Vitae/Resume

Curriculum Vitae or resumes should be no longer than three pages, and uploaded at the bottom of the application form. For assistance in converting documents to PDFs, please contact the Office of Faculty Development.

Letter of Reference

Within the online application, you will be prompted to upload up to two (2) reference letters (only one is required). These individuals should be able to assess your ability to succeed in your fellowship project based on professional performance and character. Though you may ask Berk- lee colleagues to submit a reference letter on your behalf, you may not request a letter from:

- Any member within the Office of Faculty Development
- Your division dean
- Your department chair/assistant chair
- Members of your family
- Individuals serving on the Newbury Comics Faculty Fellowship adjudication committee

Please refer to the Faculty Development website for additional reference letter instructions.

Supporting Materials (optional, but recommended)

Applicants are encouraged, but not required, to include up to two pieces of supporting material. Items should relate to your project and may include past recordings, writing samples, or other examples of your past work. Supporting Materials may be uploaded by the applicant at the bottom of the application page. Please contact the Office of Faculty Development for questions regarding format and the uploading process.

Letter of Commitment (optional)

A Letter of Commitment is strongly recommended for projects collaborating with persons, organizations, etc., outside the college. Such letters should come from the outside party and be written on official letterhead, if possible. The purpose of the letter is for the outside party to confirm their involvement

with your project (i.e., the head of a school you plan to give a workshop at). You may upload a letter of commitment at the bottom of the application page.