Application materials are due December 5, 2025

TFA & ASU Education Leadership Fellowship
2025 - 2026 Application Toolkit

Welcome!

We are so excited that you are interested in learning more about the TFA/ASU Fellowship for Educational Leadership. **The 2025-2026 application is now live and due on December 10, 2025.** ****extended a week!**** Complete the interest form if you're planning to apply and email *Carminia Muñoz* if you have questions or want to discuss the program in detail.

In this toolkit you will find:

1. Context about the purpose of this fellowship
2. Requirements for applicants
3. Timeline and dates for the process
4. The application materials you need to complete
5. A Letter of Recommendation Request Form (optional use)
6. Frequently asked questions & answers

Our goal with this process is to find Teach For America alumni who want to continue to grow their leadership as educators, to ultimately step into a school leader or district leader role. There isn't a singular profile for who this can be as long as you are equity-oriented, grounded in students, and excited to collaborate. We share more about the specifics of what we're looking for in this document and hope you have the information you need to choose to apply and complete an application that shows us your journey and future in educational leadership.

All questions and application materials should be emailed to *Carminia Muñoz*.

Context

At Teach for America Phoenix we have a goal that **by 2030, twice as many children in communities where we work will enroll in college**, indicating they are on a path to economic mobility and co-creating a future filled with possibility. We understand that a critical role alumni play is supporting and pursuing this goal as successful school leaders. The Teach For America Phoenix team works with Arizona State University to retain alumni in Arizona and attract alumni from other regions to meet our mutual goal of training exceptional educators to take on leadership roles in Arizona schools.

ASU has committed to offering five Teach For America alumni fully-paid fellowships* for 36 credit hours of graduate-level school leadership coursework in the Mary Lou Fulton College for Teaching and Learning Innovation. This application is the process for selecting those five fellows to begin their program in the Fall 2026 semester. You can learn more about the Educational Leadership, MEd.

* The tuition amount paid is based on in-state tuition rates. Alumni who do not qualify for in-state tuition would need to pay the difference in the amounts.

Requirements:

1. Currently a TFA alumni (successfully completed your 2 year commitment, in any region)
2. Minimum of 3 years of full time teaching experience at time of application
3. Will need to be in a public school system (district or charter) in AZ by Fall 2026

If you are unsure about your ability to meet the requirements, please reach out to Carminia Muñoz.

Application Process for Fellowship Candidates

1. **ASAP**: Complete Interest Form to ensure you receive timely and most updated communications about the process.
2. **October 14, 2025:** Join us for the virtual Applicant Information Session to learn more about the Masters program and ask questions to ASU professors and former fellows. Recording is here.
3. **December 10, 2025**: Candidates submit all fellowship application materials to Carminia Muñoz
4. **December 2025**: Selection committee reviews applications and selects up to ten finalists to interview.
5. **January 2026**: Selection committee conducts interviews with each of the finalists.
6. **February 2026**: From the group of finalists interviewed, five candidates are selected as Fellows.

APPLICATION MATERIALS AND SUBMISSION GUIDELINES

A complete application includes:

- Resume
- Personal Statement
- 4 short-answer responses
- 2 Letters of Recommendation

1. RESUME

Please include a copy of your most recent resume. It should be no more than 2 pages. You can use this resume resource for tips to update your resume.

2. PERSONAL STATEMENT

(750 words limit)

This statement should answer the questions why this program, why you, and why now.

Prompts to consider answering in your statement (use this as guidance, not necessary to answer each one as written):

- Describe one or more professional goals that motivate you to apply for this fellowship. How will completion of the MEd Educational Leadership (Principalship) program help you fulfill this/these goals?
- What is your vision for the change you want to make? How do you envision the Educational Leadership program at Arizona State University helping you pursue that?
- What is your best leadership quality as it applies to the field of education? Describe at least one situation in which this quality was exemplified.

3. SHORT ANSWER RESPONSES

A. **Impact in Current Role**: List two of your primary goals from the previous school year and the aligned student outcomes. How did your leadership, including how you developed or worked with your team, contribute to these results? (No more than 300 words)

B. **Disciplinary Actions Scenario**: During a mid-year meeting with your leadership team, it was brought to your attention that two teachers were responsible for 50% of the behavior referrals submitted to the office last month. Upon further review you learn that a disproportionate number of these referrals are for African-American male students, while your school has a predominantly non-Black, Latinx population. You decide to meet with the teachers to discuss your findings. During the meeting one of the teachers says, “Kids like that don’t care about school and it is not my job to make them want to learn. I’ve already called their parents, given them detention and sent them to the office, but nothing has changed. You don’t support your teachers, you just let these kids sit up and hang out but they never receive a real punishment.” How would you respond to this situation? What steps would you take? Who would you involve and why? Explain your answer (No more than 300 words).

C. **Parent Concern Scenario:** A parent comes to see you early in the school year asking to have their child moved to a different class. "Her class is always rowdy and that teacher doesn't have control of the classroom. It's no wonder my daughter can't learn. Her growth was huge last year and this year it's barely moving. I don't think she cares enough about my daughter and she should be with a different teacher who understands her and can relate to her better." How would you respond to this situation? What steps would you take? Who would you involve and why? (No more than 300 words)

We are interested in seeing your thoughtful responses to the scenarios. In your responses:

- ground in your own experiences, where applicable
- ground in purpose and why of your decisions
- consider students, families, and teachers as critical stakeholders
- consider how Teach For America's core values are reflected

4) LETTERS OF RECOMMENDATION

Two letters of recommendation must be submitted on behalf of each candidate directly to Carminia Muñoz from the recommender. You can send this pre-written request to your recommender. If you would like any support on how to request these letters of recommendation please reach out to Carminia.

1. Recommendation letters should speak to the applicant's potential as an aspiring future principal and include thoughts about accomplishments, characteristics, and any additional helpful or relevant context the selection committee should know in making its final decisions.
2. One recommendation should be submitted by the applicant's current principal or equivalent-level supervisor. If you are unable to provide your current supervisor's recommendation, please reach out to Carminia for guidance.
3. Recommendations must be RECEIVED directly from the recommender on or before the deadline. Applicants will be notified within 2 business days once their recommendations have been received.

SUBMISSION DIRECTIONS

All materials must be submitted to Carminia Muñoz via email at carminia.munoz@teachforamerica.org in ONE pdf document, and must be received on or before the deadline date of December 3, 2025 at 11:59 PM (Arizona time).

To submit:

1. Label each page of your application with your first and last name.
2. Scan or save your resume, personal statement, and short answer responses into one (1) .pdf document. The file name should include your first and last name. Click here if you need help converting to a PDF.
3. Email your complete application to Carminia Muñoz on or before the deadline.
4. Ensure your two recommendation letters have been submitted directly to Carminia Muñoz by your recommenders.

For any questions please contact Carminia Muñoz at carminia.munoz@teachforamerica.org

Letter of Recommendation Request

Thank you for writing a letter of recommendation for this Teach For America alumni.

Recommendation letters should speak to the applicant's potential as an aspiring future principal and include thoughts about accomplishments, characteristics, and any additional helpful or relevant context the selection committee should know in making its final decisions.

Please submit letters of recommendation to Carminia Muñoz at carminia.munoz@teachforamerica.org by December 3rd, 2025.

About the Fellowship

At Teach for America Phoenix we have a goal that **by 2030, twice as many children in communities where we work will enroll in college**, indicating they are on a path to economic mobility and co-creating a future filled with possibility. We understand that a critical role alumni play in supporting and pursuing this goal is as successful school leaders. The Teach For America Phoenix team works with Arizona State University to retain alumni in Arizona and attract alumni from other regions to meet our mutual goal of training exceptional educators to take on leadership roles in Arizona schools. This fellowship covers the full cost of tuition for five Teach For America alumni to get their Masters in Educational Leadership from ASU. You can learn more about the Educational Leadership, MEd.

Frequently Asked Questions

If I am selected, what are the application due dates for the ASU program?

ASU application deadlines vary for the Sync and Online Ed Leadership Pathways program.

Whatever your program of interest, it's a good policy to **apply early.** If you are interested in applying to the Ed Leadership pathways, **submit your application in April/May.**

You can find additional application guidance at: https://education.asu.edu/admission/graduate.

What does the TFA Alumni Fellowship pay for?

The TFA Alumni Fellowship covers tuition, student, program and course fees for courses directly related to the Ed Leadership Pathways program. There are some expenses the Fellowship will not cover, including: books; fees for late enrollment; health services fees; library late fines; and costs associated with courses for other degree programs (including tuition, course or program fees). The Fellowship will cover **36 credits**, to be used within **3 calendar years (36 months)** of your initial enrollment in the Ed Leadership Pathways program.

Do I have to be a resident of Arizona to qualify for the TFA Alumni Fellowship?

Yes. While you don't need to be living in Arizona at the time of application, you must be living and teaching in Arizona for the duration of the program. With preference given to educators teaching in communities where TFA Phoenix works.

Ed Leadership Pathways (Principalship) program: Sync tuition differs significantly for in-state and out-of-state students; therefore, it is important for applicants with out-of-state residency to note that the TFA Alumni Fellowship will cover **in-state tuition only** for the in-person, Sync Ed Leadership Pathway. If you are accepted into the Ed Leadership Pathway, you will be expected to provide proof of Arizona residency **before the start of your first semester**. Out-of-state residents are welcome to apply to the Ed Leadership Pathway but should anticipate and plan for additional financial aid to cover the difference between in-state and out-of-state tuition costs.

Online Principal Preparation Pathway: At ASU, there is no residency determination for online programs—that is, tuition for online programs is the **same** for in-state and out-of-state residents.

What if I don't graduate from the Ed Leadership program?

You **must** matriculate within **3 calendar years (36 months)** of your initial enrollment in the Ed Leadership program. This gives you plenty of wiggle room; if enrolled full-time, the Ed Leadership program takes 14-22 months to complete. If you fail to graduate from the Ed Leadership Pathways program, you may be liable to repay the balance of your Fellowship.

Is this degree intended for future principals only?

Not at all; the Ed Leadership Pathways program prepares its students for a range of administrator and teacher leader positions, and alumni have gone on to a diverse array of school- and district-level positions. The program focuses on developing the following skills:

- Facilitating school-level, systemic change
- Creating and sustaining a culture of innovation and collaboration
- Successfully leading curriculum development
- Interpreting and using data to support student success
- Providing effective feedback, support and evaluation for teachers
- Building a community network of support for your students and school
- Ensuring equitable educational opportunities and support for all students

How many hours are required per week for the internships?

Per ADE guidelines principal interns must complete 270 internship hours during their full-year internship or approximately 10 hours per week. The M.Ed. in Educational Leadership separates this component over two semesters.

Will we be assigned a mentor or advisor through the program?

Program faculty are, of course, available to mentor or advise you throughout the program. For the internship component of the program, you will also be asked to identify a mentor principal at your school site; this individual will guide you and provide feedback to you throughout the internship. Additionally, students in the Ed Leadership Pathways will be assigned a non-evaluative leadership coach during their internship; this coach meets with the intern twice a month, once individually and once with a small group of interns.

What type of job placement assistance is offered for graduates?

As an ASU student, you have access to a wide array of Career Services—interview prep, CV and resume reviews, employer events and job fairs, to name a few. These services are available to all students, online and in-person. Feel free to visit the ASU Career Services website to learn more: https://eoss.asu.edu/cs.

If I am a recipient of a 2026 Fellowship, must I begin my program in 2026?

Not strictly. Should you be offered a Fellowship, the strong expectation is that you will enroll in either the Ed Leadership Sync or Online Pathways for a start during the 2026-2027 school year. However, should extenuating circumstances prevent you from enrolling during that time, your offer will not "expire."

TFA Alumni Fellowships are highly competitive, and we ask you to consider your fellow applicants. If you know you are unable to commit to a 2026 start, please consider delaying your application.

I have a new principal this year, is it appropriate to ask a former principal to complete a letter of recommendation?

Absolutely! You need multiple recommendation letters, only one of which needs to be a current manager. You should choose recommenders who can speak to the breadth of your experience; if you'd prefer a former supervisor to a new one, that's perfectly fine. However, it is to your benefit to discuss applying to the Ed Leadership Pathways program with your current principal, whether or not they write you a

recommendation. You will need an available school site to complete the coursework and internship components of the program.

If you are selected as a Fellow are there additional requirements through Teach For America? No, there are no additional requirements through TFA. We will reach out to get your feedback on the process, invite you to share your experience with future fellows, and connect about your career development in the future.