

# Faculty Fellowship Program

## Foreign Agricultural Service



**United States Department of Agriculture**

LINKING U.S. AGRICULTURE TO THE WORLD

### **Equal Employment Opportunity Statement**

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# **An Introduction to the U.S. Department of Agriculture, Foreign Agricultural Service, Faculty Fellowship Program**

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## **The FAS Mission**

The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture (USDA) represents the diverse interests of U.S. agriculture abroad. FAS operates programs designed to build new markets and improve the competitive position of U.S. agriculture in the global marketplace, and to improve food security worldwide.

## **FAS Activities**

- Market Development
  - Market Intelligence
  - Export Financing
  - Trade Agreements and Negotiations
  - Food Assistance and Technical Assistance
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## **The Objective of the Faculty Fellowship Program**

To increase the flow of information and outreach to minority serving higher education institutions that prepares potential employees for international agricultural activities and industries. Additionally, to provide an international agricultural experience to faculty at minority serving institutions that will assist them in providing guidance to students.

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# The Faculty Fellowship Program

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## **You are eligible to apply if you are:**

- A U.S. citizen;
- Faculty of a Minority Serving College or University; and
- Provide instruction to the students in the following areas:
  - Agri-business/Business
  - Ag Economics/Economics
  - International Relations

*In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women, minorities and persons with disabilities with an interest in international agriculture affairs to apply for these opportunities.*

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## **Length of Fellowship**

Faculty must be available for the fellowship during the summer months. The fellowship will be 2 weeks.

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## **Responsibilities of the University or College**

- Approval of participation
  - Travel Arrangements to Washington, DC
  - Completion of volunteer service agreement
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## **Responsibilities of FAS**

- Training experience
  - Collaboration
  - Housing
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## The Selection Process

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### How Faculty Fellows are Selected

The Fellows Coordinators' Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications will be evaluated by a panel of FAS managers based on the projected goal of learning experience and the application materials.

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## Faculty Fellowship Application Instructions

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### Assembling Application Package

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Your application package should be arranged in the following order:

<i>Item A</i>	<i>Documents</i>
	<ul style="list-style-type: none"><li>• Signed copy of Volunteer Agreement</li><li>• SF-256, Self Identification of Handicap</li><li>• SF-181, Race and National Origin Identification</li><li>• Resume</li></ul>

<i>Item B</i>	<i>Statement of Interest</i>
	<b>Include a one page Statement of Interest</b> that describes your goals and motivation for seeking this fellowship.

## Submission of Applications

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### Where to Send Your Package

- A completed application package, including all attachments and required copies, must be postmarked, or hand delivered by the appropriate deadline. Faxes will not be accepted.
- All applications must be submitted to:  
**Attn: Faculty Fellowship Program  
Foreign Agricultural Service, Civil Rights Staff  
1400 Independence Ave., SW, Room 4069-S  
Washington, DC 20250-1008**

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### Application Processing Timetable

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The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notification below. Keep this form handy for future reference.

Activity in Fellows Program	Summer Fellowship
1.Applications Distributed to Colleges and Universities	<b>December</b>
<b>2.Postmarked Application Deadline</b>	<b>April 15</b>
3.Review of Applicants' Qualifications	April 27
4.Selections Made; Selectees Notified in Writing by Fellows Coordinator's Office	May 4
5.Non-Selects Notified in Writing by Fellows Coordinator's Office	May 11
<b>6.Faculty Fellow Travel to Post</b>	<b>July – August</b>
7.Fellowship Ends (2 weeks)	July - August

## Fact Sheet

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### **FOREIGN AGRICULTURAL SERVICE, FACULTY FELLOWSHIP PROGRAM**

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To increase the flow of information and outreach to minority serving higher education institutions that prepares potential employees for international agricultural activities and industries. Additionally, to provide an international agricultural experience to faculty at minority serving institutions that will assist them in providing guidance to students.

#### **Who Can Apply?**

- You must be a U.S. Citizen
- Faculty member of a minority serving higher education institution; and
- Have the approval of the college or university

#### **Classification and Qualifications**

- Level of work will be determined by the review of work experience and education.

#### **Work Schedule**

- Based upon work plan

#### **Benefits**

- Salary paid by college or university
- Absences from work will be handled on a case-by-case basis.

#### **Training**

- Provided to perform duties.

#### **For more information:**

- Submit application to Fellows Coordinator, U. S. Department of Agriculture, Foreign Agriculture Service, 1400 Independence Ave., SW, Rm. 4069-S, Washington, DC 20250-1008 between December 15 – April 15 of each year.
- Contact Edwin Lewis on 202/720-2349, fax 202/720-2658 or e-mail [Edwin.Lewis@fas.usda.gov](mailto:Edwin.Lewis@fas.usda.gov).

**FACULTY VOLUNTEER PROGRAM AGREEMENT BETWEEN  
THE FOREIGN AGRICULTURAL SERVICE (FAS)  
U.S. DEPARTMENT OF AGRICULTURE  
AND**

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(Educational Institution)

This agreement is for the purpose of setting conditions for the acceptance of faculty in a non-pay status for educationally-related work assignments in compliance with the provisions of 5 U.S.C. 3111.

The following conditions apply to this agreement:

1. *Participant must be a faculty member who works not less than half-time at the institution.*
2. Volunteer service is with the permission of the institution in which the faculty is enrolled.
3. Service under this Agreement will not be compensated by the Agency. Housing may be provided.
4. Volunteer service should be in accordance with appropriated Federal, State, and local regulations.
5. Faculty Fellows will not be used to displace any employee.
6. Faculty Fellows are not considered to be Federal employees for any purpose other than the following:
  - a. Compensation for injuries sustained during the performance of work assignments in accordance with provision of 5 U.S.C. Chapter 81.
  - b. Federal Tort Claims provisions of 28 U.S.C. 2671 through 2680.
7. The agency agrees to provide attendance and performance records to the institutions as reasonably required in order for the experience to be properly credited.
8. The institution agrees to refer Faculty Fellows without regard to race, creed, color, age, sex, physical handicap, or other non-merit factors.
9. The Agency agrees to endeavor to make the assignment beneficial to the academic aims of the faculty and the institution.

**FACULTY VOLUNTEER PROGRAM AGREEMENT  
SIGNATURES**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Education Institution  
Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of FAS Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources  
FSA Representative

\_\_\_\_\_  
Date