

Faculty Fellowship Program

Foreign Agricultural Service



United States Department of Agriculture

LINKING U.S. AGRICULTURE TO THE WORLD

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

The FAS Mission

The Foreign Agricultural Service (FAS) of the U.S. Department of Agriculture (USDA) works to improve foreign market access for U.S. products, build new markets, improve the competitive position of U.S. agriculture in the global marketplace, and provide food aid and technical assistance to foreign countries. FAS has the primary responsibility for USDA's international activities—market development, trade agreements and negotiations, and the collection and analysis of statistics and market information. It also administers USDA's export credit guarantee and food aid programs, and helps increase income and food availability in developing nations by mobilizing expertise for agriculturally led economic growth. FAS also enhances U.S. agriculture's competitiveness by providing linkages to global resources and international organizations.

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.

The Faculty Fellowship Program

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.

Length of Fellowship

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

Responsibilities of the University or College

- Approval of participation
 - Completion of volunteer service agreement
-

Responsibilities of FAS

- Training experience
 - Collaboration
 - Housing
 - Travel Arrangements to Washington, DC
-

The Selection Process

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.

Faculty Fellowship Application Instructions

Assembling Application Package

Your application package should be arranged in the following order:

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

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

Submission of Applications

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, Office of Civil Rights
1400 Independence Ave., SW, Room 4069-S
Washington, DC 20250-1008
-

Application Processing Timetable

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	January
2.Postmarked Application Deadline	April 15
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
6.Faculty Fellow Travel to Post	July – August
7.Fellowship Ends (2 weeks)	July - August

Fact Sheet

FOREIGN AGRICULTURAL SERVICE, 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.

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 January 15 – April 15 of each year.
- Contact Connie Simpson on 202/690-1399, fax 202/720-2658 or e-mail Connie.Simpson@fas.usda.gov.

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

(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, disability, 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