

## Appendix A: Responsibilities and Expectations:

The major objective of the Senior and Postdoctoral Fellowships is to provide the opportunity for senior and junior scholars of African and African diaspora studies to focus on a research project and participate in ongoing scholarly and intellectual activities during their residency at The Africa Institute in Sharjah. Fellows are expected to successfully complete their one/two-year fellowship assignment and dedicate their scholarship towards producing high-quality research, regularly meet and collaborate with their mentors, and actively participate in professional advancement events at The Africa Institute.

Please find below the responsibilities and expectations:

### - Fellows Lecture Series

Every senior and postdoctoral fellow is expected to conduct a lecture per semester. While senior fellows will give one lecture, those postdoctoral fellows who have a two-year contractual agreement with the Africa Institute will give two lectures in two Fall Semesters. The lecture should be markedly different in its subject from the manuscript reviewed and discussed in the workshops. However, the topic could be related to the project that a fellow works on in so far as it avoids repetition in terms of argument and discussion. Fellows are expected to submit their titles by mid-September as the lecture series runs from October 1st through December 20th. Abstracts, images and/or video clips need to be shared in advance with the Academic Affairs Coordinator at least three weeks before a given lecture.

### - Manuscript Workshop

The Africa Institute has been facilitating workshops for senior and postdoctoral fellows to have feedback on the whole or part of their manuscripts. The aim of the workshop is to let fellows get critical comments and suggestions from diverse senior and young scholars who have deeper knowledge and rich experience in interdisciplinary engagements as well as in publishing scholarly works. Hence, the fellows are expected to invite two or three scholars in their fields of specialization, who are expected to read the fellow's uncompleted and unpublished manuscripts and to provide them with feedback on and further suggestions to improve the manuscript. Invited external scholars will each be offered a modest honorarium of \$300 to be paid from Fellow research funds.

Fellows will also benefit from cohorts in the fellowship programs and from faculty at The Africa Institute, as all academic staff who partake in the workshop. Fellows are also encouraged to sustain the conversation with other cohorts and faculty before and after the workshop.



Given that fellows work on their manuscripts in the first months of their fellowship, the workshops usually take place in the Spring Semester on Tuesdays. Since the calendar for the Spring semester runs from January until June, and fellows usually require time to develop a manuscript, it is best to schedule the workshops starting the month of February.

For the workshop to begin in February, fellows should identify and approach their external readers at least three months ahead of the workshop date. In addition, once the external speakers confirm their availability, fellows will provide the coordinator with the speaker biography and the title and synopsis of their manuscript. The AI should receive the manuscript from all fellows fifteen days before their workshops to allow ample time for colleagues to read the material.

- **Mentorship and Peer Conversations:**

AI's fellows mentorship program is designed to facilitate mentorship culture that would allow both senior fellows and faculty to closely think and work with postdoctoral fellows. Postdoctoral fellows will have the opportunity to formulate questions and conduct discussions with senior fellows and faculty members. The points of discussion that postdoctoral fellows identify offer occasions to clarify and exchange ideas around their major (book) manuscript, other academic or artistic projects, publishing venues and journeys, professional networking, and future careers. The AI can advise on selection of possible mentors, and it is also open to suggestions from mentees.

The Africa Institute encourages faculty and fellows to have conversations. However, the fellowship coordinator specifically facilitates a platform wherein fellows come together to reflect on and have conversations in the following areas; 1) Reading key interdisciplinary texts 2) Watching films and recorded and live performances; 3) Visiting various sites (neighborhoods/everyday life scenes, markets, museums, performances, film screenings, other cultural and academic institutions) in the UAE.

In addition, fellows can use this opportunity to co-develop ideas and collaborate on journal articles, artistic productions, etc.

- **Teaching Opportunities for Postdoctoral Fellows (forthcoming):**

The teaching experience is an important aspect of professional and career development for those postdoctoral fellows who wish to go into the professorial track. In the near future, once we start accepting graduate students into our PhD and Masters programs, the Institute will require fellows to teach a maximum of one course per semester. The purpose of our postdoctoral fellowships is to provide fellows the time to focus on their proposed research and publishing activities during their tenure at the Institute, and to enhance their prospects



for future faculty appointment. Therefore, the Institute will encourage fellows to develop courses in areas related to their research focus and areas of specialization, and, therefore, not only enhances their professional development, but also their chances of landing a teaching position. In the future, teaching opportunities for Senior fellows might become available.

- **Fellows Bi-weekly Luncheon Seminars:**

This is a forum that will allow the fellows to share and present manuscripts (papers/chapters) related to their on-going research with each other. Faculty members will also join these seminars to expand the circle of interaction intellectually and socially.

- **Progress Report:**

Each fellow is expected to submit a progress report in the form of a summary of their accomplishments and updates at the end of each semester. This includes; an updated CV, highlights of publications submitted or published among other milestone scholarly accomplishments. A guideline of a specific format to use of the semester report will be provided.

- **Final Report:**

All fellows must submit a final report at the end of their fellowship period at The Africa Institute.

- **Office Space:**

The Institute will provide fellows with access to appropriate office space, access to library resources, computer and technical support, with routine administrative support in matters related to, residency, salary disbursement, HR matters and research funding.

- **Residency:**

This is a residential fellowship, and fellows are expected to be in residence at the Institute and Sharjah throughout the duration of the fellowship. In addition, fellows are expected to remain in the residence provided by the Institute for the duration of the fellowship.



- **Reports, publications, reviews, and other outputs:**

As reports, publications, talks or exhibits related to your project become available, please share them with the Academic Affairs Coordinator.

Agreement and Releases: Fellows accepting the offer letter understand the following:

**1. Photo/Audio/Video Subject Release:**

The Africa Institute occasionally has professional photographers or videographers on site. Fellows hereby release irrevocably all rights of any kind in any photos that might be taken of them at The Africa Institute and consent to the Institutes perpetual worldwide use of the photos, their reproduction and distribution in any and all media. Fellows must agree that The Africa Institute may reproduce the images, recordings, names, and biographical information in any format the Institute chooses and uses the images and recordings for any purpose related to its nonprofit operations (including promotional materials, public relations and advertising, and electronic media) as it may determine, in all cases without further compensation to the Fellow.

**2. Use of social media, Images, and Recordings of The Africa Institute and Property:**

Fellows must agree that as a condition of their long-term residency at The Africa Institute, all information about the institute, including its facilities and assets, obtained during their stay is proprietary and that the institute does not permit the release of any such information. Photography, video, drawing, and other records are permitted outdoors on the institute grounds and inside premises, although the institute makes no guarantee regarding the permissions and publication rights of photos that include people. The reproduction of photography, video, drawings and other records of anywhere inside the office is not permitted.

Fellows should understand that during their stay at The Africa Institute they may use social media, including but not limited to Instagram, Facebook, Twitter, blogs, wikis, instant-messaging, Flickr, email list-servs and/or wall-postings, to communicate about their work, but in doing so they must respect the privacy of the Institute and other faculty, fellows, and staff.

