# ACE Teaching Fellows Application Instructions

## University of Notre Dame

Thank you for your interest in applying to *ACE Teaching Fellows*. Please follow the instructions below, which outline the necessary steps to complete the application.

## Step 1: Create an Application

To begin your application, click here (https://ieiconnect.nd.edu/apply/). Follow the instructions on this webpage to create your Institute for Educational Initiatives application username and password.

After you have logged in, click "Start a New Application." Please select **ACE Teaching Fellows 2024** as your application type.

## Step 2: Personal Information

Complete the personal information page.

## Step 3: Application Type & Term

Under "Application Term," select **Summer 2024**.

Under "Application Timeline," select the timeline you wish to be considered. Keep in mind, ACE Teaching Fellows offers two application windows for candidates to apply. Outlined below are the application windows for those interested in enrolling beginning Summer 2024:

| Application Timeline | Application Deadline | Decision Notifications Released | Commitment Deadline |
|---|---|---|---|
| **Fall Timeline** | Nov. 1, 2023 | Dec. 7, 2023 | Dec. 18, 2023 |
| **Spring Timeline** | Jan. 23, 2023 | Mar. 5 – 13, 2023 | Mar. 10 – 18, 2023 |

Complete the remaining Application Term & Type page.

**Step 4: Academic History**

For this application, please upload your unofficial transcript in this section. Your official transcripts will be required upon acceptance into ACE Teaching Fellows.

**Step 5: Test Scores**

ACE Teaching Fellows endorses a **test-optional** policy, meaning candidates may choose to have self-reported test scores included in review of their application. In order to expedite the review of your application, please upload an unofficial copy of all applicable test scores.

**Candidates with a cumulative GPA less than 3.0 are strongly encouraged to submit standardized test scores as part of their application**.

Additionally, candidates whose native language is not English will need to provide their English language proficiency test scores. English language test requirement for candidates who spent a minimum of two years at an academic institution whose primary language of instruction was English will be waived.

**Step 6: Placement Consideration**

Complete the placement consideration page.

### Step 7: Letters of Recommendation

The Alliance for Catholic Education (ACE) Teaching Fellows program requires applicants **to submit three (3), but no more than four (4), letters of recommendation**. Three letters of recommendation must come from the following individuals:

- Two **(2)** academic references *(e.g. professor, academic advisor, etc.)*
- One **(1)** reference who can attest to your success living and working in a community atmosphere *(e.g. campus minister, dorm rector, residence hall director, service project leader, etc.)*

Please **DO NOT** submit more than 4 letters of recommendation. If you have any questions regarding letters of recommendation, please contact the ACE Office at (574) 631-7052 or ace.1@nd.edu.

### Step 8: Short Essays

Complete the short essays page.

### Step 9: Uploads

Please upload the following in this section:

- Resume/CV
- Personal Headshot Photo

Note: If you need to submit more documents, please email them to Michael Comuniello (mcomunie@nd.edu) with the Subject Line: **LAST NAME, FIRST NAME – Additional App. Documents**).

*Note: You may submit your portion of the application, even before all Letters of Recommendation and GRE (or equivalent graduate school qualification exam) score have been received. These will be added to your application automatically upon receipt.*

## Step 10: Additional Information

Under "Rank Preference," list any other programs for which you are applying. Please note, this information is used to calculate the number offers made per year and does not impact your chance of admission.

Complete the additional information page.

## Step 11: Signature

Input your electronic signature.

## Step 12: Review

Review and confirm you have completed all parts of the application and submit when complete.

*Note: You may submit your portion of the application, even before all Letters of Recommendation and GRE (or equivalent graduate school qualification exam) score have been received. These will be added to your application automatically upon receipt.*