



The Alberta
Teachers' Association



APPLICATION

ATA Doctoral Fellowships in Education

If you have any questions or need assistance completing this application, contact the ATA's Professional Development program area at pd@ata.ab.ca or 1-800-232-7208.



About the Award

The Alberta Teachers' Association (ATA) awards up to two Doctoral Fellowships in Education each year. Each fellowship recipient receives \$15,000, paid in two installments of \$7,500 in September and January.

ELIGIBILITY CRITERIA

You **are eligible** to apply for an ATA Doctoral Fellowship in Education if you

- ✓ hold an Alberta permanent professional teaching certificate;
- ✓ have completed at least five years (or 700 days equivalent) of successful K–12 teaching in Alberta, during which time you held the highest level of ATA membership possible;
- ✓ are an ATA member in good standing (ie, you have no ATA dues that are outstanding) and are at the highest possible level of ATA membership at the time of application;
- ✓ are entering or are already registered in the first year of full-time study in a doctoral program in education offered by a recognized public university in Alberta—or in Canada if your doctoral program is offered in French or your program of study is not available at an Alberta-based university; and
- ✓ intend to continue to contribute to K–12 public education in Alberta upon the completion of your doctoral program.



You are **not** eligible to apply if you

- ✗ have previously received an ATA Doctoral Fellowship in education.
- ✗ are also applying for the Nadene M Thomas Graduate Research Bursary or the Belairdirect Scholarship this year.

Eligibility FAQs

DOES “SUCCESSFUL K-12 TEACHING” INCLUDE MY WORK AS A SCHOOL LEADER?

Absolutely! For the purposes of this award, successful “teaching” includes leadership work at the school and division level.

WHAT IS THE “HIGHEST LEVEL OF ATA MEMBERSHIP POSSIBLE”?

Teachers who are employed by public, separate and Francophone school divisions in Alberta are active members of the ATA, which is the highest level of membership possible.

All other teachers in the province (including those who are employed at schools operated by First Nations education authorities, the provincial government, and charter or private school societies); those who are retired, unemployed or engaged in full-time study; those who work in faculties of education in Alberta and in certain roles in Alberta’s education system are not eligible for active membership, but may purchase associate membership in the ATA.



Visit the ATA website, or click or scan the QR code for more information.

WHAT IS A “RECOGNIZED PUBLIC UNIVERSITY IN ALBERTA OR CANADA”?

For the purposes of determining award eligibility, the ATA will recognize

- the following Alberta-based universities that have either a long-standing relationship or memoranda of understanding with the ATA: Ambrose University, Concordia University of Edmonton, Mount Royal University, St Mary’s University, the King’s University, the University of Alberta, the University of Calgary and the University of Lethbridge;
- other Canadian postsecondary institutions that are listed as universities in the Government



of Canada’s list of designated educational institutions. Click or scan the QR code to view the list.

WHAT COUNTS AS “FULL-TIME STUDY”?

The number of courses or credit hours a doctoral student must take each semester to be considered a full-time student varies between institutions and programs. When assessing the eligibility of an applicant’s doctoral program, ATA staff will refer to the institution’s definition of what constitutes full-time registration.

Required Documents

If you are eligible to apply, your application package and all required documents must be received by **February 28, at 5 PM**. The ATA scholarship subcommittee will only review complete application packages that are received by the deadline.

APPLICATION REQUIREMENTS

Your application package will be **accepted** if it includes

- ✓ the completed and signed application pages included at the back of this of this booklet;
- ✓ either proof of admission to an eligible doctoral program at a recognized university or proof of current registration in the first year of an eligible doctoral program at a recognized university in Alberta or Canada;
- ✓ official transcripts for all graduate and doctoral coursework you've completed to date (undergraduate transcripts are not required); and
- ✓ three dated and signed letters of reference, each no longer than two pages in length, that attest to your exemplary K–12 teaching practice, contributions to the ATA and to public education and academic achievement.

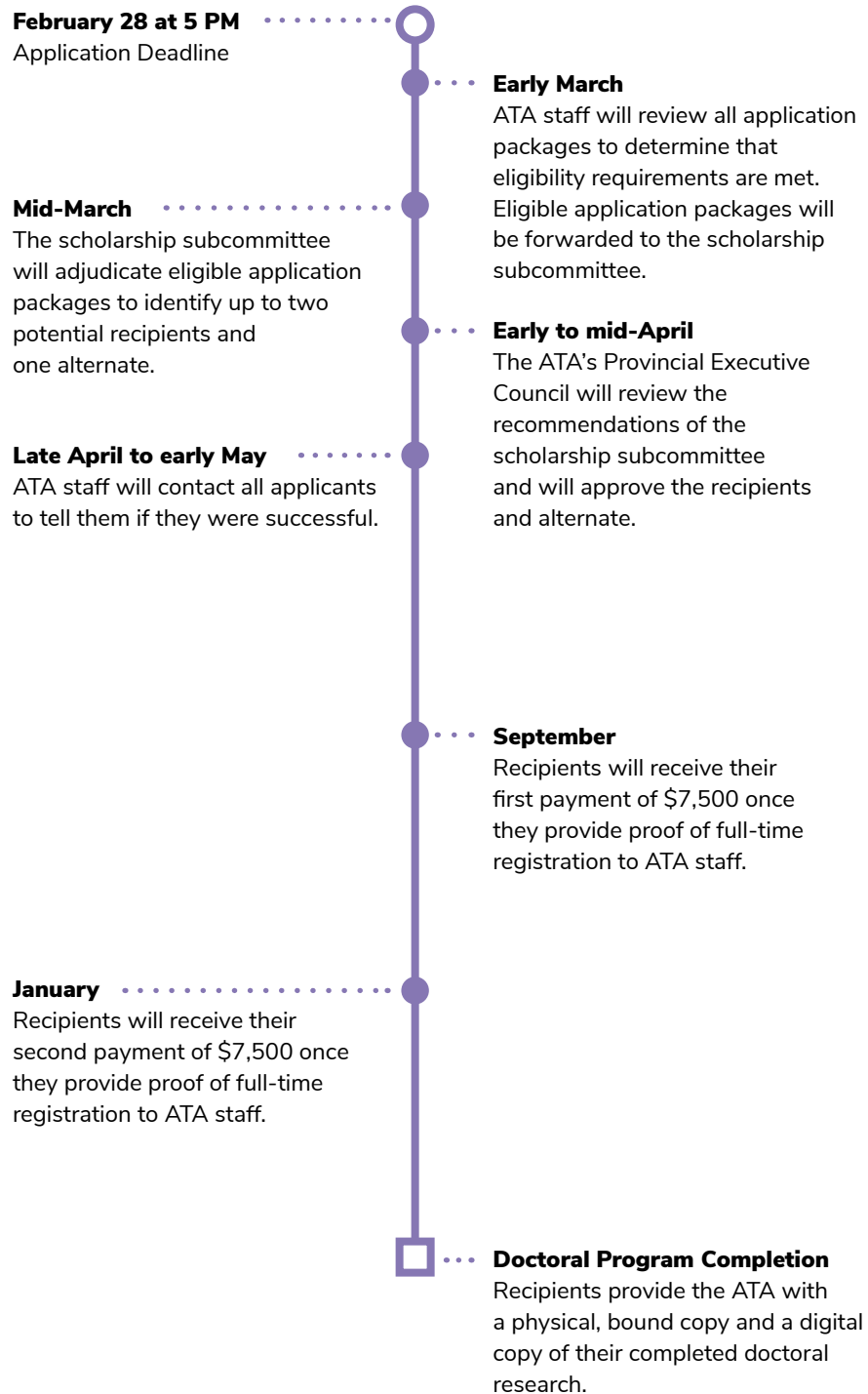
Your application package will be **rejected** if

- ✗ any or all of the required documents listed on the left are received after the deadline;
- ✗ the application pages are not completed or are not signed;
- ✗ transcripts are not official copies;
- ✗ more than three letters of reference are provided, or any individual letter is more than two pages in length; or
- ✗ any additional unsolicited documents (such as your résumé, curriculum vitae or photographs) are included.

COMPLETION REQUIREMENTS

Fellowship recipients are required to provide the ATA with a physical, bound copy and a digital copy of their completed doctoral research once their program is complete.

Timeline



Other FAQs

WHAT HAPPENS IF I RECEIVE A FELLOWSHIP, BUT I'M NOT ABLE TO ACCEPT IT?

This award cannot be deferred. If one of the recipients becomes ineligible or is unable to accept the fellowship, the alternate will be notified that they are a recipient.

WHAT MAKES A TRANSCRIPT “OFFICIAL”?

Transcripts are considered official if the ATA receives them directly from your postsecondary institution either as

- hardcopies bearing the signature of the institution’s registrar, sent to the ATA by mail in a sealed envelope; or
- digital copies that are shared by the institution via email to pd@ata.ab.ca or through MyCreds.ca.

Any other transcripts or grade reports will not be accepted.

WHAT MAKES AN EFFECTIVE LETTER OF REFERENCE?

The scholarship subcommittee reviews dozens of letters of reference every year. Make sure that your letters of reference are effective by ensuring they

- **are specific**—each letter directly addresses the award criteria (ie, your exemplary K–12 teaching practice, contributions to the ATA and to public education and academic achievement).
- **are descriptive**—each letter is written by an individual who is able to provide detailed examples that demonstrate how you meet or exceed the award criteria.
- **add value**—each letter enhances your overall application by sharing new information that the subcommittee cannot ascertain from your application form, transcripts or other letters of reference.

IF I RECEIVE A FELLOWSHIP, DO I HAVE TO REPORT IT WHEN I FILE MY TAXES?

Yes. Fellowship income is taxable. The ATA will provide recipients with a T4A slip to report the \$7,500 paid in September and, in the subsequent year, a second T4A slip will be provided for the \$7,500 paid in January. This payment schedule allows fellowship income to be spread over two tax years.

How to Apply

The complete application package, including the application form on the following pages of this booklet, letters of reference, proof of admission or registration and official transcripts can be submitted using the following methods.

MAIL

TECC Scholarship Subcommittee
Alberta Teachers' Association
11010 142 Street NW
Edmonton AB T5N 2R1

Registered mail is strongly recommended.

EMAIL

pd@ata.ab.ca

MYCREDS

Official transcripts can be submitted online through [MyCreds.ca](https://mycreds.ca)



HAVE QUESTIONS?

Contact the ATA's Professional Development program area at pd@ata.ab.ca or 1-800-232-7208.

Contact, Membership and Employment

The information you provide on this page will be used to verify that you meet the eligibility criteria for this award. Personal information (including your name, age and contact information) will be redacted and will not be shared with the scholarship subcommittee.

IDENTIFICATION

First Name	
Last Name	
Pronouns	Date of Birth YYYY/MM/DD

CONTACT INFORMATION

Home Mailing Address	
City/Town	Province
Postal Code	Home/Mobile Phone #
Email	

CERTIFICATION

Alberta Teaching Certificate #		
Certificate Type		
<input type="radio"/> Permanent Professional	<input type="radio"/> Interim Professional	<input type="radio"/> Letter of Authority

MEMBERSHIP AND EMPLOYMENT

<p>Current Level of ATA Membership</p> <p> <input type="radio"/> Active <input type="radio"/> Associate <input type="radio"/> Life <input type="radio"/> None </p>
<p>Current ATA Local (if applicable)</p>
<p>Current Employment Status</p> <p> <input type="radio"/> Full or part time <input type="radio"/> Substitute <input type="radio"/> On Leave <input type="radio"/> Retired <input type="radio"/> Other </p> <p>If "other," please specify: _____</p>
<p>Current School Division (if applicable)</p>

TEACHING AND SCHOOL LEADERSHIP EXPERIENCE

Position	School Division In reverse chronological order with your current or most recent employer at the top	Location City/town and province, or country if not in Canada	Employment Period YYYY MM–YYYY MM

If you have additional teaching experience that can't fit in the table above, provide the relevant information here. (50 words maximum)

Education and Research

PREVIOUS POST-SECONDARY EDUCATION

Institution Attended	Registration Period YYYY MM–YYYY MM	Degree/ Diploma eg, BEd, MA	Discipline/Program or Major and Minor	Status Completed, In Progress, etc

If you have additional postsecondary education that can't fit in the table above, provide the relevant information here. (50 words maximum)

DOCTORAL PROGRAM

Institution	
City/Town	Province
Faculty/ Department	Degree (PhD, EdD)
Enrolment Status	
<input type="radio"/> Admitted for next year <input type="radio"/> Currently registered as a first-year student	
Start Date YYYY/MM	Anticipated End Date YYYY/MM
If your doctoral program is located outside of Alberta, is this because your	
<input type="radio"/> language of study is French? <input type="radio"/> program is not available at an Alberta-based university?	

RESEARCH AND IMPACT

Provide a brief description of the research study you intend to complete during your doctoral program. (150 words maximum)

Briefly describe the potential impact of your research on teaching, learning, school leadership or public education. (75 words maximum)

Following the completion of your doctoral program, how do you plan to continue to contribute to K-12 public education in Alberta? (50 words maximum)

Exemplary K–12 Teaching and School Leadership

DEMONSTRATION OF EXPERIENCE

How have you demonstrated exemplary K–12 teaching and school leadership during your career? Provide specific examples, such as how you have

- developed productive relationships and established inclusive learning environments;
- promoted student growth through innovative teaching/leadership practices and the thoughtful application of technology and research; or
- actively modelled your commitment to the Truth and Reconciliation Commission's calls to action through individual, classroom and school activities.

(300 words maximum)

AWARDS AND NOMINATIONS

List any awards or nominations you have received in recognition of your exemplary K–12 teaching or school leadership.

Award or Nomination	Issuing Organization	Date (YYYY MM)

If you have additional awards or nominations related to your teaching or school leadership that can't fit in the table above, provide the relevant information here. (50 words maximum)

Contributions to the Association

ELECTED AND APPOINTED POSITIONS

List any elected or appointed positions you have held in ATA subgroups (ie, ATA locals, convention associations, specialist councils and bargaining units) or in the provincial ATA (eg, Association instructors, Association administrator instructors, PD facilitators, Indigenous Education PD facilitators).

Position/Role	Provincial ATA or ATA Subgroup	Period (YYYY-YYYY)

If you have additional ATA elected or appointed positions that can't fit in the table above, provide the relevant information here. (50 words maximum)

COMMITTEE APPOINTMENTS AND REPRESENTATION

List any committees you sit on at the ATA provincial or local level as well as any external organization or government committees where you represent the ATA and its members.

Committee	Provincial ATA, ATA Local, External Organization or Government Ministry	Period (YYYY-YYYY)

If there are additional ATA committees or external/government committees that can't fit in the table above, list them here. (50 words maximum)

Contributions to Public Education

DEMONSTRATION OF CONTRIBUTION

Aside from your work as a teacher or school leader, how have you contributed to public education in Alberta? Provide specific examples, such as how you have

- contributed to the professional development of other teachers and school leaders through presentations at conferences, teachers' conventions, workshops and webinars;
- mentored new teachers and school leaders or supervised education students during their practicum experiences;
- instructed undergraduate and graduate courses in education or contributed to educational research efforts;
- shared insights about teaching, learning and leadership through publications, blogs, vlogs or podcasts;
- volunteered with organizations or community groups that are focused on education-related topics or issues.

(300 words maximum)

Reference Letters

Three dated and signed letters of reference are required to support your application. Please list your referees here.

REFEREE 1

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

REFEREE 2

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

REFEREE 3

Name	
Title/Position	Relationship to the applicant
Organization	
Email Address	Phone #

Checklist and Declaration

SUBMISSION CHECKLIST

You are ready to submit your application package if you have

- completed all of the required pages in this application booklet;
- evidence that you've either been accepted to or that you're currently registered in the first year of an eligible doctoral program in Alberta or Canada;
- arranged for official transcripts for all graduate and doctoral coursework you've completed to date to be sent to the ATA by mail, email or MyCreds.ca; and
- gathered three letters of reference that
 - are dated and signed;
 - are no longer than two pages in length each; and
 - specifically address your exemplary K–12 teaching practice, contributions to the ATA and to public education and your academic achievement.



Please review your entries!

The text boxes on this form have strict character limits. Please double-check that none of your answers have been truncated. If any text has been cut off, please adjust your answer to fit within the space provided.

DECLARATION

By signing or typing your name below, you declare that

1. all the information provided in your application and supporting documents is truthful and accurate;
2. you have not been found guilty of unprofessional conduct or professional incompetence nor have you engaged in any activities that, if made public, could possibly tarnish the reputation of the Alberta Teachers' Association and/or the ATA Doctoral Fellowships in Education; and
3. you understand that making any false representations could result in the disqualification of your application, the revocation of fellowship funds and ineligibility for future ATA awards.

Signature
or typed
name

Date

The Alberta Teachers' Association requires the information contained in the application forms in order to conduct the professional and business affairs of its membership and will collect, use and disclose the personal information about you accordingly. For inquiries, objections or concerns about how the Personal Information Protection Act applies to your personal information, please refer to the privacy policy on the Alberta Teachers' Association website or call 1-800-232-7208 and ask to speak to our privacy officer.

End of Application Form

The following page is for Alberta Teachers' Association staff use only.
Please include it with your application forms.

FOR ATA STAFF USE ONLY

Doctoral Fellowship Applicant Intake

Applicant's Name in the Membership Database (if different than provided):

Association Local in the Membership Database (if different than provided):

ELIGIBILITY AND DOCUMENT RECEIPT

- Member holds an Alberta permanent professional teaching certificate?
- Member is currently at the highest level of Association membership possible?
- Member is in good standing (ie, has no outstanding dues)?
- Member has 5 years (or 700 days equivalent) of K-12 teaching experience in Alberta?
- During this 5 year (or 700 day) period, member was at the highest level of membership possible?
- Member has not received the doctoral fellowship previously?
- Member is not concurrently applying for other Association bursaries or scholarships?
- Doctoral program is at an eligible public university in Alberta or Canada?
- Member has provided documentary proof that confirms they have been admitted to or are registered in the first year of their doctoral program?
- Official transcripts have been provided for all graduate and doctoral coursework completed to date?
- Three letters of reference have been provided that
 - are dated and signed?
 - are no longer than two pages in length each?

Notes

Initials of Reviewer	Date
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