

### **The Msgr. Edward Ciuba Fellowship**

The Center for Catholic Studies is again pleased accept applications for the Edward Ciuba Fellowship in honor of Msgr. Edward Ciuba (1935-2024). Msgr. Ciuba was born in Port Elizabeth, New Jersey, attended Seton Hall University, and then Immaculate Conception Seminary. He earned two licentiates from the Gregorian University in Rome, one in Theology and another in Sacred Scripture. In 1965 Msgr. Ciuba returned to the seminary as a professor of biblical studies and went on to serve as Rector from 1974 to 1985. Later he became the pastor of Notre Dame Parish in North Caldwell and ultimately retired to Our Lady of the Presentation Parish in Upper Saddle River. His friends remember him for always insisting that life is about relationships and that God is not done with us yet.

In order to preserve the legacy of Msgr. Ciuba, his friends in partnership with the Center for Catholic Studies have established a fellowship intended to put the resources of Seton Hall, New Jersey's premier Catholic university, at the service of the local church. Applicants are invited to propose projects in which they will use their scholarly expertise to support the work of Catholic parishes, schools, ministries, and organizations. Scholars in all disciplines are encouraged to apply. Proposals should be prepared in consultation with the relevant parish, school, ministry, or organization. The Center for Catholic Studies will award the fellowship annually when there is a deserving candidate.

We have received specific requests for faculty with expertise in **leadership development**, especially leading through transitions and mediating personal and communal tensions.

Other possible projects might involve, for example:

- applying business expertise to help improve the management practices of a Catholic parish
- applying best practices in social work to improve social services in the Archdiocese
- promoting environmental sustainability policies and practices in a school or parish
- providing education regarding healthy technology habits for institutions and individuals
- utilizing legal expertise to serve vulnerable immigrant populations
- working with schools or parishes to provide education and support groups for mental health and/or healthy lifestyle
- coordinating a creative writing or arts program to nurture the Catholic imagination

These are merely suggestions. Applicants are encouraged to use their expertise and creativity to develop proposals beyond those suggested here.

#### **Eligibility:**

- Seton Hall faculty (full-time and part-time) and graduate students are eligible to apply.

- Applicants and their projects should embody the characteristics and values of Msgr. Ciuba, including integration of academic acumen and pastoral concern and an ability to nurture community and relationships.
- Applicants need not be Catholic, but the partner organization must be a Catholic organization.

**The Ciuba Fellow is expected to:**

- Complete and discuss a preliminary reading assignment intended to provide context at the beginning of the fellowship.
- Submit a written report upon completion of the project.
- Present on their project at Seton Hall’s Petersheim Academic Exhibition at the end of the academic year.
- Serve on the selection committee the following year.
- Support efforts to promote the fellowship (e.g., by being interviewed).

**Stipend:** The Ciuba Fellow will receive a stipend of \$5,000. Half of the stipend will be paid on the project start date and the other half upon completion of the final report and presentation.

## **Application Guidelines**

**Initial Application**

Interested faculty and graduate students should submit an initial application to [manninpa@shu.edu](mailto:manninpa@shu.edu) and [catholicstudies@shu.edu](mailto:catholicstudies@shu.edu) by **March 31**. The initial application shall include:

1. A letter of interest that includes:
  - a. Project core question. In a few sentences (100-150 words), describe the primary question, issue, or problem you want to explore/address in your project and why it is important to you and/or your partner organization.
  - b. Project overview. In approximately 200-300 words, give a brief overview of your project that will help our selection committee envision the project. Be sure to identify the school, parish, organization, or ministry that you intend to work with.
2. Curriculum vitae or resume of no more than four pages including (but not limited to):
  - a. your education with dates attended and degrees earned
  - b. employment starting with current/most recent
  - c. publications and/or presentations
  - d. professional affiliations
  - e. other information that will help the selection committee to assess your qualification to carry out the proposed project such as academic or other service, church leadership, etc.

**Full Application**

Top candidates will then be invited to submit a full application that includes two documents, both of which should be submitted as Word documents or PDFs:

1. Project description
2. Letter of support from partner organization

The selection committee will review the applications and inform the applicants of its decision by May 15.

### **Project Description**

The project description should include all of the following components and be a maximum of five single-spaced pages.

- a. Project core question. In a few sentences (100-150 words), describe the primary question, issue, or problem you want to explore/address in your project and why it is important to you and/or your partner organization.
- b. Project abstract. In approximately 200 words, give a brief overview of your project that will help our selection committee envision the project.
- c. Comprehensive project plan. Include the following elements:
  - Goals and impact: What do you hope to achieve through this project? What contribution will your project make to your partner organization, the local church, and/or your field? How do you envision this project informing your subsequent work? How do you intend to share about your work (e.g., publications, interviews)?
  - Partners: Who will be involved in your project? How will you determine your partners/participants? How will you build these relationships? (Note: You should include separately a letter of support from your partner organization.)
  - Methods and approaches: What methods will you use, and why? For example, how many people will be involved, and how will they be selected? Will you direct all aspects of the project, or will you use a “train the trainers” model? Make sure to explain why these methods suit the aims of your project. We do not expect you to have all the details finalized, but we want to see that you have thought through how to execute your ideas successfully. Projects should involve systematic planning, sustained collaboration, and potentially long-lasting results (rather than, for example, a series of one-off events).
  - IRB approval: If your project will involve research with human subjects, you should include documentation of IRB approval with your application. (Not included in page count.)
  - Timeline: Your timeline should include periods for planning and execution, major events, and milestones. (We understand that any proposed timeline will be preliminary and subject to development/revision throughout the project.)
  - Evaluation: How will you know that your project has succeeded? What would it mean to fail? What methods will you employ to evaluate the success and impact of your project (e.g., surveys, interviews, meeting specific quantifiable goals)?

d. Annotated bibliography (no more than one page). Identify several publications and/or theoretical frameworks that will inform your work on this project. Include 1-2 sentences of explanation for each citation.

**Letter of support from your partner organization**

Include a letter from the pastor, principal, or other responsible party articulating their understanding of the proposed project and their willingness to support it. (It is recommended that applicants share their application with their partner prior to submission.)