



Thank you for your interest in becoming a member of the *Harvard Educational Review* Editorial Board.

A complete application contains the following		
Section 1	Basic information cover page	Bring or mail signed copy to the office
Section 2	Statement of purpose	Upload to iSite, http://isites.harvard.edu/icb/icb.do?keyword=ed_review
Section 3	Resume	Upload to iSite, http://isites.harvard.edu/icb/icb.do?keyword=ed_review
Section 4	Writing sample	Upload to iSite, http://isites.harvard.edu/icb/icb.do?keyword=ed_review
Section 5	Transcript release statement	Bring or mail signed copy to office
Section 6	Statement of potential absences	Upload to iSite, http://isites.harvard.edu/icb/icb.do?keyword=ed_review
Section 7	Recommendation forms (2)	Bring or mail finished forms in an envelope to office

Please submit **one** copy of all sections of this application. You should **upload Sections 2, 3, 4, and 6** directly to the *Harvard Educational Review* iSite:

http://isites.harvard.edu/icb/icb.do?keyword=ed_review

Bring or mail **hard copies of Sections 1, 5, and 7** (one copy of each recommendation) to our office at:

Harvard Educational Review
Attn: Selection Committee
8 Story Street, 1st Floor
Cambridge, MA 02138

All components of the completed application must be received by **Tuesday, February 7, 2012, at 5:00 PM**. Faxed or e-mailed applications will **not** be accepted.

After you return the application, you will be contacted by a current board member to schedule an interview. (To do this, you will use an electronic sign-up process.) One-hour interview slots are scheduled between Monday, February 13 and Friday, March 2, 2012. The interview is a required part of the application process.

At the end of the interview, we will give you a sample excerpt from a manuscript. You will be asked to read the manuscript, comment on its strengths and weaknesses, and line-edit the first two paragraphs. You will be asked to return the manuscript along with your editorial comments to the *HER* office within 48 hours. Please plan accordingly when scheduling the interview.

PLEASE NOTE

- It is your responsibility to ensure that your application is complete. Incomplete applications will not be considered.
- Applicants currently on academic probation are not eligible for selection to the *HER* Board.
- Historically, those who have fared better in the selection process have more background in their substantive fields and preferred methodologies in addition to more academic experience related to the work of the Editorial Board.
- The HGSE faculty must approve all candidates invited to join the 2012-2014 Editorial Board. Thus, at some point during the selection process, the Board will receive advice from an appointed faculty committee.
- We expect to inform you of our decision by the last week of April, following this year's Faculty of the Whole meeting schedule.
- You may e-mail questions to Paul Kuttner and Monica Ng (the current Board Co-Chairs) at HER_Community@gse.harvard.edu.



SECTION 1

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Other Phone: _____

E-mail: _____

School: _____ Year: _____

Program: _____

Advisor Name: _____

Advisor Signature: _____

SECTION 2

Please write a statement of purpose addressing the following questions in no more than a total of 2 double-spaced pages (12-point font, 1-inch margins):

1. Why do you want to be on the Editorial Board?
2. What skills, accomplishments, or experiences have you had that directly relate to the work of the Board or address your qualifications as a Board member?
3. What are your academic/research interests and areas of expertise?

SECTION 3

Please submit a resume of no more than three pages that outlines the following:

- Your academic background, including fields of study
- Your professional work and/or research experience
- Any skills, extracurricular involvement, conference presentations, and/or publications that you think are relevant
- All research methods classes you have taken at the undergraduate, master's, or doctoral levels

SECTION 4

Please submit a writing sample of 5-10 double-spaced pages (12-point font, 1-inch margins). Please keep in mind that this sample will be evaluated for its clarity, presentation, and cohesiveness of content/argument. This writing sample can be any kind of **unpublished** writing (e.g., a literature review, analytic paper, or reflection) that you think will convey your strengths to the Board. You may submit a piece that is 5-10 pages in its entirety or you may excerpt 5-10 pages from a larger work.

SECTION 5

Please submit the attached waiver form with your signature authorizing *HER* to obtain an unofficial copy of your HGSE transcript directly from the Office of the Registrar. If you are applying from another degree program within Harvard, please include an official, sealed transcript for your current graduate program with your application.

Since first-year doctoral students will not have final course grades in their doctoral programs at the time this application is submitted, we ask that first-years complete the "Fall 2011 Course Assignment Grade Report," which is attached to this application. If you are a first-year doctoral student who recently completed a master's degree program at HGSE, the Board would still appreciate you submitting a complete "Fall 2011 Course Assignment Grade Report" sheet, in addition to seeing your transcript.

If you believe your grades do not give an accurate picture of your academic history, please attach a brief explanation to your application. Only your graduate program grades from Harvard will be reviewed, so there is no need to submit transcripts from other programs/universities.

SECTION 6

Membership on the Board is a two-year commitment—including summers—that begins in May 2012, with new Board members’ first meeting occurring on **Thursday, May 10, 2012**. The policy manual of the *Harvard Educational Review* Editorial Board states the following:

Attendance at weekly Board meetings is critical and Board members should be well-aware of the commitment Board membership entails. As professionals, our expectation is that attendance at Board meetings is the highest priority, and that absences may occur only under extenuating circumstances.

There are eight weeks of scheduled Board vacations, including during reading periods, major holidays, and special events. Those vacation dates for the 2012-2013 school year are tentatively scheduled for the following dates:

- May 24 (Commencement)
- August 9 (vacation)
- August 16(vacation)
- November 22 (Thanksgiving)
- December 20 (Winter Break)
- December 27 (Winter Break)
- January 3 (Winter Break)

The Board decides whether to meet during Spring Break and the annual meeting of the American Educational Research Association, so these dates are not automatically scheduled as vacation.

As Board membership is a substantial time commitment, using the template below, **we ask that you briefly identify any May 2012 through May 2014 meetings—other than those listed above—that you will not be able to attend**. Please include extenuating circumstances including academic commitments, travel plans, extracurricular commitments, jobs, and conference attendance. Please note that in the past, accommodations have been made for some Board members who have had to miss multiple meetings in a row due to serious extenuating circumstances.

Dates (May 2012 – May 2014)

Reason I will not be able to attend

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SECTION 7

Please list the names, addresses, and contact information—including phone numbers e-mail addresses—of **two** people who will provide recommendations on your behalf. We strongly suggest that your recommendations come from people who can speak about your academic background and have firsthand knowledge of your writing and analytical skills and ability to collaborate. In most instances, these will be faculty members, including your doctoral advisor, if appropriate. For example, if you are a HGSE student, we recommend that at least one of your evaluators be a member of the HGSE faculty. Applicants who are first-year doctoral students **must** include at least one recommendation from a faculty member in a course the applicant is currently taking or has taken at HGSE.

You will be responsible for asking your recommenders to write on your behalf and following up with them to be sure that they provide their evaluations on time. An evaluation form is attached at the end of this document. **Your evaluators may either return completed forms to you in a sealed envelope signed across the back or submit them directly to *HER* at the address listed on the front of the application.**

Recommendations must be received by **Tuesday, February 7, 2012.**

Recommender 1

Name: _____

Address: _____

Office Phone: _____

E-mail: _____

Recommender 2

Name: _____

Address: _____

Office Phone: _____

E-mail: _____



Letter of Recommendation Form

Applicant Name

The *Harvard Educational Review* is selecting a slate of candidates for the 2012-2014 Editorial Board. Each candidate is evaluated based on a predetermined set of criteria that includes academic and professional experience, interpersonal skills, and analytical proficiency.

The above applicant has applied for a position on the *Harvard Educational Review* Editorial Board and has provided your name as a recommender on her/his behalf. Your insight is particularly valuable to our selection process, and we appreciate your candor.

Evaluator: _____

Signature: _____ *Date:* _____

Please return this form to the applicant in a signed, sealed envelope or submit it directly to:

Harvard Educational Review
Attn: Selection Committee
8 Story Street, 1st Floor
Cambridge, MA 02138

Letter of recommendation form must be received by Tuesday, February 7, 2012.



To be completed by the Recommender:

1). For each of the following categories, please rate the applicant’s skills on a scale of 1 to 5, with **1** as **low** and **5** as **high**, in relation to other doctoral students whom you have taught in the past few years. This rating should accompany your letter of recommendation, not replace it.

	Low			High		
Analytical proficiency	1	2	3	4	5	N/A
Writing skills	1	2	3	4	5	N/A
Willingness to collaborate	1	2	3	4	5	N/A
Dedication to scholarly endeavors	1	2	3	4	5	N/A
Meets deadlines	1	2	3	4	5	N/A
Intellectual curiosity	1	2	3	4	5	N/A
Engagement in academic settings (e.g., class participation, contribution to research/lab group)	1	2	3	4	5	N/A
Overall potential contribution to the Editorial Board	1	2	3	4	5	N/A

2). The *Harvard Educational Review* would appreciate your evaluation (*below or on an attached sheet*) of the applicant’s capacity to make a meaningful contribution as an Editor of *HER*. It will be helpful for us to know how long, and in what way, you have known the applicant and for you to discuss in further detail the characteristics of the applicant that you reported on above.



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Transcript Release Statement

I, _____, authorize the *Harvard Educational Review* to obtain a copy of my Harvard Graduate School of Education (HGSE) transcript for consideration as part of my application for membership on the 2012-2014 *Harvard Educational Review* Editorial Board. I understand that my transcript may be reviewed by HGSE faculty.

Signature: _____ *Date:* _____

Harvard I.D.#: _____



Fall 2011 Course Assignment Grade Report
(For first-year doctoral applicants only)

Applicant Name

In the spaces below, please report all grades you have received on assignments in your Fall 2011 classes. If the grades depart from the typical framework (e.g., a test that had 200 total possible points instead of 100, or a paper that was not given a typical letter grade), please include the appropriate contextual details. If you have not received any grades in a given class at the time this application is due, please note this as well.

If you believe your grades do not give an accurate picture of your academic history please attach a brief explanation to your application.

Course #1 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade

Course #2 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade



Course #3 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade

Course #4 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade

Course #5 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade

Course #6 Title & Instructor:

Final Course Grade, if known:

Assignment	Description	Grade