

## Fellow Locator FAQ - Rough Draft

### **Who is included in the fellow locator?**

All Mellon fellows are included in the locator unless they have selected the “Opt Out of Fellow Locator” box located on the first page of the profile form (which each fellow has completed upon entry to the program).

*Fellows who entered the program and completed the profile form before the implementation of the fellow locator and therefore were not presented with the opt-out option will be included in the locator unless they actively choose to opt out.*

Also, fellows who entered but later dropped out of the program are not included in the locator.

### **What personal information on fellows is available through the locator?**

Academic information (such as institutional history, discipline, and MMUF program status) and limited contact information (email address and city/state ONLY of physical contact address) is available on each included fellow. The information contained here is the most up-to-date that we currently have.

### **How do I opt out of having my information available through the locator? How do I opt in?**

If your information is currently available through the fellow locator but you would like to have it removed, please contact the MMUF administrators at [mmufsurvey@mmuf.org](mailto:mmufsurvey@mmuf.org). You may also do so by accessing your profile form and checking the “Opt Out of Fellow Locator” box located on the first page of the profile form. The same procedure applies for opting in if you are currently opted out.

### **Whom should I contact if I find information on myself or another fellow that is inaccurate?**

Please contact the MMUF administrators at [mmufsurvey@mmuf.org](mailto:mmufsurvey@mmuf.org) to alert us to inaccuracies.

The institutional, program status and contact information in the locator is derived primarily from fellows’ most recently submitted annual update forms. Therefore, if you would like to change your own record in the fellow locator, you can do so by submitting an annual update form via the MMUF web survey at <https://www.mmuf.org/survey>. The changes you make will then automatically be reflected in the locator information.

### **What is the difference between a “current” fellow and a “historic” fellow?**

For the purposes of our Institution search, current fellows are those currently enrolled in or teaching at the institution being searched for. Historic fellows are those who have completed degrees at the institution being searched for; thus they are likely not to be on campus any longer, which may be important information for fellows who wish to connect with one another in person.

(In all matters apart from the fellow locator, however, we consider ALL Mellon fellows to be current fellows, in keeping with our motto “Once a Mellon fellow, always a Mellon fellow”!)

### **How do I use the region search? What is the difference between “institution region” and “contact address region”?**

The addresses that fellows submit to us for use as contact addresses may be connected with their current institution or they may be personal addresses (this is each fellow’s choice). Because of this, the

region in which a fellow is enrolled at school may be different from the region in which he or she chooses to be contacted.

For instance, an undergraduate at the University of California at Los Angeles would have an institutional address in Los Angeles, California, but might have a contact address at his or her home in Atlanta, Georgia. Since such a fellow might want to connect with other fellows either in California or in Georgia, we want search results for both locations to be available.

To search within a region for fellows currently enrolled at or teaching in institutions in that region, click the **“Search by a fellow’s institution region”** box. For the above example, this search would limit results to other fellows either enrolled in/teaching in/living in the West Coast region, which California is part of.

To search within a region for fellows by personal contact addresses, click the **“Search by a fellow’s contact address region”** box. For the above example, this search would limit results to other fellows enrolled in/teaching in/living in the South region, which Georgia is a part of.

### **What states are included in each region, for MMUF purposes?**

The **Northeast region** includes the following states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont.

The **New York City region** includes the five boroughs of the city: the Bronx, Brooklyn, New York (i.e., Manhattan), Queens, and Staten Island.

The **Mid-Atlantic region** includes the following states or territories: Delaware, Maryland, New Jersey, New York State excluding New York City, Pennsylvania, and Washington, D.C.

The **South region** includes the following states: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and West Virginia.

The **Midwest region** includes the following states: Illinois, Indiana, Iowa, Ohio, Michigan, Minnesota, Missouri, and Wisconsin.

The **Western region** includes the following states: Arizona, Colorado, Idaho, Kansas, Montana, Nebraska, Nevada, Oklahoma, New Mexico, North Dakota, South Dakota, Utah, and Wyoming. (Please note that while there are currently no MMUF undergraduate institutions in this region, there are many Mellon fellows enrolled in graduate school, teaching in, or living in these states.)

The **West Coast region** includes the following states: Alaska, California, Hawaii, Oregon, and Washington state.

The **International region** comprises the rest of the world outside the 50 U.S. states.