

THE WEXNER FOUNDATION



WEXNER GRADUATE FELLOWSHIP/ DAVIDSON SCHOLARS PROGRAM

CLASS 33 FELLOWSHIP HANDBOOK

INTRODUCTION

The Wexner Graduate Fellowship/Davidson Scholars (WGF/DS) Program is an opportunity for Fellows to grow intellectually, deepen their leadership skills and develop a rich network of colleagues to support their careers. Through this four-year intensive leadership and professional development program, Fellows will:

- Enhance their leadership skills and deepen their leadership qualities.
- Join a cohort of lifelong learning professionals.
- Learn with amazing leadership teachers and Jewish educators.
- Join The Wexner Foundation's network of nearly 3,000 professional and volunteer leaders in the North American Jewish community and in Israel.
- Develop a nuanced appreciation for the diversity of the North American Jewish community.

Summary of Expectations

Please read through this Handbook to understand the Foundation's expectations, as well as the benefits you will receive as a Fellow. WGF/DS Fellows commit to:

- Participate fully in all WGF/DS-sponsored programs for all four years of the fellowship program and ensure that there will be no conflicts with these programs. WGF/DS Fellows will attend an orientation, two Institutes annually (a Summer Institute and a Winter Institute) and a mid-fellowship retreat. Further details about these programs are below.
- Read and respond to communications from the Foundation in a timely manner, honoring deadlines and providing information as requested.
- Prepare for Institutes and gatherings, which may involve advanced reading and/or participation in Zoom calls.
- Engage in a renewal process after two years of the fellowship.
- Abide by the guidelines outlined in this Handbook.
- Work full-time in North America, serving the North American Jewish community, for a minimum of four years upon completion of graduate degree programs.

FINANCIAL AWARDS

Financial Awards are provided through a partnership between The Wexner Foundation and the William Davidson Foundation. All funding is administered through The Wexner Foundation.

- **Wexner Graduate Fellows: Rabbinate/Cantorate**
Cantorial and Rabbinical students selected as Fellows will be awarded \$30,000 annually for up to three years.
- **Wexner Graduate Fellows: Jewish Studies**
Jewish Studies Fellows are expected to secure funding from their chosen university. The Wexner Foundation will contribute an award of \$10,000 annually for up to three years.
- **Wexner Graduate Fellows/Davidson Scholars: Jewish Education**
Students studying to prepare for careers in Jewish Education are designated Davidson Scholars within the Wexner Graduate Fellowship. Jewish Education students selected as Fellows will be awarded up to \$30,000 annually for up to three years.
- **Wexner Graduate Fellows/Davidson Scholars: Jewish Professional Leadership**
Students studying to prepare for careers in Jewish Professional Leadership are designated Davidson Scholars within the Wexner Graduate Fellowship. Jewish Professional Leadership students selected as Fellows will be awarded \$30,000 annually for up to three years.

Wexner Graduate Fellows/Davidson Scholars may apply for other grants, scholarships and/or fellowships from within their graduate training institution or other outside sources of funding as long as requirements and/or expectations are not in conflict with expectations of The Wexner Foundation. If your funding from The Wexner Foundation negatively affects your ability to receive other funding, please speak with the Director of the Fellowship.

Term of Awards

Awards are for an initial term of two years, with the possibility of renewal for one additional year. The Fellowship renewal process is a formal one, commencing in January or February of the second year of the Fellowship. Fellowship renewal depends on many factors, including successful academic achievement and the fulfillment of Fellowship program responsibilities sponsored by the Foundation. The renewal application process involves the submission of personal essays, transcripts, and a progress report from the academic institution. See “Renewal” section of Handbook for details.

Academic awards distributed by The Wexner Foundation are potentially taxable income. The Wexner Foundation cannot give tax advice. The Wexner Foundation must issue all checks using your legal first and legal last name, regardless of how you are known.

Acceptance of Other Funding

Wexner Graduate Fellows/Davidson Scholars may accept grants, fellowships, and scholarships from a university or graduate training institution or from other sources.

The Graduate Fellowship Director should be informed of any other financial award(s). Requirements and expectations made by any other funding organization must be consistent with those of The Wexner Graduate Fellowship/Davidson Scholars Program and present no conflict with Foundation programs or Institutes.

The Graduate Fellowship Director is in regular communication with several graduate school officers, particularly Jewish institutions (e.g. AJU, HC, HUC, JTS, RRC, YCT, YM, YU) to work as partners in order to create funding opportunities for Fellows to supplement your annual award from The Wexner Foundation. Please contact the Fellowship Director if you would like assistance negotiating appropriate funding from your graduate program.

INSTITUTES AND FELLOWSHIP EVENTS

Attendance at Foundation-sponsored annual Summer and Winter Institutes is required of all Fellows throughout their Fellowship. Each of the Institutes has a unique character and curriculum focused on leadership skill-building, Jewish learning, and Jewish communal issues, as well as opportunities for the cohort to connect and learn together as colleagues. The Winter Institute is focused on leadership skill-building, while the Summer Institute focuses on text study and intellectual discussion with prominent scholars and a themed program focusing on a topic selected by Fellows.

The Foundation pays for transportation, room, board, and program expenses associated with the Institutes. The Wexner Foundation adheres to rigorous kashrut standards at Institutes and official Fellowship-wide events.

Fellows are required to arrive on time at the start of the Institute, participate in the entire Institute (including meals) and not leave until after the entire program has concluded. The only optional programs at Institutes are prayer services, which are fully initiated and planned by Fellows themselves, with the Foundation providing space and materials as requested.

Wexner Graduate Fellows/Davidson Scholars are required to participate in:

- **Orientation, first year of Fellowship**
Three days, usually held mid-May
- **Peer-Led Reflection Calls, first year of fellowship**
Monthly meetings via video conference
- **Summer Institute, annually for four years***
Five days, usually held during the third week of August
- **Winter Institute, annually for four years***
Four days, usually held during the week of the Martin Luther King, Jr. holiday
- **Mid-Fellowship “Reflections Retreat,” third year of Fellowship***
Three days, usually held over Shabbat in November
- **Closing Program, fourth year***
Two days, held in Columbus in Spring

*Fellows who complete their graduate programs in less than four years are still expected to attend all Foundation programs for all four years. See Calendar for specific program dates.

Attendance Policy

Exceptions to this full attendance/participation policy are only made for health considerations and certain life-cycle events of immediate family members, and only on a case-by-case basis. Fellows are expected to arrange their schedules around these Institutes. Unavoidable and unexpected professional conflicts should be discussed with the Fellowship Director as soon as the situation arises.

Fellows must adhere to the expectations laid out in The Wexner Foundation Anti-Harassment Code of Conduct, as laid out on the following page.

Fellows must be covered by health insurance in order to attend Wexner programs. The Foundation will not cover any health-related expenses at Wexner programs.

Nursing Infant and New Parent Policy

The Foundation accommodates nursing Fellows with newborn infants (babies who are primarily nursing) by covering the travel, meals and hotel costs (room shared with Fellow) of a caregiver arranged for and selected by the Fellow and approved by the Fellowship Director. The Foundation does not cover costs for an additional airline seat for a nursing infant. Fellows who are new non-nursing parents of infants (12 weeks or younger only) are also accommodated under this policy.

Cancellation Policy

The Foundation assumes Fellows will only cancel in extreme situations (see attendance policy above). Depending on the situation, the Fellow may incur costs (for flight and/or hotel) for canceling participation.

Hotel Arrangements

Hotel arrangements will be booked and paid for by the Foundation. Hotel rooms will be booked for dual occupancy. Fellows will have the opportunity to request a specific roommate at each program, which can only be guaranteed if both Fellows involved request one another. Fellows are responsible for the following miscellaneous hotel expenses: gratuities, mini-bar services, gift shop, restaurant/ bar, room service, laundry services, sundries, personal telephone calls, tips, and other discretionary expenses.

Institute Planning

The Director of the Fellowship Program involves Fellows in the planning of the Fellowship institutes. Fellows play an active role in the preparation and leadership of various institute programs. Fellows are invited to assume a variety of roles including coordinating minyanim, Torah reading, offering electives, delivering a D'var Torah to the Fellowship at meal times, serving as class facilitator for private class meetings and, during the Summer Institute, working with a planning group on the themed program.

Monthly Peer Reflection Videoconference Calls (Year 1)

After their first Winter Institute, Fellows will participate in regular videoconference calls for several months. These calls will be peer-led and will utilize an organized protocol for personal reflection and group feedback on pressing leadership challenges. Each call will last one hour; Fellows will participate in 4-5 calls between their first Winter Institute and their second Summer Institute. There will be an opportunity to continue regular reflections after the initial video calls are completed.

Mid-Fellowship “Reflections” Shabbaton

In the third year of the Fellowship Program, Fellows will participate in a Reflections Shabbaton dedicated to celebrating Shabbat together as a class and sharing personal reflections on leadership challenges. A committee appointed by the class members will be responsible for planning this retreat.

TRAVEL AND REIMBURSEMENT

Wexner Graduate Fellows will attend Summer and Winter Institutes and other Foundation-sponsored activities throughout their fellowship. Reimbursement for related expenses will be provided by the Foundation, according to the following guidelines:

Travel Expenses

Only expenses directly related to travel for Foundation-sponsored activities will be reimbursed.

Fellows must submit original, hard-copy receipts for all travel-related expenses. Original receipts must be submitted to the Foundation with an expense report form, which the Foundation will provide. Scanned or copied receipts are not acceptable for reimbursement. The Foundation requires that all expense report forms must be submitted by the deadline on the distributed expense form, and will not grant reimbursements for submissions of receipts after the deadline. Fellows will be reimbursed by a Foundation check; checks not deposited within 60 days of the check issue date may be voided.

Air Travel

- Fellows are expected to book their own air travel and submit a receipt promptly for reimbursement.
- All flight arrangements require approval of the Foundation prior to booking.
- Fellows will be given a maximum ticket price above which special approval by the Foundation must be granted.
- If advance payment proves to be a hardship, please alert the Assistant to the Fellowship Director to make alternative arrangements.
- Reservations must be made according to the timetable provided before each Wexner event.
- Extra travel costs incurred due to a Fellow's delays or errors in booking will be absorbed by the Fellow.
- The Foundation does not reimburse for flights booked with airline points or credit card miles.
- The Foundation does not reimburse for travel insurance.

Please note the following additional booking guidelines:

- Fellows should fly coach class on the most economical flight available.
- The Foundation will strive to accommodate Fellows whose Shabbat observance requires an early arrival. Fellows should not assume, however, that the Foundation will arrange for or pay for Saturday night accommodations, even if airfare is more economical this way.
- The Foundation will pay for round-trip air travel only from a Fellow's primary residence or "home base." If flying to an Institute from somewhere other than this residence, Fellows will be reimbursed for the cost of a round-trip ticket from "home" to the Institute or whichever location is the less costly alternative. This includes international travel.
- For Fellows coming from the West Coast, if the only flight options leave at unreasonable times, Fellows are welcome to fly in the day before the Institute with Foundation approval and the Foundation will cover the cost of a hotel room for the night.
- Personal travel appended to Foundation-sponsored travel is at the Fellow's own expense.

Ground Transportation

Transportation to and from airports should be through the most economical means. Consider if you would be willing to pay for the transportation service with your own money; if the answer is no, choose another means of transportation. The use of any private car or limousine service will not be reimbursed without prior permission from the Fellowship Director.

- If possible, share a taxi or Lyft/Uber with other Fellows. Shared van services are also acceptable. Please do not use a car service without prior approval.
- If one-way ground transportation will cost more than \$50 for a single passenger, Fellows must ask for approval from the Foundation prior to booking.
- Tips over 20% will not be reimbursed by the Foundation.
- Drop-off by family/friends at airport is not reimbursable, with the exception of tolls.
- Personal mileage is reimbursable only with prior approval. The reimbursement rate will be based on regularly updated information from the IRS.
- When submitting for reimbursement, expenses for foreign travel should be completed in the currency for which expenses were incurred.

Per Diem Allowances

The Foundation will provide meal per diem allowances on Institute travel days for (a) meals that could not be eaten at home and (b) meals that were not provided at the Institute. Fellows do not need to submit a receipt for per diem meals; simply request \$5 for breakfast, \$10 for lunch, and/or \$15 for dinner for qualifying meals. Even if you spend more (or less) on the meal than the per diem amounts listed, you will be reimbursed according to this per diem schedule if you are traveling during a meal time and can't eat at home.

Please note: Breakfast per diem only available to Fellows traveling on long-distance flights, ie. red-eye flight from the West Coast or from Israel. Per diems are not provided for meals that are covered at Foundation events, including hospitality buffets prior to the start of WGF/DS Institutes and boxed lunches on concluding days.

COMMUNICATIONS

The Foundation has created a variety of communication tools for Fellows and Alumni.

A brief explanation of each follows:

ALL WEXNER GRADUATE FELLOWS/DAVIDSON SCHOLARS & WEXNER FIELD FELLOWS AND ALUMNI wexnet@googlegroups.com

The Foundation has an internet discussion list for communication between Wexner Graduate Fellows/Davidson Scholars and Alumni, Wexner Field Fellows, and the Graduate and Field Fellowship professional staff. This list, referred to as Wexnet, is a private, restricted-access list, open exclusively to members of the Wexner Graduate Fellowship/Davidson Scholars and Wexner Field Fellowship community, all of whom work professionally in the Jewish community.

- **Fellows are required to remain subscribed to this list during the four years of the active fellowship.** Fellows will be invited to subscribe to this list at the beginning of their Fellowship.
 - All individuals subscribed to the list will receive messages posted to the list by other subscribers or The Wexner Foundation staff.
 - Fellows will receive all postings to the list and will have the ability to post to the list.
 - The address to post to the entire list is wexnet@googlegroups.com.
1. **Your email platform will allow you to reply to emails that you receive.** All emails that you receive from the Wexnet list are sent from the address wexnet@googlegroups.com. To reply to an e-mail message from this list, select the reply function. By default, your reply will be posted only to the sender.
 2. **Should you wish to reply to the entire list, you should simply edit the “To” line of the reply with the wexnet@googlegroups.com address.** Please be sure you want your response to go to the entire list before you make the address change. We have put this safeguard in place to avoid messages being sent to the entire list that are of a personal nature and meant only for the person who sent the original message.
 3. **This list may be used for any number of functions.** Participants have used it as a bulletin board to announce personal or professional news; as a forum for Divrei Torah, sermons, or articles; as a discussion group for a wide array of issues, politics, and visions of the future; and as a means of querying and maintaining connections with other Wexner Fellows and Fellowship Alumni.
 4. **This is a closed list intended for Wexner Fellows, Field Fellows, and Alumni exclusively.** There is an assumed degree of confidentiality regarding the materials that are shared on the list. Forwarding or using the content of someone else’s posting should never be done without first obtaining the original author’s consent. A “Wexner Covenant,” written by the Wexner Graduate Fellowship Alumni Coordinating Committee, frames expectations regarding the use of Wexnet.

WEXNET COVENANT

Introduction

Wexnet is a listserv of fellows and alumni of the Wexner Graduate Fellowship, Wexner Field Fellowship, and relevant program staff of the Wexner Foundation.

For many in our community, Wexnet is a crucial part of our larger Wexner experience. Emails range from pragmatic (ride-sharing) to straightforward (text-sharing) to complex (Israeli elections). Sometimes, topics engender many emails from alumni across classes and across religious and political spectrums. Wexnet demonstrates its value in all of these moments: when it produces a text in seconds, or when it helps those who actively write to the group and those who are readers to better understand an issue in the Jewish world, as well as each other, in a more nuanced, complex way.

Statement of Our Values

Wexnet offers a virtual space for the kinds of genuine conversations that we seek to have in our Wexner community. As occurs in Wexner generally, Wexnet enables us to learn from each other, about Jewish life, and about how to communicate across difference. We also practice leading, listening, choosing when to step forward, and when to step back.

We aim to interact according to the same guidelines that we use when we are working face-to-face. With this in mind, we value listening to each other deeply. We value assuming the best of others, that all are articulating a position that they believe constructive to the Jewish people. We value asking questions out of genuine curiosity and opening conversation for all who want to participate. And if discussions warrant it, we value direct personal communication face-to-face, by phone, or videoconference.

When we send emails to Wexnet, we are all equal regardless of seniority or position of authority in our professional lives. We share our class numbers (only) so that we can locate the alumni writing within the Wexner community. We have generational or structural positions as well - we are each other's supervisors, or rabbis, or Board members - but we try to put those roles aside for the sake of learning from equals. So customarily, we address each other by first name, and sign each email with our first and last name and class number, because we don't all know each other personally.

Rules and Conditions

Wexnet is a confidential space, meant only for Wexner Graduate Fellows, Field Fellows and Alumni. Content may not be shared by any means, even with spouses or other family members, or with professional colleagues who are not members of the listserv. A message is assumed to be confidential unless the posting member grants permission to share it.

Additionally, the nature of the conversations on Wexnet - those who write emails and the positions that are taken - should not be discussed with those who are not Wexner Graduate Fellows, Field Fellows, or Alumni.

This standard of confidentiality may occasionally create personal or professional dilemmas. Nevertheless, this confidentiality must be respected with the utmost seriousness.

If a member is confronted with an ethical dilemma resulting from this commitment to confidentiality, they are encouraged to approach either the Director of the Fellowship or the Chair(s) of the alumni coordinating committee.

The following shall serve as a footer on all Wexnet emails:

CONFIDENTIALITY NOTICE: This message is confidential, intended only for members of Wexnet. If you are not a member of Wexnet, you may not read or forward this message. If you have received this message in error, please advise the sender by reply email, and delete all copies of the original message (including any attachments).

FELLOWS LIST: ALL CURRENT FELLOWS

wexnerfellows@googlegroups.com

This list is used to notify active classes of upcoming Institutes, queries from Fellowship staff concerning various issues, and for Fellows to communicate solely with other active Fellows. Fellows will be added to this list and will be expected to check this list regularly for Fellowship-related messages, as it will be used by the Fellowship Director and Administrative staff. This will be the primary way that the Foundation will communicate with you; if you need to reach the Foundation staff, please email or call them directly.

- **Fellows must remain subscribed to this list during the four years of their active Fellowship**, as it is the primary means by which Fellows will receive general Fellowship communication from The Wexner Foundation.
- The address to post to the current Fellows list is wexnerfellows@googlegroups.com. All emails that you receive from this list are sent from the address wexnerfellows@googlegroups.com, so please add this to your address book. To reply to an email message from this list, select the reply function included in your email reader. By default, your reply will be posted only to the sender.
- All Wexner Foundation listservs follow the same confidentiality rules, outlined in the “Covenant.”
- Should you wish to have a listserv specifically for your class, a member of the class should create one. Such a listserv may be used for class-related discussions not meant for the entire Fellowship. Private class lists are viewed by class members only, Wexner staff is not privy to this list.

THE WEXNER FOUNDATION WEBSITE

www.wexnerfoundation.org

The website includes information about The Wexner Foundation for the general public and WexChange, a password-protected area for Fellows and Alumni of all Foundation programs.

Each Fellow receives a password and user name to gain access to WexChange. This area contains important information including a database for all Fellows and Alumni of all Foundation programs. All information in the database is to be kept strictly confidential and should not be shared with anyone outside the Fellowship.

While we encourage Fellows to connect to people in the Wexner network, we ask that Fellows do not export lists and send mass emails on behalf of their organizations or causes. The database is a vital part of the password-protected area and provides the Foundation with current addresses, phone numbers, and email addresses of all Fellows and Alumni. The Foundation will upload a current picture, biography, and contact information for you from your application.

You are responsible for updating your own personal information on your Wexner profile and must keep it updated on a regular basis. It is critical that the Foundation be informed of any address, e-mail address or phone number change.

You will also be subscribed to WexnerLEADS, the Wexner Foundation’s monthly e-newsletter, for which you may be asked to write a short article.

Yom Shishi (Friday) Thought

Each Friday and before selected Jewish holidays, a different WGF/DS Fellow will write a short reflection related to current events, a Fellow’s interests, or ideas/questions for the time of year. This is also an opportunity for Fellows to be in touch with one another, use each other as resources for sharpening Jewish thinking, and share questions and ideas. Yom Shishi Thoughts should be short (no more than three paragraphs). You will be assigned a date in advance and asked to submit your thought to the Current Fellows listserv.

RENEWAL PROCESS

Fellows' active Fellowship status is granted for a two-year term and may be renewed for a one-year term for funding and an additional two-year term for participation in the Fellowship. This determination is made by the Wexner Graduate Fellowship/Davidson Scholars Program Committee with significant input from the Fellowship Director. Recommendations for Graduate Fellowship renewals are based on your leadership development, Fellowship involvement, and academic achievement. The Wexner Graduate Fellowship/Davidson Scholars Committee has endorsed the following Fellowship renewal process:

1. Written Reflection

Candidates for renewal are required to submit a written statement of five – eight pages in length containing the following:

- A brief summary of the candidate's academic progress and priorities at this juncture of their academic program or professional development programs.
- A brief description of how the Fellowship Program has influenced the candidate thus far, and how the candidate hopes to benefit from and contribute to the program if renewed for a second term.
- A self-assessment of the Fellow's leadership strengths, as well as those areas of leadership and personal development that need ongoing and focused attention or improvement. The Fellow should address how they plan to address these issues during the remainder of the graduate training experience.
- A summary of the Fellow's evolving career goals once they complete their academic or professional development program. The essay should include a description of possible professional position(s) and role(s).
- Fellows are encouraged to reference their WGF/DS application materials in writing this reflection statement.

2. Support Materials

- Fellows are responsible for submitting all academic transcripts to date. Renewal requests will not be processed until all transcripts have been received by the Foundation.
- The Director of the Wexner Graduate Fellowship/Davidson Scholars Program may consult with the highest-ranking academic advisor who has personally followed the candidate's academic progress, to receive a report as to their work thus far from the point of view of the academic institution(s).

3. Renewal Meetings

The Director of the Wexner Graduate Fellowship/Davidson Scholars Program may conduct a personal interview with the Fellow to explore various leadership, academic, and professional issues relevant to an informed renewal recommendation. This interview may also touch upon issues important to the Foundation's own goals.

4. Confirmation of Renewal by Wexner Graduate Fellowship/Davidson Scholars Committee

The Director, with the input of the Foundation staff, will determine the extent to which each renewal candidate has responsibly fulfilled the requirements of the Foundation and contributed to the program through constructive participation in Institutes, conferences, and meetings. On this basis, the Fellowship Director will make a recommendation for each renewal applicant to the Wexner Graduate Fellowship/Davidson Scholars Program Committee. The Committee will discuss these recommendations and final decisions on renewal will be made once this process is complete. The Fellowship Director will contact each Fellow individually to inform them if their renewal has been approved by the Fellowship Committee.

If a Fellow is not renewed for an additional funding cycle, their formal term as a WGF Fellow may be concluded. Any Fellow who does not complete the Fellowship, or who is not funded for the duration of the program because a change of academic programs was not approved by the Foundation, may not be afforded Wexner Alumni status.

FELLOWSHIP STATUS

Change of Program

Fellows are selected as Wexner Graduate Fellows/Davidson Scholars by virtue of their individual merits and the graduate program that they are attending. Any change of program requires approval by the Foundation.

North American Residency

Because the Wexner Graduate Fellowship/Davidson Scholar Program is focused upon the development of Jewish professionals who will exercise leadership in the North American Jewish community, fellows must attend their programs in North America. Extended stays in Israel or abroad are permitted only as part of Fellows' academic programs. Any stay of longer than a year during an academic program, or that is not an official part of the academic program, must be approved by the Fellowship Director.

Academic Probation

If a Fellow is falling behind or struggling in their graduate studies for any reason, it is important for them to be in touch with the Fellowship Director as soon as possible. Every effort will be made to assist and guide a Fellow in this situation. If a Fellow is consistently performing unsatisfactorily in their academic program, the Foundation will, after considerable effort is made to support and assist the Fellow in improving their academic achievement, place the Fellow on academic probation. This indicates that a Fellow will not be able to secure continued funding until they are once again in good standing with the program. A Fellow's continued inability to maintain passing work within their full-time academic program could, at the discretion of the Fellowship Director and in consultation with the Graduate Fellowship Committee, result in dismissal from the Fellowship program, including Foundation-sponsored programs and institutes.

Leave of Absence

- Wexner Graduate Fellows/Davidson Scholars who wish to request a leave of absence must do so in writing to the Foundation indicating the reasons for the requested leave, the timetable for the leave, and the activities which will occur during the leave.
- Leave must first be permitted by the graduate institution at which the Fellow is engaged in full-time study. This institution must notify The Wexner Foundation in writing that a leave has been granted and stipulate the terms and conditions of the leave itself.
- Leave shall be for a period not to exceed one academic year.
- During the leave, the graduate Fellow's participation in Foundation institutes and programs will be determined in consultation with the Fellowship Director.
- The Fellow on leave should maintain ongoing contact with the Fellowship Director, as requested.
- A Fellow on a yearlong leave must submit a formal letter by February 15 prior to the academic year in which the Fellow will return to their program, confirming precise plans and a timetable for reentering the program. If the leave is less than a year, the notification timetable will be worked out with the Fellowship Director once the leave is granted.
- The Fellowship Director will make a recommendation to the Graduate Fellowship Committee regarding the readmission of a Fellow on leave, which must then be endorsed by the Committee before reinstatement into the program.
- WGF/DS Fellowship awards are granted for a specific 3-year funding/4-year Institute term. If a Fellow takes a leave for any reason other than medical or unexpected emergencies, they may forfeit funding for that year. A leave of absence is not a guarantee that funding can be continued for an additional year beyond the term of your Fellowship.

The Wexner Foundation reserves the right to deny a leave of absence request which, at the discretion of the Director of the Wexner Graduate Fellowship/Davidson Scholars Program, is deemed contrary to the pursuit of the career objectives upon which the Fellowship was originally awarded.

Special Circumstances

Any request for exceptions to any of the above guidelines in this handbook should be based on extraordinary circumstances and must be made in writing to the Fellowship Director. Exceptions will be granted rarely and on a case-by-case basis.

The policies and programs outlined in this Handbook are periodically reviewed by the Wexner Foundation and are subject to change.

CLASS 33 CALENDAR*

August 22-27, 2021

Summer Institute 2021 (Year 1 of Fellowship)

Stowe, VT

All members of Class 33 must arrive by Sunday afternoon (August 22) for a Class 33 Institute Orientation. Many Fellows spend summers at camp, in internships, traveling, or in summer positions which might overlap with the Institute. If this is the case, please be in touch with summer employers as soon as possible to arrange to be at the Institute on time.

January 16-19, 2022

Winter Institute 2022 (Year 1 of Fellowship)

Ft. Myers, FL

The Institute program will begin on Sunday afternoon (January 16).

February 2022– June 2022

Monthly Peer Reflection Videoconference Calls (Year 1 of Fellowship)

In the months between Winter Institute 2022 and Summer Institute 2022, Class 33 members will participate in monthly hour-long videoconference calls. These calls will be peer-led and will utilize an organized protocol for personal reflection and group feedback on pressing leadership challenges.

August 22-26, 2022

Summer Institute 2022 (Year 2 of Fellowship)

Stowe, VT

January 15-18, 2023

Winter Institute 2023 (Year 2 of Fellowship)

Fort Myers, FL

August 21-25, 2023

Summer Institute 2023 (Year 3 of Fellowship)

Stowe, VT

November 2023

Mid-Fellowship Shabbaton

Location TBD

January 14-17, 2024

Winter Institute 2024 (Year 3 of Fellowship)

Fort Myers, FL

August 19-23, 2024

Summer Institute 2024 (Year 4 of Fellowship)

Stowe, VT

January 19-22, 2025

Winter Institute 2025 (Year 4 of Fellowship)

Fort Myers, FL

Spring 2025

Capstone Program TBD

Columbus, OH

*Dates are subject to change; should program dates change, The Wexner Foundation will confirm new dates with as much advanced notice as possible.

Please confirm dates of Institutes with Fellowship Director before planning vacations, weddings and/or other personal celebrations, or scheduling professional development opportunities, to avoid any conflict in attendance.

WEXNER GRADUATE FELLOWSHIP/DAVIDSON SCHOLARS PROGRAM

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All of the Foundation's staff is available to you. Please visit our website for a complete staff listing.

THE WEXNER FOUNDATION

ANTI-HARASSMENT CODE OF CONDUCT

The Wexner Foundation is committed to creating an environment that exemplifies Jewish values such as *kavod habriot* (human dignity), *hinuch* (learning) and the Talmud's teaching that *kol yisrael arevim zeh bazeh*, that "all Israel is responsible for one another" (Shavuot 39a). Jewish tradition recognizes that every person is created in the Divine image and should be treated as such, and the Jewish values of repairing the world, mutual responsibility and not standing idly by while others are being harmed are fundamental to the creation, implementation and upholding of this Code of Conduct.

The Wexner Foundation is committed to creating a harassment-free environment for all participants, including event participants (Alumni, Fellows, Members,) Staff and Faculty. Harassment as outlined below is considered by The Wexner Foundation to be a serious form of professional misconduct.

This Code of Conduct is established in order to promote safety and respect in all of our activities. We expect all participants at The Wexner Foundation activities to abide by this policy in all venues, including ancillary events and unofficial social gatherings:

Exercise consideration and respect in your speech and actions:

- Refrain from demeaning, discriminatory or harassing behavior and speech;
- Be mindful of your surroundings and of your fellow participants;
- Alert conference leadership if you notice a dangerous situation, someone in distress or violations of this policy, even if they seem minor.

The following behaviors do not belong at The Wexner Foundation events of any kind:

- Sexual harassment of any kind, including unwelcome sexual attention and inappropriate physical contact;
- Harassment that discriminates against a specific group of people based on age, race, sex, ethnicity, national origin, religion, language, sexual orientation, gender identity or gender expression, disability, health conditions, socioeconomic status, marital status, domestic status or parental status (hereafter, simply harassment);
- Abuse of power (including abuses related to position, wealth, race or gender).

CONTACT US TO REPORT AN INCIDENT

If while at a Wexner Foundation event, you have been involved in or have witnessed an incident that violates the Code of Conduct, please report to Chief of Staff Rachel Sosin at (614) 939-6074 and rsosin@wexner.net or our Financial Controller, Peg Uglund at (614) 939-6000 or pegu@naproperty.com. Reports will be treated as confidential. Share as much information as you can to help The Wexner Foundation make a thorough investigation of the onsite incident.

THE WEXNER FOUNDATION'S COMMITMENT

The Wexner Foundation will investigate all incidents reported with discretion and confidentiality. The Wexner Foundation reserves the right to bar any person who violates our Code of Conduct from attending the event in its entirety or in part and/or to cancel the affiliation of the person.

ABOUT THE CODE

Created based on recommendations from the Safety Respect Equity Coalition.
safetyrespectequity.org.



 wexnerfoundation.org
 [wexnerfoundation](https://www.facebook.com/wexnerfoundation)
 [@wexnertweets](https://twitter.com/wexnertweets)

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THE WEXNER FOUNDATION

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The Wexner Foundation trains and inspires leaders in the North American Jewish Community and the State of Israel. Through diverse, cohort-based educational programs, the Foundation invests in promising professionals and volunteers and gives them tools to exercise transformative leadership. Working in partnership with other foundations, philanthropists and communities, the Foundation strengthens North American Jewish life and Israel's public sector by making their leaders more skilled, visionary and collaborative.

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