



## **GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR GRADUATE DEAN'S FELLOWSHIP**

***Southern Illinois University is an equal opportunity employer and will not discriminate against any person on the basis of race, national origin, or sex.***

### **Graduate Dean's Fellowship**

The Graduate Dean's Fellowship (GDF) is designed for individuals from underrepresented groups who have overcome social, cultural, or economic conditions. Awards will be given to students who are qualified by the usual indicators of promise for success in graduate study.

When awarded, the Graduate School will enter into an arrangement with participating departments to provide a student with funding for two consecutive years. During year one, the Graduate School will fund the award for eleven (11) months as a fellowship. During year two, the academic department will fund the award as an assistantship appointment for nine (9) months.

The Graduate Dean's Fellowship is a two-year award for **new and continuing** students who have been unconditionally admitted to either a master's or doctoral degree program.

**Note:** The Graduate Dean's Fellowship is considered as a recruitment/retention tool, and it is not to be given to students who are in the final stages of their degree. Students who have previously held a GDF are not eligible for this award.

### **Stipends and Tenure of Award**

In year one, the Graduate School will fund the award for eleven (11) months as a fellowship. During this appointment, the recipient is awarded a monthly stipend at the current Graduate School's graduate assistant rate for fall, spring, and summer. The recipient will be assigned a 10-hour per week research assignment that will provide professional development opportunities for the student and be of value to the academic department. The research assignment will be consistent with the student's educational objectives and training. The Department Chair will determine the training module and monitor the student's progress. The recipient must enroll for a minimum of nine (9) graduate credit hours for Fall and Spring and three (3) for Summer.

In year two, the academic department will fund the award for nine (9) months as an assistantship. During this appointment, the recipient is awarded a monthly stipend based on the current

academic department's graduate assistant rate for fall and spring. In year two, the recipient will be assigned 20 hours per week during fall and spring semesters in teaching or research activities that will be assigned and supervised by the academic department. The recipient must enroll for a minimum of eight (8) graduate credit hours for fall and spring semesters, and optional summer enrollment of three (3) graduate credit hours.

A tuition scholarship will be awarded for fall, spring, and summer for both years. Recipients are responsible for all fees. Recipients will start their fellowship in the fall semester.

Recipients are not permitted to accept employment inside or outside of the University.

During special recruitment and graduate enhancement events held at SIU Carbondale, the Graduate School will solicit the assistance of the Graduate Dean's Fellows to participate in seminars and orientation programs.

### **Tax Information**

Fellowship stipends are paid through the University's payroll system which requires income taxes to be withheld. Fellows will fill out the Employee's W-4 Withholding Allowance Certificate form (W-4 form) as part of the research fellowship award packet. Information on taxation of fellowship awards may be found in [IRS Publication 970: Tax Benefits for Education](#) (PDF).

### **Eligibility**

Nominees must meet the following criteria:

1. A **new or continuing** student who has been unconditionally admitted to either a master's or doctoral degree program.
2. An earned degree(s) from an accredited institution of higher learning.
3. A minimum grade point average of 3.0 (scale 4.0 = A) on approximately the last 60 hours of undergraduate work (or the last 45 hours if the student has not graduated), and, when appropriate, a graduate grade point average of 3.25.
4. A member of a traditionally underserved group (as outlined by IBHE).
5. A citizen or permanent resident/immigrant of the United States.

## **Criteria for Awarding Graduate Dean's Fellowship**

Graduate Dean's awards will be offered to those nominees who show the greatest promise for scholarly and professional achievement in their respective disciplines as determined by an evaluation panel. The following criteria will be employed as indices of promise:

1. The assessment by the department of the nominee's abilities, achievements, and promise for success in Graduate School.
2. Overall undergraduate and graduate grade point averages. Scores on standard tests such as GRE, MAT, or GMAT will be considered as appropriate.
3. Strength of letters of recommendation from persons who are familiar with nominee's academic record and who are qualified to judge his/her promise for success in the program.
4. Academic indicators of potential, other than grade point average or test scores, such as honors, publications, and awards.
5. Department's commitment to provide a half-time assistantship appointment to the academically successful applicant in his/her second year of graduate study.

## **Deadlines**

<b>Friday, 4:00 p.m., January 24, 2020</b>	Deadline for submission of Department Nomination materials to the Graduate School.
<b>Friday, February 21, 2020</b>	Date fellowship offers are to be announced.
<b>Wednesday, April 15, 2020</b>	Deadline for acceptance of offers.

## **Submission Process**

The fellowship nomination packet should be complete and include **BOTH** the student's application materials and the departments nomination materials. The complete packet should be submitted via email (in .pdf format) to [charris@siu.edu](mailto:charris@siu.edu) **AND** in hard copy to the Assistantship/Fellowship office by the deadline date above.

Departments submitting multiple nomination packets should create a .pdf file for each individual nomination packet.

## **Required Application/Nomination Materials for the Graduate Dean's Fellowship**

A completed nomination packet is comprised of two portions; an application (submitted by the student to their academic department) and a department nomination. The student's application materials and the departments nomination materials should be submitted via email (in .pdf format) AND in hard copy form to the Assistantship/Fellowship Office by the deadline date. Late or incomplete packets will be disqualified from consideration.

Within the department nomination, departments are required to rank each nominee relative to other nominees from the department for the award, taking into consideration: improvement of GPA; strength of letters of recommendation; assessment of transcript(s); and special information concerning background of nominee academic quality of the program from which the student received degree(s), accomplishments or qualifications for the award. For each nominee, state that he/she was "1 of 3" or "2 of 3", etc.

Only nominees whose nomination materials are complete will be considered in the competition. A completed nomination packet will include the following:

- **Application (submitted by the student to their academic department)**

1. Application for Graduate Dean's Fellowship
2. Award Essay (maximum two pages, double-space). The statement must describe the student's social, cultural, or economic condition(s) that have adversely affected his or her educational progress. (The upper right-hand corner of the paper should contain "Award Essay," name of the student, and "Graduate Dean's Fellowship.")
3. Personal Statement (200-word). Applicants should prepare this paper **in third person**, highlighting his/her academic achievements and professional interest, honors, awards, publications, presentations, and co-curricular involvement. (The upper right-hand corner of the paper should contain "Personal Statement," the name of the student, and "Graduate Dean's Fellowship.")

- **Nomination (submitted by the Department to the Graduate School)**

1. FELLOWSHIP PACKET CHECKLIST

- a. Completed by the Department

2. APPLICATION FOR FELLOWSHIP AWARD

- a. Completed by the student or by the Department; please check to make sure data is up-to-date.
- b. Department completes section "For Department Signature":

- i. Indicate the specific award for which the student is being nominated.
- ii. Provide signature of Department Chair or Director of Graduate Studies, date, and name of department making the nomination.
- iii. Students can't apply on their own. They must submit all documents to the department for nomination.

### 3. PERSONAL STATEMENT

- a. Completed by the student.
- b. Three-page (maximum) personal statement indicating personal experiences, educational goals, and professional interests and how these items can contribute to a more reflective, responsive environment in the program, the discipline, and the larger university community. The statement should also address academic qualifications in regards to academic excellence which should include, but not be limited to the following: academics achievements, honors, awards, publications, and extracurricular activities.

### 4. CURRICULUM VITAE

- a. Completed by the student.

### 5. DEPARTMENTAL FELLOWSHIPS NOMINATION FORM

- a. Completed by the Department.
- b. Graduate Degree and GPA, if any.
- c. GRE/MAT/GMAT results (at least one test score is required)
- d. Departmental Ranking. The rankings of the nominee relative to all other doctoral fellowship nominees from the department. For example, a department might submit 5 fellowship nominees. In this case, it would state for each nominee that he or she was '1 of 5' or '2 of 5', etc.
- e. Define the reasons this student is being nominated and the basis for the department's ranking. Include such factors as the academic quality of the program from which the student received his or her degrees, and information concerning any special accomplishments, which qualify him or her for a master's-level award. Also include any information supporting the student's commitment to advanced study and a summary of any experience since being awarded the bachelor's degree. PLEASE TYPE.

### 6. THREE (3) LETTERS OF RECOMMENDATION

- a. These should be from persons who are familiar with the nominee's academic record and who are qualified to judge his or her promise for success in graduate studies. These letters may be copies of those already received in the department in support of the nominee's application for admission to the program; however, it may be

preferable to have new letters specifically written to support the fellowship nomination.

- b. These letters should refer to one or more of the following characteristics/skills: communication, creativity, explanation (a reason or cause for some phenomena or finding), motivation, planning, professionalism and synthesis (those skills that facilitate the development of an expert domain of knowledge structures). The letters should accompany the nomination; they should not be sent separately to the Graduate School.

#### 7. STANDARDIZED TESTS SCORES (**required**)

- a. Please attach AT LEAST ONE copy of official standardized test score.
  - i. Acceptable standardized tests are: GRE, MAT, or GMAT
  - ii. A missing standardized test score will result in automatic rejection of fellowship application

#### 8. OFFICIAL TRANSCRIPTS

- a. Please attach copies of official transcripts for ALL degree granting institutions.
  - i. Transcripts from SIU can be unofficial
  - ii. A missing transcript will result in automatic rejection of fellowship application