

## College of Education Dean's Doctoral Research Fellowship Guidelines

**Deadline:** February 15, 2017

The College of Education (CoE) Dean's Doctoral Research Fellowship initiative recognizes outstanding scholarly accomplishments and the academic potential of newly admitted doctoral students. Recipients of the two-year fellowship embody the highest standards of potential for research and scholarship in the CoE's graduate programs. As funding permits, the Office of the Dean will determine the number of fellows and the amount to be awarded, which will include participation in the Tuition Benefits Program (TBP) for eligible fellows.

### **Deadlines**

All deadlines are by 5:00 pm on the given date. There are two application rounds. Regardless of the round, advisors are responsible for submitting application(s) to the Office of the Dean on March 1, 2017. Each Director of Graduate Studies (DGS) in coordination with Department Chair may establish due dates for advisor(s) to provide materials prior to this deadline.

- *Round one:* All applicants offered a fellowship will be notified of their award status no later than March 10. Applicants selected for an award in the 1<sup>st</sup> round must either accept or decline the offer by March 20.
- *Round two:* If fellowships are not awarded or accepted in the 1<sup>st</sup> round, then alternate applicant(s) may be offered awards by March 30. Applicants selected during the 2<sup>nd</sup> round must accept or decline the offer by April 10.

### **Eligibility**

The primary function of the Dean's Doctoral Research Fellowship initiative is to recruit and enroll top candidates among newly admitted first year doctoral students. *Selection preference* will be given to applicants who have not started their doctoral program. Funding will be provided during fall, spring, and summer semesters. Coverage in TBP will be available to eligible fellows.

For those fellows leaving the university or requesting leave from the fellowship appointment, the fellowship will be terminated at the end of the appropriate semester. All fellows must meet minimum University of Utah requirements and any additional departmental requirements to maintain their fellowship status and eligibility. Failure to meet such requirements will terminate fellowship status at the end of the semester when requirements are deemed to have been unmet.

Each department will conduct an annual evaluation of its fellows in accordance with departmental review procedures. Departments will forward a written copy of the annual review in the form of a letter summarizing the prior year's activity using the general expectations outlined below to the Dean for review by December 1, 2017 of the second year of the fellowship.

Annually, the Office of the Dean will determine the number of Fellows and the amount to be awarded. The Committee for Graduate Research Fellows (CGRF) will request this information annually by October 15, allowing for adequate time to advertise the Fellowships. Members of the CGRF will evaluate departmental nominations for the Dean's Doctoral Research Fellowships. Evaluation will focus primarily on the student's potential to become an original researcher and scholar and the student's ability to undertake and complete the doctoral degree in an expeditious and successful manner. All Dean's Research Fellowships will be awarded based on student merit. *At least one award per year will be made to each department in the College of Education, pending availability of at least one meritorious nomination and available funding.* All recommendations of the CGRF will be made to the Dean who will make final decision(s).

## **NOMINATION, APPLICATION, AND SELECTION PROCEDURES**

### **Prospective Fellow (Applicant) Requirements**

Applicants must be admitted to a CoE doctoral program. The applicant should write a letter of interest that includes:

- (a) research goals
- (b) why fellowship funding should be provided to the applicant, and
- (c) how the applicant is a good fit within the respective department.

The applicant letter should not exceed two typed pages (single spaced with 12 point font). The applicant should send the letter and a vita to their program advisor. The vita should include the following information, if appropriate, in the following order:

- (a) name with contact information
- (b) areas of research interest
- (c) educational background (degrees received, attendance/graduation dates, majors)
- (d) professional credentials (employment history)
- (e) research and scholarship (publications)
- (e) honors, awards, and recognitions
- (f) instructional experiences
- (f) service experiences
- (g) honor societies and professional organization memberships
- (h) any additional relevant information.

It is the responsibility of the applicant to provide the advisor or Director of Graduate Studies (DGS) with an electronic copy of the letter of application and vita in a timely manner in accordance with due dates established by the advisor.

### **Advisor's or DGS Responsibilities**

The advisor or DGS is responsible for submitting all materials to the Dean's Office by the date indicated. The materials should be sent as one pdf file in the following order:

- (1) applicant's curriculum vita
- (2) applicant's letter of application
- (3) advisor's letter of support (no longer than two typed single-spaced pages) that includes:
  - (a) a rationale for the nomination
  - (b) verification that the applicant has met the eligibility criteria
  - (c) an explanation of the research expectations for the applicant's field of study
  - (d) an explanation why this applicant is meritorious or exceeds expectation
  - (e) a copy of GRE scores
  - (f) a copy of the applicant's graduate application
  - (g) a copy of previous school transcripts.

All materials and formal correspondences (e.g., acceptances, declines) should be emailed to the Dean's Office at [deansfellowship@utah.edu](mailto:deansfellowship@utah.edu) by the given date. Each department/program should nominate multiple students.

## **COE DEAN'S RESEARCH FELLOWS GENERAL EXPECTATIONS**

Dean's Fellows are expected to demonstrate excellence in research and scholarship. As such it is anticipated that fellows will achieve distinctive achievements respective to their given discipline. The following activities represent possible means by which fellows can demonstrate excellence in their respective fields. This list is neither entirely inclusive nor exhaustive.

1. Present authored or co-authored content at professional conferences
2. Participate in department leadership in Student Advisory Committee (SAC)
3. Participate in research and scholarly experiences by assisting in data collection with faculty.
4. Participate in identifying and applying for a public and/or private grant
5. Author or co-author a publication in a refereed scholarly journal or a book chapter
6. Assist in the supervision of undergraduate student practica.
7. Hold an office or contribute to service in a professional organization
8. Assist in the organization and implementation of a conference
9. Meet with other Dean's Fellows on a regular basis
10. Deliver a college-wide research presentation
11. Assist faculty in teaching course(s) and/or teach course(s) independently