

**Graduate Scholarship Committee
Guidelines for Graduate Programs
Final Document 4.7.20**

The Graduate Scholarship Committee, formed by faculty members across the university and graduate student representative(s), is pleased to serve in an advisory capacity to the Graduate School. The current goal of the Graduate Scholarship Committee is to function as a guiding, policy-making body rather than as a selection committee for specific graduate scholarship opportunities.

With this goal in mind, the Graduate Scholarship Committee drafted and approved a set of guidelines to be used by department/program committees across UTEP to ensure a fair selection process. The Graduate Scholarship Committee recognizes that each scholarship program has its own purpose and mission, with different selection criteria and foci per scholarship. Thus, these guidelines are intended to supplement, not supplant, individual scholarship purposes.

An essential purpose of scholarships is to help attract the best students into our graduate programs. These guidelines provide guidance to the Graduate School and to graduate programs across campus on how to distribute the funding. The Committee and Graduate School believe that individual programs are best able to identify strong applicants in their respective areas. Thus, the committee supports a process in which programs take the lead by submitting nominations to the Graduate School and providing information to the Graduate School that illustrates a fair selection process in the nomination of strong applicants.

The Graduate Scholarship Committee recommends the following guidelines for every scholarship decision to ensure a fair selection process at department and/or program-level (the word “program” used in this document refers to any academic unit under different colleges):

1. Programs designate a faculty committee on a rotating basis, consisting of at least three members, to evaluate and rank scholarship applications. Program directors must:
 - a. Report the names of the members of the committee involved in the selection process to the Graduate Scholarship Committee and the Graduate School.
 - b. Submit an electronic form signed by the faculty members involved in the selection committee.
 - c. Provide assurance that the members of the committee involved in the process do not have any conflict of interest. Example of a conflict of interest is a faculty member appointed to the scholarship selection committee, who is also responsible for evaluating the scholarship application of his or her own students, mentees, or family members.
2. Program selection committee develops an evaluation rubric with clear measures related to academic merit and other selection criteria—taking into account any eligibility criteria determined by the scholarship gift agreement (e.g., minimum GPA, TX residency status, and academic major)

3. Program directors, acting on behalf of the program's designated scholarship committee, submit a ranked list of nominees (selected from the applications) to the Graduate School. Forms should include the following information for each student nominee:
 - a. First & last name
 - b. Email address
 - c. 800# (if available)
 - d. Texas resident (yes/no)
 - e. GPA
 - f. GRE/GMAT (or any other standardized test), if applicable
 - g. Name of student's mentor (if applicable)
 - h. Additional support offered to nominee, if applicable
 - i. Written rationale for the selection of candidates (e.g., What other application criteria did the program consider in selecting the nominee for the award?)

The Graduate Scholarship Committee recommends that the Graduate School should:

1. evaluate programs' recommendations in a timely manner to allow programs to recruit new students,
2. assess recommendations and process to ensure that strong students receive the scholarships available, and
3. distribute funding to strong applicants across programs.

When making funding decisions, the Graduate School may consider past program success (e.g., graduation rate, time-to-degree) and current practices (e.g., individual development plans, milestone agreements) to ensure that scholarship recipients graduate in a timely manner.

Programs, departments, and academic units (including the Graduate School) should provide an annual report to the Graduate Scholarship Committee on the distribution of scholarship funds within their purview. The report should provide an overview of the total funds awarded, nomination process used, and selection criteria.

Graduate Scholarship Committee

Baca, Isabel, Associate Professor, Rhetoric and Writing Studies (Committee member)
Crites, Steve, Dean of Graduate School (Ex Officio – Non voting)
Eggleston, Jeff, Assistant Professor, Kinesiology (Committee member)
Hossain, Mahmud Shahriar, Associate Professor, Computer Science (At-large)
Kao, Sabrina, Associate Professor, Nursing (Committee member)
Karle, Nakul, Ph.D. Candidate (Graduate Student Representative)
Lougheed, Vanessa, Associate Professor, Biological Sciences (Committee member)
Manciu, Felicia, Professor, Physics (Graduate Council)
Nurunnabi, Md, Assistant Professor, Pharmacy (Committee member)
Ullman, Char, Associate Professor, Education (Committee member)
Wagstaff, Fernanda, Associate Professor, Management (Chair)