

**Graduate Scholarship Committee
Guidelines for Colleges/school
Final Document 5.21.20**

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 college/school committees across UTEP to ensure a fair selection process. The Graduate Scholarship Committee recognizes that each scholarship 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 and retain the best students into our graduate programs. These guidelines provide direction to colleges/schools across campus on how to assess scholarships listed in Appendix 1 so that the Graduate School can make informed scholarship allocation decisions. The Committee and Graduate School believe that each college/school is best able to identify strong applicants in respective areas. Thus, the Committee supports a process in which colleges/schools 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 across colleges/schools:

1. Colleges/schools designate a faculty committee on a rotating basis, consisting of at least three members, to evaluate and rank scholarship applications. The committee 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 committee 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. An 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 thesis/dissertation/capstone project students, mentees, or family members.
2. In colleges/schools with diverse programs –such as College of Liberal Arts—it is desirable to form committees in individual programs so that a college-wide committee combines rankings of students from different programs and provides final ranking to both the Graduate School and the Faculty Senate Graduate Scholarship Committee.

3. In colleges/schools with interdisciplinary programs, scholarship decisions must be communicated to the Graduate School and the Faculty Senate Graduate Scholarship Committee by the college/school housing the program.
4. College/school 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)
5. College/school committee submits a ranked list of nominees at the college/school level (selected from the applications) to both the Graduate School and the Faculty Senate Graduate Scholarship Committee. 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 committee consider in selecting the nominee for the award?)

The Graduate Scholarship Committee recommends that the Graduate School should:

1. evaluate colleges’/schools’ recommendations in a timely manner to allow colleges/schools 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 colleges/schools.

When making funding decisions, the Graduate School may consider past college/school 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.

Colleges/schools (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.

These guidelines only apply to scholarships overseen by the Graduate School and are not intended to complicate awarding of scholarships, which are usually decided at the department or college level. For a list of scholarships overseen by the Graduate Schools see Appendix 1.
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)

Appendix 1

Endowments and Scholarships – Graduate School

Endowments
Allien and Paul C. Davidson Scholarship Fund
Randolph S., Jr. and Lucille M. Murray Endowed Fund for Student Enhancement
Diana Natalicio Fellowship
The Roy and Keith Chapman Endowed Presidential Scholarship Fund
R. S. Magruder Endowed Scholarship for Soldiers
Pan American Round Table of El Paso Graduate Endowed Scholarship
The Lanward Foundation Endowed Graduate Fellowship Fund
Scholarships
UTEP Graduate Scholarship
Woman's Auxiliary Fellowship
Grad-Patricia R. Harris Fellow
Kalpana Chawla Memorial Scholarship