

## **College of Education & Human Development Dean's Research Doctoral Fellowship Guidelines**

The Georgia State University (GSU) College of Education & Human Development (CEHD) Dean's Research Doctoral Fellowship initiative recognizes outstanding scholarly accomplishments and the academic potential of newly admitted research doctoral students in the CEHD. Recipients of the four-year fellowship embody the highest standards of research and scholarship in the CEHD's graduate programs. All deadlines are by 5:00 p.m. on the given date.

### **DEADLINES**

There are two application rounds. Regardless of the round, advisors are responsible for submitting the application(s) to the Office of the Dean on March 1. Each advisor may establish due dates for his or her advisee(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 15. Applicants selected for an award in the first round must either accept or decline the offer on March 25.

Round two: If fellowships are not awarded in the first round, then applicant(s) may be offered awards by March 30. Applicants selected during the second round must either accept or decline the offer by April 10. Any additional applications worthy of the Dean's Research Doctoral Fellowship will be forwarded to the Dean before determining if they should be funded.

### **ELIGIBILITY**

The primary function of the CEHD Dean's Research Fellowship initiative is to recruit and enroll newly admitted first year doctoral students. *Selection preference* will be given to applicants who have not started their doctoral programming at GSU. However, it is recognized that there may be exceptions when a current CEHD doctoral student may be seeking funding. As such, the Dean's Research Fellowship is available to applicants who are in their first year of study.

Funding is available beginning the first summer semester after applicant acceptance. Funding will be provided during fall, spring, and summer semesters for a maximum of up to 12 consecutive semesters. Tuition remission will be available to fellows during those same semesters.

For fellow(s) graduating prior to their appointment expiration date, the fellowship(s) will terminate at the end of the semester of graduation. For those completing degree requirements or otherwise leaving the university or fellowship appointment, the fellowship will end effective at the end of the appropriate semester. All fellows must meet minimum GSU CEHD 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 15. Unless there is an objection by the mentor within one week of receiving the evaluation, the student will receive a copy of the evaluation. In the case of an unfavorable performance evaluation by the Dean, the fellow will be provided with a copy of the evaluation by February 1. The fellow will be given the opportunity to appeal the decision by writing a letter of reconsideration. If the fellow responds, a departmental representative should forward the departmental review, the Dean's review, and the fellow's response and vita to the CRS no later than February 15. The CRS will review all the documentation and make a recommendation to the Dean by March 1. The Dean will notify each department and the fellow by March 15 of the final decision regarding continuance of funding.

Annually, the Office of the Dean will determine the number of Fellows and the amount to be awarded. The CRS will annually request this information by September 1, allowing for adequate time to advertise the Fellowships. In addition, it is recommended that the fellow's department provide support for travel to selected professional conferences.

Departmental nominations for Dean's Research Fellowships will be evaluated by members of the CRS. 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 (e.g., within 12 consecutive semesters or less) 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 of the CEHD, pending availability of at least one meritorious nomination. All recommendations of the CRS 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 CEHD doctoral program. The applicant should request a nomination letter from her or his CEHD doctoral program advisor. The applicant must write a letter of application addressed to the Dean that includes (a) research goals, (b) why he or she should be provided fellowship funding, and (c) how she or he 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 a vita to her or his advisor. The vita should include the following information, if appropriate, in the prescribed 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; and (h) any additional relevant information. It is the responsibility of the applicant to provide the advisor with an electronic copy of the letter of application and vita in a timely manner in accordance with due dates established by the advisor.

No ancillary materials (e.g., DVDs, CDs) will be accepted. Web addresses linking to ancillary materials may be included, as appropriate, in the nomination materials; however, whether or not any or all of the web material is reviewed will be at the discretion of the Dean and CRS members.

### **Advisor's Responsibilities**

The advisor is responsible for submitting all materials to the Dean by the date indicated. The materials should be sent in **ONE PDF** file in the following order:

- (1) The applicant's curriculum vita.
- (2) The applicant's letter of application.
- (3) An advisor letter of support, which is no longer than two typed single spaced pages, that includes the following information: (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, and (e) a copy of GRE scores and percentile rankings.
- (4) The following information from the Office of Academic Affairs: (a) a copy of the applicant's graduate application, (b) a copy of all previous school transcripts, and (c) a copy of the applicant's writing sample.

All materials and formal correspondences (e.g., acceptances, declines) should be emailed to the Dean at [COEdeansfellowship@gsu.edu](mailto:COEdeansfellowship@gsu.edu) by the given date.

### **CEHD DEAN'S FELLOW 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. Be the senior author of an empirical article submitted to a refereed journal.
2. Interact with leaders in your discipline.
3. Present authored or co-authored content at conferences at multiple levels (local, state, national, and/or international).
4. Participate in ongoing research and scholarly experiences by assisting in data collection for a faculty or doctoral level research project.
5. Participate in identifying and applying for a public and/or private grant proposal application when appropriate for a given discipline.
6. Serve the institution or profession.

7. Author or co-author a publication in a refereed scholarly journal.
8. Author or co-author a publication in a non-refereed scholarly journal.
9. Author or co-author a book or book chapter.
10. Author a professional workshop.
11. Attend a professional development workshop related to scholarship or research.
12. Assist in the supervision of student practicum.
13. Hold an office in a professional organization (local, state, national, and/or international).
14. Contribute to a service organization (local, state, national, and/or international).
15. Receive research and/or scholarship award (local, state, national, and/or international).
16. Assist in the organization and implementation of a conference (local, state, national, and/or international).
17. Meet with other Dean's Fellows on a regular basis.
18. Attend research and scholarship related speaker presentations.
19. Assist faculty in teaching course(s) and/or teach course(s) independently.
20. Participate in other relevant research and scholarship activities identified by GSU faculty.