

**Georgia State University**  
**College of Education & Human Development**  
**Dean's Research Doctoral Fellowship**

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 by 5:00 p.m. 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 31. Applicants selected during the second round must either accept or decline the offer by April 12. 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 Doctoral 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 Doctoral 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. Tuition remission, however, does not include college, department, and/or university fees associated with being a student at GSU.

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 Doctoral 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 Doctoral 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, she or they should be provided fellowship funding, and (c) how she, he or they are 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 vitae to her, his or their advisor. The vitae 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); (f) honors, awards, and recognitions; (g) instructional experiences; (h) service experiences; (i) honor societies and professional organization memberships; and (j) 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 vitae 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) An advisor letter of recommendation and 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) an explanation of the mentoring plan.
- (2) The advisor letter of support should **NOT** report student GRE scores.
- (3) The applicant's letter of application.
- (4) The applicant's curriculum vitae.
- (5) The following information from the Office of Academic Affairs: (a) a copy of the applicant's complete graduate application, including letters for reference; (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 [CEHDdeansfellowship@gsu.edu](mailto:CEHDdeansfellowship@gsu.edu) by the given date.

### **CEHD DEAN'S RESEARCH DOCTORAL 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:

- Be the senior author of an empirical article submitted to a refereed journal
- Interact with leaders in your discipline
- Present authored or co-authored content at conferences at multiple levels (local, state, national, and/or international)
- Participate in ongoing research and scholarly experiences by assisting in data collection for a faculty or doctoral level research project
- Participate in identifying and applying for a public and/or private grant proposal application when appropriate for a given discipline
- Serve the institution or profession
- Author or co-author a publication in a refereed scholarly journal
- Author or co-author a publication in a non-refereed scholarly journal
- Author or co-author a book or book chapter
- Author a professional workshop
- Attend a professional development workshop related to scholarship or research

- Assist in the supervision of student practicum
- Hold an office in a professional organization (local, state, national, and/or international)
- Contribute to a service organization (local, state, national, and/or international)
- Receive research and/or scholarship award (local, state, national, and/or international)
- Assist in the organization and implementation of a conference (local, state, national, and/or international)
- Meet with other Dean's Fellows on a regular basis
- Attend research and scholarship related speaker presentations
- Assist faculty in teaching course(s) and/or teach course(s) independently
- Participate in other relevant research and scholarship activities identified by GSU faculty

## Rubric CEHD Dean's Research Doctoral Fellowship<sup>1</sup>

Name	Depart	UG-GPA	G-GPA	Mentor Letter of Rec.	Research Exp.	Service / Leadership Exp.	Letters of Rec.	External Recognition	Quality of Writing (student)	TOTAL
Jane Doe		2	2	3	7	7	7	7	7	42
John Doe		2	–	3	7	7	7	7	7	40

**Undergraduate GPA Major:** *less than 3.5 = 1 greater than or equal to 3.5 = 2* (round GPA to two digits)

**Graduate GPA\*:** *less than 3.5 = 1 greater than or equal to 3.5 = 2* (round GPA to two digits)

\* If applicant has only an undergraduate degree, **35** is the greatest number of points.

### Mentor Letter of Recommendation: Scale 1–3

1 = Acceptable

2 = Exceeds expectations

3 = Extraordinary

### Research Experiences: Scale 1–7

1 = Very poor/unacceptable

2 = Poor

3 = Fair

4 = Average

5 = Good

6 = Very good

7 = Extraordinary

<sup>1</sup> Approved by CEHD Committee on Research and Scholarship January 12, 2021.

**Service/Leadership Experiences: Scale 1–7**

- 1 = Very poor/unacceptable
- 2 = Poor
- 3 = Fair
- 4 = Average
- 5 = Good
- 6 = Very good
- 7 = Extraordinary

**Letters of Recommendation: Scale 1–7**

- 1 = Very poor/unacceptable
- 2 = Poor
- 3 = Fair
- 4 = Average
- 5 = Good
- 6 = Very good
- 7 = Extraordinary

**External Recognition: Scale 1–7**

- 1 = Very poor/unacceptable
- 2 = Poor
- 3 = Fair
- 4 = Average
- 5 = Good
- 6 = Very good
- 7 = Extraordinary

**Quality of Writing (Student Letter of Application / Personal Statement): Scale 3–7**

**3 = Adequate:** Provides adequate presentation of research goals. Is adequately organized; conveys meaning with reasonable clarity; demonstrates satisfactory control of sentence structure and language usage but may have several minor errors that affect clarity.

**4 = More Than Adequate:** Provides more than adequate presentation of research goals. Is more than adequately organized; conveys meaning with more reasonable clarity; demonstrates more than satisfactory control of sentence structure and language usage but may have few minor errors that affect clarity.

**5 = Strong:** Provides strong presentation of research goals. Is generally focused and organized; uses sentence variety and vocabulary to convey meaning clearly; demonstrates strong control of sentence structure and language usage but may have several minor errors that do not interfere with meaning.

**6 = More Than Strong:** Provides more than strong presentation of research goals. Is solidly focused and organized; uses sentence variety and vocabulary to convey meaning clearly and to enhance reader engagement; demonstrates robust control of sentence structure and language usage but may have few minor errors that do not interfere with meaning.

7 = **Exemplary:** Provides exemplary presentation of research goals (clearly stated and supported with research). Is extraordinarily focused and organized with convincing supporting details; skillfully uses sentence variety and precise vocabulary to convey meaning effectively; demonstrates superior faculty with sentence structure and language usage.

**Text extracted from website:** <http://education.gsu.edu/student-services/scholarships-fellowships/>