

College of Visual and Performing Arts Graduate Fellowship
Procedures for Applicants Entering Fall 2017 / Spring 2018 / Summer 2018

The College of Visual and Performing Arts administers the Graduate School's Graduate Recruitment Fellowship and two fellowships funded through generous endowments: the Helen DeVitt Jones Graduate Fellowship and The CH Foundation Graduate Fellowship.

The primary goal for these fellowships is to recruit top candidates into the college's graduate programs and increase graduate enrollment. *Fellowships should be part of a package including assistantship and/or scholarship support from the unit.*

Graduate Recruitment Fellowship (GRF): \$4,000 annually
(Nominees must be new to program)

Renewable
up to four years (Doctoral)
up to three years (Master of Fine Arts)
up to two years (Master's)

Criteria and Conditions:

Receipt of this scholarship is contingent upon the student's completion of the Texas Tech graduate admissions process and admission to the program from which the nomination came. The student must also continue in that program, enroll as a **full-time graduate student** (as defined by the university or the Higher Education Coordinating Board for the specific program — no exceptions), and make satisfactory progress in that program toward their degree throughout the duration of the award. **All students receiving fellowship support from the Graduate School will be required to a) submit one (1) application or external fellowship/grant support and b) attend three (3) Graduate School-sanctioned professional/career development activities each year they receive support.**

The CVPA's 2017-18 allocation of Graduate Recruitment Fellowships is **20 awards**, to be *competitively* awarded to students new to a program in Fall 2017/Spring 2018/Summer 2018. ***This number of awards will not be constant annually, and should not be considered a baseline for future distributions.***

Helen DeVitt Jones Graduate Fellowship: \$4,500 annually

Renewable up to five years

The CH Foundation Graduate Fellowship: \$5,000 annually

Renewable up to five years

Criteria and Conditions:

Recipients will be **full-time graduate students** enrolled in CVPA, selected based on merit by award committees at the unit and college levels. Fellowships may be awarded along with teaching or graduate assistantships. Preference will be given to applicants who have a strong record of community service.

Renewal of Fellowships:

To renew, recipients **must maintain a 3.5 GPA** status, make satisfactory progress toward completion of their degree as defined by the requirements of the college, and demonstrate their involvement in community service activities.

All CVPA Fellowships are disbursed in the fall and spring terms, with half the annual award given in each term.

How to Submit Nominations:

To be considered for a CVPA Fellowship, students must be nominated by the Graduate Advisor/Coordinator of the degree program they will be pursuing. For each student nominated, a complete file must be submitted via SharePoint. Contact CVPA.Fellowships@ttu.edu for initial access.

1. Applicant Statement Form

- First page of Applicant Statement Form completed by Graduate Coordinator (GC) and e-mailed as a PDF to CVPA.Fellowships@ttu.edu
- GC sends entire 2 pages of Applicant Statement Form as a PDF to Applicant in order to complete Applicant Statement
- Candidate completes Applicant Statement and e-mails entire scanned document as a PDF to CVPA.Fellowships@ttu.edu
- CVPA sets up Candidate folder on SharePoint and notifies GC via e-mail when statement is uploaded

2. Nomination Form and Letter of Support

- GC to notify Faculty member and obtain nomination letter, which once completed is added as a PDF to designated Candidate SharePoint folder by GC (2 pages, form and letter)

3. Complete file

- GC to add Applicant CV as a PDF and Graduate School's Recruitment Fellowship Information Sheet (*for GRF nominees*) to designated candidate SharePoint folder
- Once all files are added, GC to notify CVPA via CVPA.Fellowships@ttu.edu

4. CVPA

- Completes process and notifies committee for review
- Notifies GC when decision is made

On the nomination form, the Graduate Advisor/Coordinator will also:

- assign each nomination a holistic criterion-referenced score as determined by an appropriate faculty committee
- include a rank order for any nominations having the same score (please avoid identical scores if possible)
- summarize the proposed financial package from the unit, including assistantship and/or scholarship amounts

The suggested holistic, criterion-referenced score would be a number from 85-100 which represents a qualitative rating of the application by faculty familiar with the degree program for which the application is intended. The rating should consider academic ability and potential as demonstrated by the student's past work in the field (may be determined through writing sample, audition, portfolio review, etc.), GPA, test scores, accomplishments evident from the student's CV, assessments made by qualified references in letters of recommendation, and/or any other appropriate evidence of ability to succeed in the intended degree program.

- 85-90= very good ability and potential, among the top 10-15% of applicants to this program
- 91-95 = excellent ability and potential, among the top 5-10% of applicants to this program
- 96-100 = superlative ability & potential, among the top 5% of applicants to this program

SCHEDULE:

To facilitate a dynamic review process adapted to rolling admissions, the CVPA Fellowship Committee will consider nominations on a case-by-case basis at any point in the application cycle for the next full semester. Units are encouraged to develop and employ recruitment strategies that promote early applications, including prompt review of applications and efficient scholarship committee procedures for scoring nominations.

Mon, Feb 20 The CVPA Fellowship Committee will begin systematic review of nominations for exceptional students who will be new to a CVPA graduate program in the fall of 2017, as submitted by Graduate Degree Coordinators/Advisors in consultation with scholarship committees. **To be considered, nominations must have complete files as described above, and a pool of applicants is expected.**

Mon, Feb 27 Initial notification of GRF and HJ & CH awards to incoming students will go out to graduate advisors so that complete letters of offer can be sent to recipients, and advisors will be notified of nominees awarded alternate status so those students may be informed. **As of this point forward, Degree Coordinators/Advisors should inform college immediately of accepted offers, and for declined offers, confirm next alternates with college and make new offer with a two-week suggested commitment deadline (or April 13 if it falls earlier).**

Mon, Mar 13 **Pre-commitment Deadline** (suggested time by which to inform us of intent to accept or to formally decline the offer if awardee is no longer considering TTU).

Sat, Apr 15 Students holding existing offers must formally accept or decline the offer.

Mon, Apr 17 Degree Coordinators/Advisors contact any students for whom we don't have a confirmed acceptance and secure commitment or withdraw offer, verify next alternate with college and make offer with one-week firm commitment deadline. **In the event that any GRFs remain uncommitted or are declined after April 17, the college may continue to make them available for award to fall entrants, or may retain them for spring and/or summer entrants.**

Tues, Apr 18 The CVPA Fellowship Committee will begin systematic review of any nominations for any outstanding continuing students in a CVPA graduate program who do not already hold a CVPA fellowship, for whom such an award would help assure continuation in the degree program, as submitted by Graduate Degree Coordinators/Advisors in consultation with scholarship committees. Only a small percentage of awards, if any, will be available for awarding to continuing students. To be considered, nominations must have complete files as described above.

Wed, Apr 26 Notification of CVPA HJ & CH Fellowships awarded to continuing students will go out to graduate advisors so that complete letters of award can be sent to recipients.

Suggested wording for letter of offer:

"We want you at Texas Tech! It is our hope that you will find the combination of resources, opportunities, and challenges that our <degree program> offers to be your first choice, and will notify us of your intent to join us by March 13. Early notification will allow us to pre-commit your award, or should you choose to decline it, offer the award to the next deserving applicant. Firm deadline for notification is April 15, in accordance with the Council of Graduate Schools' *April 15 Resolution* (<http://www.cgsnet.org/april-15-resolution>), but we ask that you inform <degree program> <graduate advisor/coordinator> as soon as you are comfortable making your decision."