



**Arts & Sciences Fellowships Guidelines 2009-2010**  
for students admitted in the spring of 2009

**Nominations due Tuesday, February 17, 2009**  
**Selection takes place on Tuesday, March 3, 2009**  
**Programs and applicants will be notified starting March 5, 2009**

**December 2008**

Arts & Sciences Fellowships are awarded to entering doctoral students in eligible programs. The fellowship covers tuition and supplements the base stipend (the 2008-09 supplement is \$4000). Awards are based solely on merit, and may be renewed annually for up to five years of study, contingent upon satisfactory academic performance.

Eligible programs may nominate five candidates for the A&S Fellowship. In addition to those five, all unsuccessful nominees for the Woodruff and the Emory Graduate Diversity Fellowships in eligible programs are automatically added to the pool of nominees for the A&S Fellowship. Please note that all Arts & Sciences nominees should be in the top half of the program's applicants.

**Eligible programs**

Art History, Comparative Literature, Economics, Educational Studies, English, French, History, ILA, Mathematics/Computer Science, Philosophy, Political Science, Psychology, Religion, Sociology, Spanish, and Women's Studies

**Evaluation Criteria**

As you put together nominations, consider how the selection committee will evaluate the nominees.

Before the committee meets, each committee member will complete a preliminary confidential rating sheet, rating the nominees by assigning points in these categories:

Criteria	Description	Points
Academic Performance	Quality of the student's academic performance as judged by GRE scores, GPA, etc.	0-10
Academic Preparation	Degree to which the student is prepared to undertake the PhD program as judged by the statement of purpose, letters of recommendation and previous degrees	0-5
Available Mentoring	How well do the student's stated interests correlate to the foci of the program and is there likely to be adequate depth of mentoring to the student within the program	0-3
Preparation for Scholarly Research	How well is the applicant prepared to undertake scholarly research in the chosen discipline? Evidence for this may come from the letters of recommendation, past experience, and the statement of purpose	0-3
Preparation for Teaching	How well is the applicant prepared to undertake scholarly research in the chosen discipline? Evidence for this may come from the letters of recommendation, past experience, and the statement of purpose	0-3
Distinctive Factors	Are there other aspects of the applicant's background that make him/her particularly unique and qualified? Examples might include a unique research area, previous research or work experience	0,1,2
<b>Total</b>		<b>0-26</b>

Graduate School staff compiles an overall ranking by combining all the committee members' rating sheets. **That preliminary ranking is used as the starting point for the committee's deliberations**, but does not by itself determine the outcome. Neither individual members nor the committee are bound by the rating results, and additional distinctions may be considered in the committee's overall determination.

### Electronic submission

**Email all nominations to [GS-AdmitFells@listserv.cc.emory.edu](mailto:GS-AdmitFells@listserv.cc.emory.edu) by February 17.**

**One email with the list of nominees**, ranked.

**One email per nominee**, with...  
A&S, name and program in the Subject line,  
the program letter of support attached  
(and, if needed, scanned copies of paper-only items attached).

1. All nominations should be submitted via email to [GS-AdmitFells@listserv.cc.emory.edu](mailto:GS-AdmitFells@listserv.cc.emory.edu). **This listserv will accept emails only from senders with an emory.edu email address.**
2. **Send one email that lists all your program's nominees.** The subject line should read "A&S Nominees from [Program]" (e.g., "A&S Nominees from Sociology"). The body of the e-mail should list the nominees – last name, first name, ID number.

Please rank the nominee's in the order of the program's judgment of their strength.

Unsuccessful Woodruff and EGDF nominees will be added to the A&S list, with information about their program ranking in those pools.

3. **Send one email for each nominee.** The subject line should say "A&S, [nominee's last name], [first name], [program]" (eg, "A&S, Smith, Chris, Sociology"). Each nomination e-mail should include a nomination letter from the DGS, **attached** as a Word file (i.e., .doc) or a .pdf file.
4. A few nomination emails will require you to scan and attach documents. If a reference letter has been received only as a paper document, it should be scanned and attached to the nomination email, preferably as a .pdf file. Similarly, if you verified a GRE score via phone contact with the ETS, a notation that the scores have been verified (i.e., when and by whom) should be written on the self-reported GRE scores, and this page should be scanned and attached to the nomination e-mail. **If you scan and email more than one item, please keep them as separate files.**
5. Graduate School staff will abstract all other information for the review committee from the electronic application file.

Making pdf files, especially when scanning is involved, can get tricky, because it can produce very large files – and sometimes files that are difficult to read. For some advice about keeping file size

under control and readability at a good level, please consult the attached document, “Making pdf Files for Fellowship Applications.” It was produced for students to help them put together fellowship applications. (If you have more advice for us to add to the document, please pass it on!)

### **Before you submit**

- A.** Make sure each nominee’s application file is complete. If credentials are missing for an applicant whom the program is considering for nomination, the program should contact the applicant directly to indicate preliminary interest and request that the applicant complete his/her file in time for consideration for the Arts & Sciences Fellowship.
- B.** If a nominee requires Dean’s Review, the nominee’s application **should be submitted for Dean’s Review prior to the A&S nomination deadline**. Nominees who need Dean’s Review will not be considered by the review committee unless the Dean has approved their admission. See Part 5, starting on page 41, of the *Graduate School Handbook*.

### **Program letter of support**

As noted above, each nomination should include one letter that details the criteria upon which the program recommends awarding the Arts & Sciences Fellowship. **Please attach the letter to the nomination email**; do not make it the body of the nomination e-mail.

The Director of Graduate Studies should send a note indicating who the program’s nominees are, but the program letters of support may be written by faculty members who best know each candidate’s file and background.

The selection committee relies heavily upon program letters in assessing nominees, and especially upon the explanation of each candidate’s past work and future promise. Non-substantive praise is not helpful, and may act against a candidate by failing to provide the committee an appropriate frame of reference for evaluating the candidate. Programs are encouraged to indicate the Emory faculty, library, or laboratory resources that would particularly support the nominee’s proposed course of study, and to comment on how well the candidate’s background and interest fit with the program’s resources and aspirations. The strongest letters of nominations draw from face-to-face or telephone interviews with the candidate.

### **Paper-only items**

As noted above, if the program has received a letter of recommendation on paper only, or has a GRE confirmation on paper only, these should be scanned and attached to the nomination email for the applicant. **One file for each item, please.**

### **Everything else...**

... will be assembled by Graduate School staff and distributed to the members of the review committee. As in the past, each nominee’s file will include the program’s supporting letter, the nominee’s application for admission, statement of purpose and objectives, letters of recommendation, transcripts and GRE scores.

### **Award Notifications**

Programs and nominees will be notified by March 5, 2009.

### **Questions?**

Contact Carolyn Drews-Botsch, Associate Dean, at 727-5725 or [cdrews@emory.edu](mailto:cdrews@emory.edu).

### **Deadline for acceptance of award: April 15, 2009**

Fellow-designates will be informed that the nationally recognized deadline for acceptance of awards is April 15, and we will not pressure them to make a decision before that. Nevertheless, we do ask that fellows tell us as soon as they have reached a decision. If possible, we would appreciate knowing the status of their deliberations by *April 1*. Please keep Kharen Fulton ([kharen.fulton@emory.edu](mailto:kharen.fulton@emory.edu)) or Leah Carswell ([lcarswe@emory.edu](mailto:lcarswe@emory.edu)) informed of each fellow's decision as you learn it.

No fellowship offer will be held beyond 15 April, except in exceptional circumstances and at the discretion of the Dean.