

Tam Institute for Jewish Studies Fellowship Guidelines 2009–10
for students admitted in the spring of 2009
Nominations due Wednesday, February 17, 2009
Selection takes place on Tuesday, March 3, 2009
Programs and applicants will be notified starting Friday, March 6, 2009

Posted February 4, 2009

The Tam Institute for Jewish Studies Fellowship is a new tool at the disposal of PhD programs at Emory to recruit excellent candidates whose main area of interest lies in Jewish studies. These fellowships are intended for students who have already met the criteria for admission to a PhD-granting department at Emory, have a strong record of academic achievement and show exceptional promise of future accomplishment, are interested in pursuing coursework in Jewish studies, and are likely to have a member of the core faculty of the Tam Institute for Jewish Studies on their examination or dissertation committees.

The Graduate School will award four TIJS Fellowships to students entering doctoral programs in fall 2009. The fellowship supplements the base stipend (the 2008–09 supplement is \$4000). Awards may be renewed annually for up to five years of study, contingent upon satisfactory academic performance.

Eligible programs may nominate any number of candidates for the TIJS Fellowship, but all nominees should be in the top half of the program's applicant pool. Programs may nominate students for the Woodruff/Arts & Sciences/Diversity Fellowships *and* for the TIJS Fellowship; it is to a program's advantage to nominate students for both types of fellowship provided that they meet the selection criteria. Students who are awarded both a Woodruff, Arts & Sciences, or Diversity Fellowship and a TIJS Fellowship, however, will receive only one top-off fellowship, whichever offers the greatest supplement to their base stipend.

Students from any doctoral program are eligible. Programs must agree that to pay the fellowship funds directly to students as supplements to their stipends. TIJS Fellowship funds may NOT be paid to departments or programs to cover budgetary expenses or fees.

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:

Academic Performance	Quality of the student's academic performance as judged by GRE scores, GPA, etc.	0-5
General 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
Interest in Jewish Studies	Degree of interest in Jewish Studies as judged by the statement of purpose	0-5
Preparation in Jewish Studies	Degree to which the student is prepared to undertake graduate work in Jewish studies as judged by knowledge of languages, letters of recommendation, and previous academic work	0-5
Available Mentoring	Correlation between the student's stated interests and the foci of the core faculty in Jewish Studies; likelihood that there will be adequate depth of mentoring for the student within the program	0-3
Preparation for Scholarly Research	Degree of preparation to undertake scholarly research in the chosen discipline as judged by letters of recommendation, past experience, and the statement of purpose	0-3

Preparation for Teaching	Degree of preparation to undertake teaching in the chosen discipline, as judged by the letters of recommendation, past experience, and the statement of purpose	0-3
Distinctive Factors	Degree to which other aspects of the applicant's background make him/her particularly unique and qualified; examples might include a unique research area, previous research or work experience	0-2
Total		0-31

Graduate School staff compiles an overall ranking by combining the committee members' ratings. **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 by February 17

One email with the list of nominees, ranked

One email per nominee, with...

TIJS, name, program and category 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. **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 "TIJS Nominees from [Program]" (e.g., "TIJS Nominees from Art History"). The body of the e-mail should list the nominees – last name, first name, ID number.
Please rank the nominees in the order of the program's judgment of their strength.
3. **Send one email for each nominee.** The subject line should say "TIJS, [nominee's last name], [first name], [program]" (eg, "TIJS, Smith, Jennifer, Art History"). Each nomination e-mail should include a nomination letter from the DGS, **attached** as a Word (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 TIJS Fellowship.

- B.** If a nominee requires Dean's Review, the nominee's application should be **submitted for Dean's Review prior to the TIJS 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 TIJS 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 or has a GRE confirmation on paper only, these should be scanned and attached to the nomination email. **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 starting March 6, 2009.

Questions?

Contact Carolyn Drews-Botsch, Associate Dean, at 727-5725 or 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) or Leah Carswell (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.