



Woodruff Fellowship Guidelines 2009-2010
for students admitted in the spring of 2009

Nominations due Wednesday, February 11, 2009

**Selection takes place on Tuesday, February 24 (Humanities and Social Sciences)
and Wednesday, February 25, 2009 (Natural Sciences)**

Programs and applicants will be notified starting February 27, 2009

December 2008

The Graduate School will award fifteen Woodruff Fellowships to students entering doctoral programs in fall 2009. The Woodruff Fellowship is the most prestigious of the Graduate School's entering student fellowships. Nominees should show exceptional promise as future leaders in their fields. The fellowship covers tuition and fees, and carries a high stipend (the 2008-09 minimum stipend is \$21,500). Awards are based solely on merit, and may be renewed annually for up to five years of study, contingent upon satisfactory academic performance.

Three divisional faculty subcommittees will review the files and select and rank finalists. Each subcommittee will submit a ranked list of finalists to the Dean. Depending on the strength of the pool, the Graduate School is prepared to make as many as 45 offers in order to yield a full class of fifteen outstanding Woodruff Fellows.

Each program/division may nominate five or more candidates, depending on the number of Graduate School funded lines in the entering cohort. The number of nominations can be determined using this table:

Number of Graduate School funded lines in entering cohort	Number of nominations
1-10	5
11-20	7
21-40	10
41+	14

Programs must designate which one of three subcommittees (humanities, social sciences, natural sciences) should consider each nominee. In most cases this will be clear, but in the case of Anthropology, for example, the program should consider whether a nominee might be more appropriately evaluated by the natural sciences subcommittee or the social sciences subcommittee.

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 and Accessible 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
Total		0-26

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 11

One email with the list of nominees, ranked

One email per nominee, with...

Woodruff, name, program and category in the Subject line,
the program letter of support attached
(and, if needed, scanned copies of paper-only items attached).

- 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.**
- Send one email that lists all your program's nominees.** The subject line should read "Woodruff Nominees from [Program]" (e.g., "Woodruff Nominees from Sociology"). 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 “Woodruff, [nominee’s last name], [first name], [program]” (eg, “Woodruff, Smith, Chris, Sociology”). 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 Woodruff Fellowship.
- B.** If a nominee requires Dean’s Review, the nominee’s application should be **submitted for Dean’s Review prior to the Woodruff 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 Woodruff 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 February 27, 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.