



MEMORANDUM

To: SBS Chairs, Graduate Advisors & Administrative Assistants
From: Becky Murphy, Academic Program Coordinator
Subject: Hiatt Scholarships
Date: January 17, 2008

We are writing to request your assistance in selecting the Hiatt graduate student scholarships for 2008-2009. We have sufficient funding for four \$5,500 scholarships. There is a consensus among chairs that these scholarships should be earmarked for traditionally underrepresented graduate students, to the greatest extent practicable. Preference will be given to United States citizens.

I. NOMINATION

Each department may submit two nominations consisting of the following:

1. A letter of nomination from the chair of the department or his/her designee (the chair or designee can choose to nominate a previous recipient). This letter should focus on how the selection of the nominee for the scholarship will serve the following goals:
 - a. enhance the career potential and professional development of the applicant;
 - b. enhance the ethnic and cultural diversity of the graduate student body. This implies the nominee will be "in residence" during 2008-2009.
2. A letter from the student indicating why he/she should be selected. This letter should focus on:
 - a. past academic performance;
 - b. need;
 - c. community service activities;
 - d. future career plans.
3. Student transcripts

II. SELECTION

Our "criteria" for the awards are not static or highly defined. Each departmental representative gets a chance to "make a case for" the departmental nominee(s). Discussion has often revolved around the "traditionally underrepresented" language. The attending representatives must interpret and apply that language, often in ways that are specific to particular disciplines, e.g. women are certainly underrepresented in the disciplines of economics and geography but men may be underrepresented in family and consumer studies.

Each department should appoint a representative to the college's Hiatt Graduate Scholarship Committee, which selects the awardees. This representative traditionally has been the departmental director of graduate studies. Please let Becky Murphy (1-7579 or becky.murphy@csbs.uath.edu) know who the representative will be by **Wednesday, February 20**. Also, please submit the representative's schedule for the week of **March 3-7** so that a meeting can be set.

III. DEADLINES

1. Submit nominations to the college office (205 OSH) by **Friday, February 22**.
2. The Hiatt Scholarship committee will meet within two weeks of the submission deadline to select the awardees. The Hiatt Scholarship recipients will be invited to attend our college awards luncheon on Friday, April 11 at noon in the Officer's Club at Fort Douglas.

I appreciate your help in the selection of students and members of the scholarship committee. If you have any questions, please contact Becky Murphy (1-7579).