

# The Rev. John P. Raynor, S.J. Fellowship Guidelines for 2008-2009

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The Rev. John P. Raynor, S.J. Fellowships are funded by an endowment from members of the President's Council. As a fitting tribute to Fr. Raynor, the donors specified that the fellowships foster excellent scholarships for graduate students.

In 2007-08, 4 fellowships were awarded to Ph.D. candidates and 1 to a master's student. In 2008-09 there will be 3 fellowships of \$15,000 for doctoral students completing their dissertations and 2 or more fellowships for master's students. A master's fellowship will be awarded as a \$2,000 stipend supplement to another already existing full unnamed financial aid package (minimum \$12,500 10-month stipend and 18-credit tuition scholarship). The fellowship does not offer tuition scholarship credits to pay for courses, but it will provide \$100 per semester to pay continuation course charges for doctoral students.

## I. NOMINATION GUIDELINES

### A. Nomination Deadline (the 2<sup>nd</sup> Thursday of December)

Nominations are due in the Graduate School by **4:00 p.m., Thursday, December 13, 2007.**

### B. Nominators

The administrator of each graduate program; i.e., department chair, program director, or dean will make nominations.

### C. Number of Nominations Accepted

Each graduate program may nominate **one** student for a Raynor Fellowship. It is understood that for master's students, one of the unit's regular full financial aid packages will be supplemented to make up the complete award. The department full financial aid package must consist of a minimum \$12,500 10-month stipend and 18-credit tuition scholarship. Only students virtually certain to graduate should be nominated. It is expected that doctoral departments will nominate a doctoral student. However, if there are compelling reasons to nominate a master's student, approval from the Vice Provost for Research and Dean of the Graduate School should be sought in advance.

### D. Interdisciplinary Ph.D. Restrictions

One interdisciplinary Ph.D. student may be nominated. Directors of these programs who wish to nominate a student should notify the Vice Provost for Research and Dean of the Graduate School by November 15. If more than one director wishes to make a nomination, the director allowed to nominate will be decided by lottery.

### E. Nominee Eligibility

Students nominated must meet the following minimum requirements:

#### 1. Doctoral Students

Applicants who have met these prerequisites d and e below at the time of nomination will have an advantage over those who anticipate completing them in the coming year. The review committee will take into account applicants' senior program progress when ranking the applications. Doctoral students must:

- a. Have no doctoral grade less than B;
- b. Have passed the qualifying examination by the time of nomination
- c. Have been advanced to candidacy by the time of nomination

- d. Have an approved doctoral program planning form on file by the time they begin the fellowship in August, 2008;
- e. Have an approved dissertation outline on file by the time they begin the fellowship in August, 2008;
- f. Show excellent potential for a distinguished academic or professional career;
- g. Plan to be a full-time student resident at Marquette University during the academic year, 2008-09;
- h. Not accept any outside employment during the term of their fellowship. Other previously accepted Graduate School assistantships or fellowships for the same term must be resigned before commencing the Raynor Fellowship.

**2. Master's Students**

- a. Must have an outstanding undergraduate record;
- b. Must have a GPA of at least 3.75 in their graduate courses with no grade less than a B;
- c. Must have completed the equivalent of one semester of full-time course work (the fall, 2007 semester can be used, contingent on the grades for this semester) and be enrolled full-time in the spring semester of 2008;
- d. Must show great potential for excellence in doctoral studies or for a distinguished professional career;
- e. Must plan to be a full-time student resident at Marquette University during the 2008-09 academic year.

**F. Required Nomination Documents and Instructions**

Nominations will include the following items:

**1. A completed Nomination Form from the program administrator.**

This is a three-page document.

- a. Page One: Nominator should answer all questions completely.
- b. Page Two: Nominators should write a narrative rather than a list, or bullet points. Past applicants whose nomination forms were more descriptive held an advantage over applicants whose departments simply wrote a list of accomplishments.
- c. Page Three: The student's resume must be typed on this page of the nomination form. The Graduate School can provide the form as a Word file in an e-mail attachment on request. Contact Thomas Marek in the Graduate School for instructions at 8-5325 or at [thomas.marek@marquette.edu](mailto:thomas.marek@marquette.edu). The form is available on the Graduate School's Web site as a PDF file. Go to <http://www.grad.mu.edu/forms/index.shtml>.

**2. Two letters of recommendation.**

The letters should be from people other than the nominator. One letter must be from the student's major professor or academic adviser if he or she is not the nominator. The nominee's potential for a distinguished scholarly career should be addressed.

**3. A written statement by the nominee.**

This statement by the student is separate from the three-page nomination form. The statement should be no more than two single-spaced pages in font no smaller than 12-point. It should describe the nominee's accomplishments to date, present academic work, and plans for the future. Doctoral students should describe their dissertation research and state its significance to the broader context of their academic discipline. Further, the statement should be readable and understandable to scholars who are not in the student's own specialty. Technical jargon should be

avoided and may disadvantage the candidate. It is important that nominees who have held other graduate fellowships and assistantships also describe the progress made on their dissertations since passing their qualifying examinations.

**4. Applicants must submit one original and 5 photocopies of all materials in the nomination packet (items 1 – 3 above).**

*Please note the following:*

- Nomination documents submitted to the Graduate School may be stapled but should not be bound in any other manner (e.g., plastic report covers, spiral bound, etc.).
- Articles or publications may be included with the nominations but five photocopies must be submitted. If the publication is a book, or a very large document, you do not need to submit five copies. Rather, note on page three of the nomination form in the Publications section that the article is available for review in the student's Graduate School admission file where it will be maintained for the committee to review. Articles or publications will be returned to the student, if desired, after the fellowships are announced.

**II. AWARD GUIDELINES – Selection of and Announcement of Awards**

**A. Selection Committee**

The selection committee consists of:

- Three faculty members
- The Vice Provost for Research and Dean of the Graduate School
- A representative of the President's Council

The selection committee reserves the right to make an award to a Ph.D. candidate a supplementary award to one of the department's regular, full financial aid packages. Should this case arise, the committee will contact the nominating unit to work out details.

**B. Access to Nominee's Academic Records**

The Graduate School will provide the selection committee with access to each nominee's Graduate School file (including grades and all nomination documents).

**C. Announcement of the Fellowships**

The Fellows for 2008-09 will be announced about February 15, 2008.

**D. Supplemented Awards for Master's Students**

The graduate program must commit the assistantship or fellowship to be supplemented by a Raynor Fellowship for master's students. Such full aid packages must consist of a minimum \$12,500 10-month stipend and 18-credit tuition scholarship and include:

- University research assistantships and fellowships
- Teaching fellowships
- Teaching assistantships (only if the department has none or very few fellowships or research assistantships).
- Research assistantships supported by relatively anonymous federal or industrial funds; e.g., NSF, NIH, NASA

Note: Smith and Schmitt Fellowships cannot be supplemented since they are named fellowships.