Teacher Education and Professional Development

Scholarship Committee

Eligibility:
Any TEPD faculty member who holds faculty rank and carries at least a half-time appointment

Term:
Three year term with unlimited service as determined by re-election

Charge:
To disseminate scholarship funds to students admitted to Teacher Education based upon the specific requirements of each scholarship.

Responsibilities and Procedures of the Committee:
1. During the fall semester, check with the contact person in Financial Aid for the estimated amounts available for each scholarship for the following year.
2. Work closely with the TEPD Executive Secretary in organizing student applications to:
   a. Develop an updated listing of scholarships; and
   b. Provide committee members with a copy of the list of individual applicants and copies of the applications.
3. Along with other committee members, rank order scholarship applications.
4. Arrange a meeting date and time for final selection; this will usually be in mid-April.
5. Submit a list of candidates (with Student ID# and the name of the scholarship to be awarded) to the Financial Aid Office.
6. Work with the TEPD Executive Secretary:
   a. To prepare and send letters of congratulations to scholarship recipients;
   b. To post a large announcement of scholarship recipients outside Ronan 208; and
   c. To notify faculty, either through memo or email, of the results.
7. Notify the Financial Aid Office regarding recipients who should receive their full awards in one semester (due to early completion of their degrees).
8. Report results to the TEPD Department at the April meeting.
9. Be in contact with the Financial Aid Office during the year as necessary.
10. Maintain and update scholarship section of TEPD website in conjunction with TEPD webmaster.

Committee Chair Selection and Responsibilities:
1. The faculty members of each committee will select one of their members to serve in the chair position.
2. The chairperson will be responsible for assuring that the following duties are accomplished:
   a. Arranging meeting times and dates and making room reservations;
   b. Prioritizing agenda items, and distributing agenda to committee members in advance of a meeting;
c. Collecting information related to specific committee work on agenda items prior to a scheduled meeting;
d. Rotating minutes-taking responsibility among committee members; and distributing minutes to all department members, the chairperson, and office staff as appropriate for record keeping purposes and dissemination to other university bodies as required;
e. Issuing memoranda as appropriate to inform faculty of committee decisions regarding materials submitted, and filing copies with office staff for record keeping purposes;
f. Recording committee recommendations on action items;
g. Communicating with the department chairperson to keep him/her informed of action items to be brought before the department for a vote, and the status and progress of committee work;
h. Reporting monthly to the department the results of committee work and soliciting input or votes as appropriate;
i. Preparing ballots for written balloting on action items at department meetings;
j. Following through on both committee decisions which do not require a departmental vote and recommendations which are approved by the department;
k. Reporting on critical issues or issues of concern discussed in monthly college-wide or university-wide meetings;
l. Outgoing and incoming committee chairs meet no later than the August workweek to discuss status of committee; new chair will receive all written documentation at that time.