

Graduate Standard Operating Procedure (SOP)Topic: Houston Endowment and Presidential Fellowship AdministrationDocument #: GR-SOP-Finance-02

I. INTRODUCTION

- A. The *Houston Endowment Recruitment Fellowships* assist selected departments and programs to recruit exceptional Ph.D. students by enhancing the competitiveness of the stipends offered to them. The fellowship consists of a \$5,000 per year award to supplement the student's assistantship/stipend for up to five years for a Bachelors to Ph.D. track, and up to three years for a Masters to Ph.D. track.
- B. The *Houston Endowment Dissertation Completion Fellowships* facilitate the timely completion of dissertations for Ph.D. students in the Arts, Humanities, and Social Sciences. The student receives a \$20,000 fellowship award with no teaching or research duties for a calendar year; the student receiving the fellowship in the Arts, Humanities and Social Sciences must demonstrate significant progress toward the completion of Ph.D. degree requirements, and the student should be within one year of graduation.
- C. The *Houston Endowment Candidate Identification and Recruitment Funds* assist selected departments and programs to identify and recruit highly-qualified Ph.D. students for the Houston Endowment Recruitment Fellowship. These funds predominately cover the costs associated with the student candidate's travel to visit the UH respective programs.
- D. The *Presidential Fellowships* assist departments and programs to recruit highly-qualified Ph.D. students by enhancing the competitiveness of the stipends offered for graduate study. Outstanding applicants will receive \$2,000 per year for two years.

II. ELIGIBILITY

- A. Houston Endowment Recruitment Fellowships
 - 1. The department/program needs to assess the potential for academic excellence for student selection. The following requirements must be met in order to offer the Houston Endowment Recruitment Fellowships to Ph.D. students:
 - a. The fellowship must be offered to outstanding applicants as part of the admission offer.

Note: Fellowships cannot be offered to applicants who have accepted admission offers without notification of the fellowship.

Note: Fellowships cannot be offered to current Ph.D. students.
 - b. The admission offer for each fellowship student must include a Graduate Tuition Fellowship (GTF). See [GR-SOP-Finance-01](#) for more information on GTF Administration.
 - c. The admission offer for each fellowship recipient must include a graduate assistantship/stipend of at least \$20,000 per year for the duration of the fellowship, in addition to the fellowship amount of \$5,000.
 - 2. Students holding these fellowships must be enrolled full-time per University policies, and maintain a minimum cumulative Grade Point Average (GPA) of 3.0 for the duration of each semester to receive continued eligibility for the fellowship. The award funding will be withdrawn if this agreement is violated.

- B. Houston Endowment Dissertation Completion Fellowships
1. The fellowship is given in the sixth year of the Bachelors to Ph.D. study, or in the fourth year of the Masters to Ph.D. study at the latest.
 2. Students qualifying for this fellowship must maintain a minimum cumulative GPA of 3.0.
 3. Students must be a recipient of GTF. Please see [GR-SOP-Finance-01](#) for more information on the process.
 4. Students cannot be employed by the University of Houston (or employed anywhere else) for the duration of the fellowship. The award will be withdrawn if this condition is violated.
 5. Students cannot be involved in any teaching or research activities outside of his or her dissertation topic.
 6. Students will not be eligible for GTF funding after the completion of this fellowship.
- C. Houston Endowment Candidate Identification and Recruitment Funds
1. Recruitment yields are determined by the college, based on applicant information by the deadline for admission.
 2. The college arranges for applicants to visit the University of Houston via established Houston Endowment travel funds, and also track applicants that did not visit the campus using Houston Endowment support.
- D. The criterion for Presidential Fellowships involves the applicant's potential for academic excellence in a Ph.D. program. The following requirements must be met to offer a Presidential Fellowship to an applicant:
1. The fellowship must be offered to applicants as part of the admission offer.
 Note: Fellowships cannot be offered to applicants who have accepted admission offers without notification of the fellowship.
 Note: Presidential fellowships cannot be offered to current Ph.D. students.
 2. The admission offer must include a GTF.
 3. The admission offer for each fellowship recipient must include a 9- or 12-month competitive graduate assistantship/stipend.
 4. Students who possess this fellowship must:
 - a. Be enrolled full-time per University policies, and
 - b. Maintain a minimum cumulative GPA of 3.0 for the duration of the two academic years that the fellowship is held.
 - c. The award funding will be withdrawn if this agreement is violated.

III. ADMINISTRATION

- A. Houston Endowment Recruitment Fellowships
1. Fellowship budgets are allocated to the colleges at the beginning of the corresponding admission cycles.
 2. The funds are transferred to the colleges when the fellowship recipients enroll into corresponding programs and the college's reporting requirements are satisfied (see Section III.E).

3. Colleges need to have a well-documented process, published on the college's web site, specifying the fellowship recipient selection criteria.
- B. Houston Endowment Dissertation Completion Fellowships
1. Fellowship budgets are allocated to the colleges at the beginning of the spring semester for the fellowship awards starting in the fall of the following year.
 2. The funds are transferred to the colleges when the fellowship recipients enroll in the fall semester and the college's reporting requirements are satisfied (see Section III.E).
 3. Colleges need to have a well-documented process, published on the college's web site, specifying the fellowship recipient selection criteria.
- C. Houston Endowment Candidate Identification and Recruitment Funds
1. Fellowship budgets are allocated and distributed to the colleges at the beginning of the corresponding admission cycles, provided the reporting requirements from the previous recruitment cycle are satisfied (see Section III.E).
 2. The college identifies student candidates based on application completion and evaluation by faculty. Applicants determined with high skills sets, test scores, transcripts and/or excellent research topics will be invited to campus for additional interviews.
- D. Presidential Fellowships
1. Fellowship budgets are allocated to the colleges at the beginning of the corresponding admission cycles.
 2. The funds are transferred to the colleges when the fellowship recipients enroll into corresponding programs and the college's reporting requirements are satisfied (see Section III.E).
- E. Reporting Requirements (The college's deadline to deliver the Excel spreadsheet and copies of required documentation to the UH Graduate School is the first Monday in October)
1. Information/documentation needed from the college for each recruitment fellowship recipient:
 - a. Student's ID (Empl_ID)
 - b. Recipient's first and last name
 - c. PDF copy of the recipient's admission offer letter (required)
 - d. Date of the recipient's first semester to enroll
 - e. Verified enrollment hours (full-time enrollment required)
 2. Documentation on the percentage of the applicants who accepted UH admission offers and enrolled (**Recruitment Yields**) for the following cohorts of applicants:
 - a. Number of applicants who visited the campus supported by Houston Endowment travel funds
 - b. Number of **all** applicants who did not visit the campus using Houston Endowment support
 - c. Number of applicants who were awarded Houston Endowment Fellowships
 - d. Number of applicants who were awarded Presidential Fellowships

- e. Number of applicants who only received GTF and a typical program stipend (assistantship or fellowship)
- 3. Information/documentation for dissertation completion fellowships
 - a. List of all nominees for the fellowship with their respective degree programs
 - b. Number of years in program for each dissertation completion fellowship recipient
 - c. Expected graduation date for each dissertation completion fellowship recipient
 - d. Cumulative GPA for each dissertation completion fellowship recipient

IV. DOCUMENTATION

- A. [GR-SOP-Finance-01: Graduate Tuition Fellowship Administration](#)
- B. [Excel Spreadsheet for Fellowship Information](#) (UH Graduate School Web Site Forms)

V. APPROVAL

Dr. Sarah Larsen
 Vice Provost and Dean, University of Houston Graduate School

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 Approval Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	12/19/2014	Initial edition
2	1/7/2016	Revision of Language