

Protocol for awarding the WVSU Faculty Endowed and Faculty Restricted Scholarship
Sept. 24, 2012 revised

For copies of the Endowment Agreement and Attachment (the "Agreement"), the Restricted Agreement, or for questions about either WVSU Faculty Scholarship, contact Rebecca Conner, 330 Hall, 304-766-3124, connerre@wvstateu.edu

1. The WVSU Faculty Endowed Scholarship will be awarded on a yearly basis at the start of each academic year. The formal, public presentation of the scholarship to the students will take place at the first general Faculty meeting of the fall semester. The amount of the award will depend on available interest in the endowed account as well as funds deposited into the restricted account the preceding year. Each year, the total awardable amount (minus the amount to be awarded as a Dr. Barbara Oden WVSU Faculty Scholarship) will be divided equally among each college choosing to make an award that year.
2. By February 1 of each year, the Chair of the Faculty Scholarship Committee (FSC) will obtain from the WVSU Foundation how much money is available for each college to award, and will notify each Dean.
3. Faculty Scholarship Committee members from each college, in cooperation with the college Deans, are responsible for advertising the Faculty Endowed Scholarship throughout their respective colleges. The chair of the FSC will notify all faculty members by email two weeks before the nominations are to be submitted electronically and include a link to the nomination form in the email. A reminder email will be sent one day before the due date.
4. Nominations may be made by any WVSU Faculty member in good standing with the University, in accordance with applicable policies. The Chair of the Faculty Scholarship Committee must receive all nominations by the sixth week of the spring semester. The nomination process will be an online process.
5. Having received the names of nominees, the Faculty Scholarship Committee will review the nominations to ensure that all applicable rules have been followed, and the Chair of the FSC will verify each nominee's GPA and number of credit hours (as of January 1 of that year) through the Director of Registration and Records.
6. The chair of the Faculty Scholarship Committee will then send to the Deans the names of the eligible student candidate(s) whose majors are in that college. The Dean of each college will be responsible for establishing procedures for choosing student awardee(s) in his/her college, consistent with policies set forth in the Agreement. The

Dean will submit the name(s) of the awardee(s) from his/her college to the Chair of the Faculty Scholarship Committee by April 1st.

7. The chair of the FSC will notify the recipients of the award and the amount of the award by letter the first week of April. Included with the letter will be a WVSU scholarship application with instructions for returning it to Academic Affairs by May 1. The letter will also request his/her presence at the first general faculty meeting in August.

8. The Chair of the FSC will forward the names of awardee(s) to the Deans of each college, the Chair of the WVSU Scholarship Committee, and the Vice President for Academic Affairs.

9. The Chair of the FSC will also verify that the awardees have completed and submitted on time the WVSU scholarship application.

10. The Chair of the FSC will forward to the WVSU Foundation the names of the awardees. This should be done to allow the Foundation time to do the paperwork in order to prepare vouchers which are then sent to financial aid and the cashier's office. The Chair will also verify that the payment vouchers have been made into the student accounts.

11. Eligibility requirements are:

The candidate must have earned at least 30 credit hours by January 1 of the year in which the award is to be made.

The candidate must have a cumulative GPA of 3.5 or higher.

The candidate must be registered as a full-time student (12 credit hours or more) and must maintain full-time status during the academic year in which the award is given. For example, if the award is presented in August 2011, the student must be full-time in AY 2011-2012.

Financial need may be a consideration.

The award is renewable.

The preference is that, over a three-year period, at least one recipient in each college will be a qualified minority student.