Policies and Procedures for Selecting Renee A. Meyers Scholarship Recipients

Department of Communication
Awards and Recognition Committee

Scholastic support and recognition of worthy students is important to them and the department. Funding opportunities are competitive as a greater quantity of worthy students may apply in a given year than available resources can benefit. The purpose of this document is to provide application and selection criteria, and procedural guidelines for the Renee A. Meyers Scholarship Committee in managing the process of awarding funds from the Renee A. Meyers Scholarship Fund for distribution as the Renee A. Meyers Scholarship.

Description of Award Emphasis: Documents describing the Renee A. Meyers Scholarship should identify the goal of the fund as follows, “The Renee A. Meyers Scholarship is an annual award which recognizes and supports an M.A. or Ph.D. student in the Department of Communication who demonstrates excellence in research, teaching, and service.”

Selection Committee: The Selection Committee will be that year’s Awards and Recognition Committee, which includes a Committee Chair and at least two additional faculty members from the Department of Communication, appointed by the Department Chair at the beginning of the academic year.

Availability of Funds and Distribution: At the start of each academic year, the Committee Chair will determine if funds are available in the Renee A. Meyers Scholarship Fund’s spending account and, if so, the amount. At that time, the Committee will determine the amount of the spendable funds that will be allocated for scholarship distribution that year. Although there is neither a minimum nor a maximum specified award amount, the committee is encouraged to award a larger, individual award to a single student rather than multiple smaller awards to several students. Only one scholarship shall be distributed in any given academic year. Any funds remaining in the spending account shall roll over for potential distribution in the following academic year.

Application Deadlines: Applications must be submitted by March 1 (or the first business day after) of each academic year.

Application Requirements: Applicants must be currently enrolled in the M.A. or Ph.D. program in the Department of Communication at the University of Wisconsin-Milwaukee. This award recognizes well-rounded scholarship; applicants should demonstrate excellence in research, teaching, and service. Applications should include a current copy of the student’s UWM transcript, a curriculum vita (CV), and a two-page, single-spaced statement highlighting the applicant’s involvement and achievements in (a) research, (b) teaching, and (c) service. Completed applications are to be forwarded to the Committee Chair by the deadlines specified above (see Application Deadlines).

Selection Criteria: The Committee Chair will screen applications for compliance with application requirements (see “Application Requirements” above). The selection and awarding of scholarships by the Committee will consider the following factors: (a) achievements in research (e.g., published research in academic books or journals, research presentations at national and regional communication conferences, development of a cohesive research program, etc.); (b) excellence in teaching (e.g., innovative teaching practices, demonstrated leadership as an instructor, teaching a variety of courses, quantitative/qualitative teaching evaluations from students, etc.); and (c) active involvement in service to the Department, University, community, or the Communication discipline (e.g., leadership in Departmental activities and committees, involvement in professional service activities such as committees, reviewing, volunteering, etc.).

Scholarship Decisions: The committee’s selection activities are limited to fully prepared applications containing all required and relevant information pursuant to the foregoing application and selection criteria. Prior to meeting as a group, Committee members will be asked to review all applications and, if more than one application were submitted, rank order applications from most to least worthy of an award.
(i.e., 1, 2, and so forth); pre-meeting application assessment information is forwarded to the Committee Chair for summary ahead of the meeting of the full Committee. All scholarship awards are by majority ballot of the members of the Committee present during an announced meeting called for the expressed purpose of making scholarship awards.

**Announcements:** The Committee will work with department faculty and pertinent university units to distribute announcements about the application process and deadlines. Announcements about the availability of the Renee A. Meyers Scholarship should be distributed to students, faculty, and other relevant audiences within 4 weeks of the start of the Spring semester. Award recipients will be notified in writing and further announcements will be distributed to appropriate pertinent faculty, university, and community outlets.