

GUIDELINES FOR THE PREPARATION OF NOMINATIONS FOR DISSERTATION RESEARCH ASSISTANTSHIP AWARD

Dissertation Research Assistantships are academic awards designed for students who are in the dissertation preparation stage of their graduate education. Students should be able to complete the dissertation during the period of the award.

Current Graduate School/Graduate Council policy allows students to be nominated for a Dissertation Research Assistantship award before they are advanced to candidacy. However, failure to be admitted to candidacy before the award begins will result in suspension of the award.

Students holding Dissertation Research Assistantship Awards must have a service requirement, with specific duties assigned by the chairperson of the department. These duties should be linked to the dissertation research project. A student should be enrolled for at least six (6) dissertation hours during the term of the award (normal maximum is twelve (12) semester hours per semester). A student will be expected to resign the award at the time the dissertation is submitted to the Graduate School, if this occurs prior to three weeks before the end of the time period for the award.

Students who have held or currently hold a Dissertation Research Assistantship are ineligible for the 2010-2011 competition. Doctoral students are limited to two years of support of any combination of doctoral fellowship or dissertation research award. (*Note: The Morris Doctoral Fellows may be nominated for the Dissertation Research Assistantship Award but not for the Doctoral Fellowship.*) It should be noted that a student is limited to four calendar years of support at the doctoral level, including fellowships, assistantships, and dissertation research assistantships. (*Support limits vary with academic departments.*)

The Dissertation Research Assistantship nominees will be rank-ordered by each college among the doctoral degree programs within each college. The college's nominees will then be submitted to the Graduate School.

Stipend and Tenure of the Award

The Dissertation Research Assistantship Award stipend is currently \$1546 per month for a maximum of eleven months.

There are several types of awards:

- Academic year (11 months) – combination fall, spring and summer or summer, fall and spring
- Fall and Spring award (9 months)
- Semester only award (4.5 months) – fall or spring semester
- Summer only award (2 months)

The Dissertation Research Assistantship Award may begin either summer 2010 or fall 2010. Depending upon availability of FY10 funds, some summer awards may begin on June 16, 2010.

Eligibility for Dissertation Research Assistantship Awards

1. An overall graduate grade point average of at least 3.25. (No minimum undergraduate grade point average is required.)
2. The student must have prepared a dissertation proposal with tentative or final approval by at least the chairperson of the dissertation committee.
3. The student must not have more than four calendar years of financial support as a doctoral student, including this award for which the student is being nominated. (*Note, support limits vary among academic departments.*)
4. The student cannot hold any other paid position within the university.

Criteria for Dissertation Research Assistantship Award and Review Process

The awards will be based on student's qualifications and the promise of excellence of the dissertation as demonstrated in the proposal or prospectus and as judged by the student's dissertation committee and department.

Each of the deans of colleges in which doctoral programs (Ph.D.) are offered will establish faculty committees to review the nominations. The Dean of the College will submit students recommended for the Dissertation Research Assistantships to the Dean of the Graduate School, along with the application packets and dossiers, who will then notify recipients. The Graduate School will determine the number of awards granted to each college annually.

Deadlines

- Friday, March 19, 2010:** Deadline for submission of nomination to the Dean's office of the College in which the student's department is located.
- Friday, April 2, 2010:** Deadline for the College to submit a rank-ordered list of nominees to the Graduate School.
- Friday, April 16, 2010:** Recipients will be notified by the Graduate School.

Preparation of Nominations for Dissertation Research Assistantship Award (To be submitted to the Dean's Office of the College in which the student's department is located.)

1. One (1) completed copy of the APPLICATION FOR DISSERTATION RESEARCH ASSISTANTSHIP. (Available on the Graduate School website www.siu.edu/gradschl)
 - a. Fully completed by the student or by the department.
 - b. Department completes section "For use by Department".
 - 1) Provide signatures of Department Chair or Director of Graduate Studies, date, and name of Department making the nomination.

2. Departmental cover letter from Department Chair or Director of Graduate Studies, indicating:
 - a. Name of student.
 - b. Departmental ranking: the rankings of the nominee relative to all other nominees (for this award) from that department.
 - c. Graduate GPA and number of graduate hours completed beyond the master's degree.
 - d. Date advanced to candidacy, or date of scheduled preliminaries and date expected to be advanced to candidacy, must be before the award begins.
 - e. Current and previous financial support. State either "none" or the numbers of months of current or previous financial support through fellowships or graduate assistantships.
 - f. Anticipated completion date for the dissertation.
 - g. The beginning and ending date of the award. (Refer to date options on page 1.)
 - h. The name of the faculty member directing the dissertation.
 - i. Any special information in support of the nomination, including an evaluation of the qualifications of the student and the quality of the dissertation proposal.
3. A letter of endorsement from the Chairperson of the student's dissertation committee evaluating the quality of the proposal.
4. At least two (2) other letters of recommendation from individuals who are familiar with the student's total doctoral study and who are qualified to judge the general qualifications of the student to do research and the quality of the proposed dissertation.
5. Other material that may be requested by the College.
6. A copy of the "Dissertation Research Assistantship Proposal Form." See sample form on the Graduate School website www.siu.edu/gradschl. This should be retyped to incorporate the relevant data in as brief a form as possible. Every effort should be made to limit this to a maximum of two typed pages.

SOUTHERN ILLINOIS UNIVERSITY

The Graduate School

Dissertation Research Assistantship Proposal Form

(Guide only. Retype this form to fit readily available relevant data in as brief a form as possible; no more than two pages.)

NAME OF STUDENT _____

DEPARTMENT _____

DATE ADVANCED TO CANDIDACY OR EXPECTED TO BE
ADVANCED _____

NAME OF FACULTY MEMBER DIRECTING DISSERTATION

DISSERTATION PROPOSAL

PROPOSED TITLE (Clear, specific, giving a good indication of the essential nature of the study.)

STATEMENT OF THE PROBLEM OR GOAL OF THE STUDY:

SIGNIFICANCE OF THE STUDY:

SUMMARY OF PROCEDURE:

ANTICIPATED OUTCOMES, RESULTS OR CONCLUSIONS: