

## MEMORANDUM

TO: Graduate Program Directors and Graduate Program Coordinators

FROM: Lawrence B. Martin, Dean of the Graduate School

SUBJECT: **Call for Nominations for W. Burghardt Turner Fellowships 2009-2010**

DATE: December 18, 2008

Now approaching its 22<sup>nd</sup> year, the W. Burghardt Turner Fellowship Program continues to be a successful initiative to recruit students of high academic promise from groups historically underrepresented into Stony Brook University's graduate and professional degree programs, particularly the doctorate. Since 1987, over 290 Turner fellows have earned graduate degrees from Stony Brook. The Graduate School is now accepting nominations for 2009 Turner Fellows. Please note that nominees must be U.S. citizens, or have permanent resident status by the time they begin their Fellowship support.

In response to the decision of the State University Board of Trustees in 2006, and pursuant to appropriations contained within the New York State Budget, "...the State University of New York offers graduate fellowships to students who have been admitted to graduate or professional study and who will contribute to the diversity of the student body, especially those who can demonstrate that they have overcome a disadvantage or other impediment to success in higher education. In awarding fellowships, programs may give consideration to students who are of a race or ethnicity that is underrepresented in its graduate and professional programs but may not make awards solely on that basis". Strong preference will be given to individuals who intend to reside in the United States after completion of their program of study.

Students nominated for doctoral degree fellowships must have been offered admission to the program with full support, and the submission of a nomination by the program implies agreement to provide a **minimum** of one half of one TA/GA/RA line plus full tuition scholarship for the duration of the five-year fellowship period, should the nomination be successful. As in prior years, the Turner fellowship for Ph.D. students offers a \$50,000 fellowship supplement to attract our best domestic applicants. Typically, the fellowship is paid as a supplement to program-level support (assistantship stipend, tuition scholarship, etc.) at the rate of \$10,000 per year for five years. Many programs have found it necessary to combine the Turner Fellowship with a full TA/GA line to make a competitive offer for these outstanding students. In addition, all awards are structured to provide the fellow with access to subsidized health insurance for the full five year period. Students who have earned a master's degree, or who are currently enrolled in a master's degree program, and now wish to pursue the doctorate are also eligible for nomination.

All Turner fellows must apply for New York State residency during their first semester and must apply for TAP after they have resided in New York State for 12 months. Should a student choose NOT to apply for NYS residency for whatever reason, they will be responsible to cover the difference in tuition rates after their first semester.

Turner fellowships for new doctoral and MFA degree fellows for the 2009/2010 academic year will carry a standard fellowship portion of \$10,000 provided by the Graduate School (this may

be subject to other factors such as additional external funding) and at least one half of one TA/GA/RA line at the minimum of \$7,572 (provided by the Graduate Program) for a total stipend of *at least* \$17,572 plus a full tuition scholarship. The estimated 2009/2010 tuition rate is \$13,250 for out-of-state and \$7,880 for NYS residents. The duration of the Turner Fellowship award is five years for doctoral students, four years for medical school students, three years for MFA students and two years for all other master's students.

The \$7,572 stipend (half GA, TA or RA) to be provided by the program is a minimum computed at one half the value of a standard TA/GA line. As a consequence, the teaching load of the Turner Fellow would be one half of the usual TA load. While the teaching portion is to be completed in its entirety in either of the fall or spring semesters, the stipend for this TA line is to be paid out over the entire academic year, beginning in the fall and continuing through the spring, so as to ensure subsidized health insurance coverage will continue through the year.

In programs that supplement their students' stipends for an academic year and/or summer, these supplements should also be paid to Turner fellows. For example, if your program pays its students a stipend of \$15,145 for the academic year and \$3,000 for the summer, you should provide at least one half of one line at \$7,572 for the academic year and the \$3,000 summer stipend (a 12 month stipend of \$10,572 and the \$10,000 Fellowship portion for a total of \$20,572). This makes the fellowship competitive even in disciplines where stipends are traditionally higher than the campus state-funded level. For programs that feel that higher stipends are necessary, they may combine the \$10,000 Turner fellowship with a full stipend up to a maximum stipend award of \$30,000 per year.

The Turner fellowships for new master's degree fellows for the 2009/2010 academic year will carry a stipend of \$10,000, and provide a student health insurance plan plus a full tuition scholarship at the above-mentioned rates. The Masters level fellowships will be tenable for two years (subject to satisfactory academic progress).

The goal of the Turner Fellowship program is to assist the graduate programs in achieving their recruitment goals. To that end, the Graduate School is open to alternative methods of configuring funding to recruit Turner Fellows in cases where the standard model has not yielded recent success. When proposing alternatives, however, please be aware that the Graduate School support cannot exceed \$50,000 over five years and that financial commitment and investment of the Graduate Program throughout the five year term is deemed essential. Additionally, graduate school guidelines set a maximum allowable award limit for graduate students not to exceed \$25,000 over 10 months, and \$30,000 over 12 months.

### **Nominations Procedures and Materials:**

1. Identify the applicant in the Apply Yourself (AY) system. You must have an AY account to accomplish this (detailed instructions are below).
2. Submit a letter of nomination. The letter must be written or endorsed by the Graduate Program Director. The nomination **MUST** include (a) specific reasons why the nominee is considered a top applicant, (b) a statement describing the criteria the program employs in making admissions decisions and an evaluation of the nominee against these criteria, (c) clearly address how the nominee will contribute to the diversity of the student body [if possible,

share any information related to a disadvantage or impediment faced by the nominee with respect to their academic goals/experience].

3. An outline of the complete package of financial support offered: show standard support package offered to the applicant by the department and how the program would propose to restructure if the \$10K is awarded.
4. Submission of relevant transcripts in electronic (.pdf) format and GRE test results in electronic (.pdf) format
5. Copies of three letters of recommendation from the application packet in electronic (.pdf) format.
6. Electronic Copy of Submission of offer of admission and support issued to the applicant by the nominating graduate program.
7. Electronic copy of the nominee's resumé or curriculum vita
8. An electronic, one-page personal statement from the candidate stating the ways in which the candidate believes that the award of a Turner fellowship to him/her will benefit society at large. It would be helpful to include any information related to their academic/social experience that relates to the mission of Turner. An explanation of the turner fellowship statement guidelines can be found on the Turner web site at [www.grad.sunysb.edu/turner](http://www.grad.sunysb.edu/turner)

The nomination materials (#2, 3, 4, 5, 6, 7 and 8 above) must be submitted electronically via Lotus notes to "TurnerFellowships@notes.cc.sunysb.edu" by the Graduate Program Director **before close of business on the respective deadline dates**. If submitted by another person, the Graduate Program Director must be copied on the email. If you encounter problems compiling or sending the electronic nomination package, please contact Toni Vicari at [TurnerFellowships@notes.cc.sunysb.edu](mailto:TurnerFellowships@notes.cc.sunysb.edu).

### **Deadlines**

Nominations received by **February 3, 2009** will be reviewed in the **first round**. All nominees for round one must be identified within Apply Yourself by Friday, January 30, 2009. A second round of nominations will be held on March 4, 2009, only if slots remain. Nominations for a possible round two must be received by **February 23, 2009** for which these nominees must be identified within Apply Yourself by February 20, 2009.

A maximum of three nominations will be considered by any one graduate program or department. I urge you to submit your nominations for the first round. The earlier fellowship offers are made, the greater our success in attracting these students.

Current Stony Brook graduate and medical school students are not eligible to be nominated unless they are terminal master's students that are now applying for another degree program. Please note that these fellowships are effective means to attract excellent graduate students to Stony Brook. I would like to encourage you to inform successful nominees as soon as you are notified by the Graduate School.

### **Mission of the Turner Fellowship**

In addition to the academic qualifications of your nominees, the committee will pay attention to these factors:

- ◆ The Turner Fellowship serves as a catalyst to increase representation of students from diverse cultural backgrounds Stony Brook's graduate programs

- ◆ An important mission of the Turner Fellowship is to encourage Turner Fellows to carry out their responsibility as future leaders and educators here in the United States.

From past experience, I recognize that ethnic identification of some potentially eligible candidates may be in question. Moreover, the introduction of these new guidelines will likely raise even more questions about eligibility. If you have any questions regarding the eligibility of an applicant or concerning this program, please feel free to contact Nina Maung, Turner Director at “Nina.Maung@stonybrook.edu”.

cc: Without Attachments

Department Chairs

Deans Brisbane, Conover, Lehmann, Staros, Shamash, Fine, Rifkin, McClean, McDonnell

E. Kaler, Provost

G. Habicht, Vice President

C. Taber, Associate Dean, The Graduate School

N. Maung, Asst. Dean for Diversity

Turner Fellowship Advisory Committee

LBM:

Encl.

**ATTACHMENT:** Procedure for Submission of Electronic Turner Fellowship Nomination

Materials:

1. Nomination materials for each student must be submitted electronically via Lotus notes, each under separate email from the Graduate Program Directors to TurnerFellowships@notes.cc.sunysb.edu. From within Notes, simply type TurnerFellowships. Do not include attached documents for multiple nominees in the same email
2. Each email nomination should identify itself in the email subject line as **“TFnomination, student's last name, student's first name.”**
3. It is preferred that all required items (see below) for an individual nominee be included in a single email, however, if that is not possible then each email must use the same description in the subject area so that documents are readily identified and matched.
4. All required documents of the nomination package must be received by the stated deadline dates.
5. The nominating department is responsible for scanning documents and providing electronic versions of transcripts, GRE scores, etc. for each nominee by the submission deadline.
6. Nominations in paper format will not be accepted.

If you have any questions regarding the electronic process, please contact Toni Vicari at “TurnerFellowships@notes.cc.sunysb.edu”.

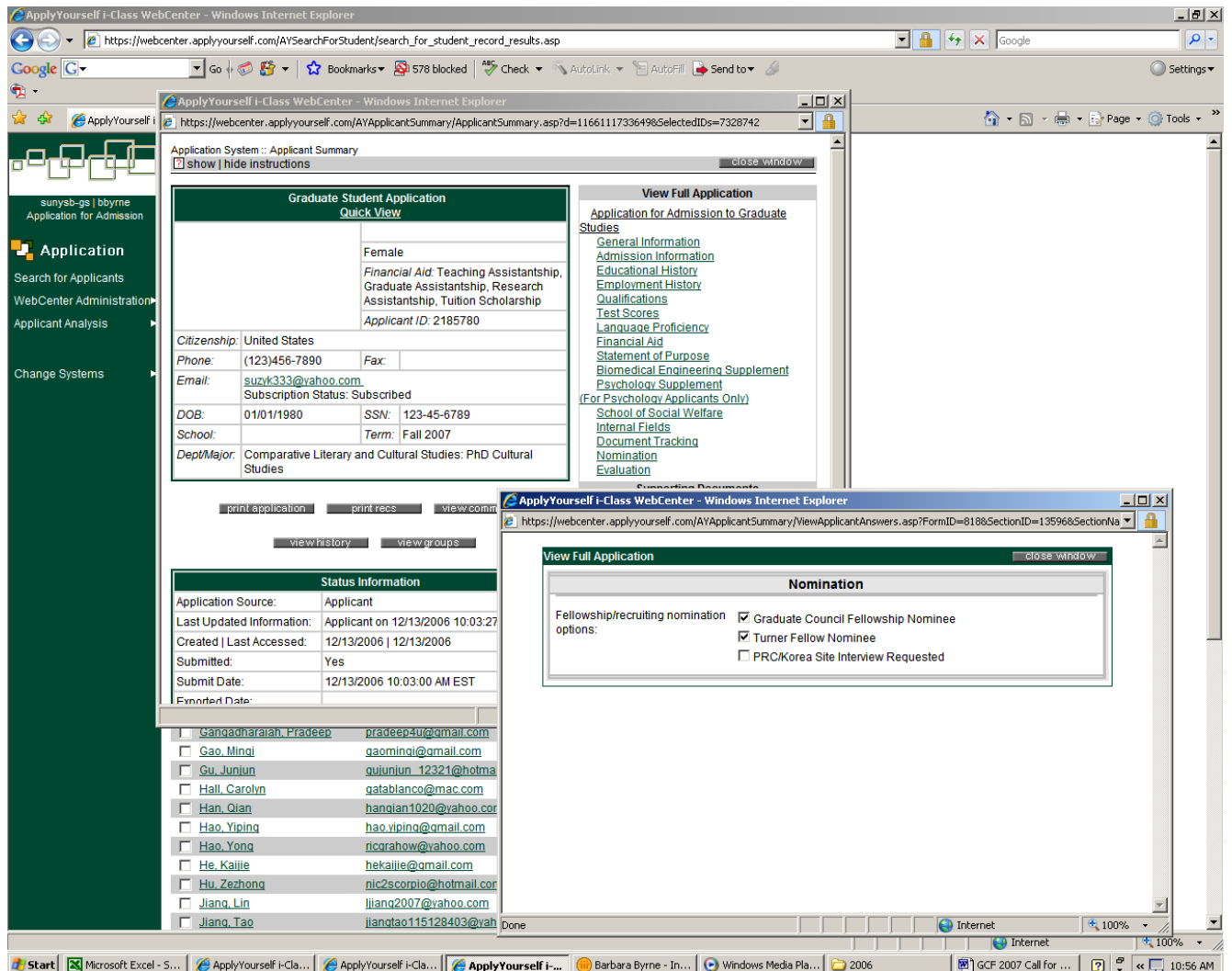
**Nomination Package is comprised of the following:**

<b>Required Document</b>	<b>Preferred Format</b>	<b>Naming Your Documents</b>	<b>Example of naming convention (assume nominee is Elana Green in English)</b>
GPD Letter	MS Word	GPDletter_program abbreviation_lastname	GPDletter_EGL_Green
Letter of offer from program	MS Word	Offer_program abbrev_lastname	Offer_EGL_Green
Transcript(s)	Scanned – save as pdf	Transcript_name of institution_student’s lastname	Transcript_Yale_Green
GRE Test Results	Scanned- save as .pdf	GRE_Studentslastname_ firstname	GRE_Green_Elena
Completed SBU application (Apply Yourself)	Grad School will obtain from Apply Yourself	N/A	N/A
Letters of recommendation	Grad School will obtain from Apply Yourself**if not available dept will need to submit as .pdf	N/A	N/A

CV or Resume	Scanned- save as .pdf	Resume_Studentslastname_ firstname	Resume_Green_Elena
Turner Statement	Scanned-save as .pdf	TS_Studentslastname_ firstname	TS_Green_Elena

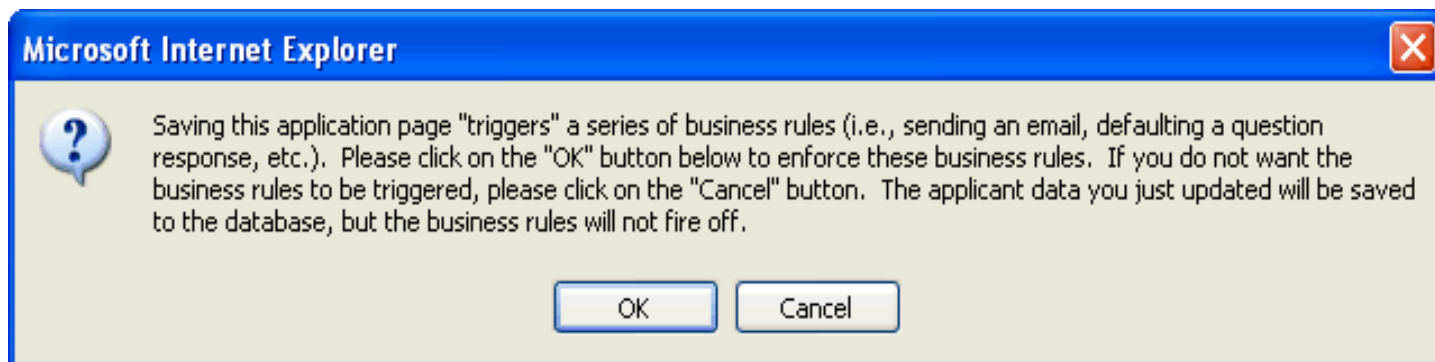
**INSTRUCTIONS FOR NOMINATING AN APPLICANT FOR A TURNER FELLOWSHIP WITHIN APPLY YOURSELF:**

1. From the MAIN MENU, select **Select a System**, then **Application System**, then **Application for Admission**.
2. From the APPLICATION MENU, **Search for Applicants** (using various search criteria).
3. From an individual, opened application, use the navigation box on the right and click on **Application for Admission to Graduate Studies**. From the options, select **Nomination**.
4. You will then see a Nomination selection box. Check **“Graduate Council Fellowship Nominee”**. Your screen should appear as below.



**INSTRUCTIONS FOR NOMINATING AN APPLICANT FOR A TURNER WITHIN APPLY YOURSELF (continued):**

5. You will then see a message indicating that your actions have triggered “business rules”. Click “OK”. This action will add the applicant to the TURNER nominee roster and collect all pertinent information from his application *in lieu of* preparing and submitting a TURNER Nomination Form.



**\*\* Because all applications are in Apply Yourself, the Graduate School will directly access the student’s application and letters of recommendation. If letters of recommendation are not available through Apply Yourself, the nominating department will be responsible for scanning and saving letters of recommendation in .pdf format and submitting via email to the Turner Office.**

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**EXAMPLE OF FINANCIAL SUPPORT PROPOSAL REQUIRED IN GPD LETTER OF NOMINATION:**

Example: Physics PhD student offered admission and full support of \$15,664 in year one; comprised of academic year TA of \$12,664 and summer support of at minimum \$3,000.

*TURNER nominee Sam Neutron has been offered full support from the Physics Department. This award includes an academic year full state TA appointment in year one with the expectation that the student will join a lab and be supported as an RA in subsequent years. Year 1 summer support of \$3000 is generally available making a total year 1 (12 month) support of \$18,145.*

*If Sam is awarded a TURNER FELLOWSHIP, we propose that the full offer of support described above be supplemented by TURNER funds of \$10,000 year for five years. We believe a TURNER year 1 stipend totaling \$28,145 (\$15,145 + \$10,000TurnerFellowship + \$3,000Summer) will be competitive with other offers received.*