

**Guidelines for Selection and Distribution of Graduate Fellowships**  
**Department of Fisheries and Allied Aquacultures (FAA)**  
**Approved February 6, 2004**  
**(Modified March 21, 2005)**  
**By**  
**FAA Curriculum Committee**

**What are they?**

Auburn University has a program to provide in-state (resident) tuition fellowships to all GRADUATE TEACHING ASSISTANTS (GTA) and a subset of its GRADUATE RESEARCH ASSISTANTS (GRA). The fellowships include the resident tuition, course fees, and student activity fees. Fellowships must be renewed yearly. For Graduate Research Fellowship awards made prior to Spring 2004, fellowships for GRAs are limited to two years for master's and four years for doctoral students. **Starting Spring 2004 and after**, all new GTA and GRA fellows shall not exceed 40 hours for the master's and 40 hours for the doctoral, or 80 hours for the direct track doctoral. No more than 15 attempted hours are allowed per semester. While the fellowships are now based upon a maximum number of credit hours, their duration will typically be for two years for a master's student and four years for a doctoral student because they are also tied to the length of the assistantship.

1. Fellowships are administered through the Graduate School and allocated to the colleges and schools for use in programs identified as areas of existing or emerging emphasis consistent with published institutional goals. The graduate school has minimum eligibility requirements and benefits listed on their website (<http://www.grad.auburn.edu/ps/presgradfellows.html>). **The number of fellowships available each year is dependent upon the graduate school and is not guaranteed. NOTE: A fellowship is not official until the student receives an official letter from the graduate school notifying him/her of his/her award.**
2. Fellowships are derived from two sources-those assigned to the College of Agriculture (COA) and those for the Peaks of Excellence (POE) program. Collectively, they are called Presidential Fellowships.

**Purpose**

The primary purpose of the fellowship program is to recruit and support the top students. The emphasis is on academic performance rather than financial need.

**Number of FAA Fellowships**

FAA currently receives about 19 fellowships through the College of Agriculture and 28 from the Peaks of Excellence Program. The two types of fellowships function exactly the same. However,

Dr. William Hardy is the final authority on decisions pertaining to the COA fellowships and FAA Department Head has oversight of the POE Fellowships.

### **Who's eligible?**

1. All applicants for fellowships are expected to present graduate credentials placing them at the top of all graduate students in the academic unit.
2. All applicants for fellowships **must** hold or have been officially offered a concurrent graduate teaching or research assistantship of at least a one-fourth appointment (0.25 FTE) with a beginning date no later than the eighth class day of the term and an ending date no earlier than the last day of classes of the same term. Fellows must maintain a course work load consistent with policies governing graduate teaching assistants and graduate research assistants within the academic unit. The Fellow must be enrolled for at least one course. See Guidelines for Graduate Assistantships [http://www.grad.auburn.edu/ps/guidelines\\_ga.html](http://www.grad.auburn.edu/ps/guidelines_ga.html).
3. If a student is intending to be admitted in another department, the sponsoring FAA faculty must be the chair or co-chair of the student's committee. This provision allows FAA faculty the flexibility of partnering with other departments and/or institutions.

### **How will fellowships be distributed?**

1. As long as adequate numbers of graduate fellowships exist, each Level 1, 2 and 2A graduate faculty member will have one designated fellowship to award to a student based upon the eligibility requirements. Faculty members are **strongly encouraged** to use their one assigned fellowship for recruitment purposes.
2. While the number of fellowships assigned to FAA is relatively constant, the number of those available for allocation in any semester is variable and fluid. To facilitate the tracking and allocation of fellowships, the Curriculum Committee requests that each faculty member advise the committee when a designated fellowship will become open and how that faculty member would like to utilize that position. This should be done during the semester prior to that fellowship becoming open and before the deadline from the Graduate School for submission of fellowship awardees.
3. Any redirecting of fellowships will be done by the Curriculum Committee.
4. A maximum of three concurrent fellowships will be allowed per faculty member. Under exceptional conditions, the FAA Curriculum Committee may allow one additional fellowship beyond the maximum of three concurrent fellowships **if** 1) extra fellowships are available **and** 2) its allocation does not deprive another faculty member of his/her maximum of three for qualified students. Review of fellowships following this exception will be done only after all other applications have been reviewed and qualified candidates awarded fellowships.
5. All remaining fellowships will be allocated to students by the Curriculum Committee on a competitive basis based on a student application package.

## How to apply for competitive fellowships?

1. Students (and prospective students) who fulfill the eligibility requirements should consult with their major advisor to determine the availability of fellowships and the willingness of the major advisor to support their application.
2. It is the **responsibility of the student** to assemble and submit an application package to the FAA Curriculum Committee for review and consideration.
3. The Student Application Packet\* **must** include the following:
  - a. A letter of application requesting consideration for a fellowship. The letter must include the semester in which the fellowship would begin, student status (M.S., MAq, or PhD program), name of major professor, and graduate school application or student ID number.
  - b. A letter of support from major advisor (**required**). The letter of support must verify that the student is either currently on an assistantship or will be at the start of the fellowship.

In addition to this information, the following information will be evaluated from the student's graduate school application. **If any of these are missing from the student's application, the student should supply them.** The student may also choose to provide more current information or letters of recommendation.

- a. Three letters of recommendation
- b. GRE scores
- c. Transcripts for any undergraduate and graduate degrees
- d. Curriculum Vitae (For current students, it is recommended that this be updated)
- e. Statement of purpose and research goals (1 page; For current students, it is recommended that this be updated)

## How are the applications scored and ranked?

Applications will be reviewed by the FAA Curriculum Committee and scored with the maximum number of points as listed below. Each category should emphasize the student's academic and research abilities, including prior experience and publication record.

Academic performance (GRE scores and transcripts):	34
Letters of recommendation and support:	33
<u>Professional activities and research interest (items d &amp; e above):</u>	<u>33</u>
<b>Total Possible Points:</b>	<b>100</b>

Applicants will then be ranked and available fellowships assigned.

## **When to apply?**

- 1.** To apply for fellowships **for the summer or fall semesters**, students must submit their application, including all required documents, **by April 1<sup>st</sup> (may vary from year to year)**. The FAA Curriculum Committee will then review all applications and typically make selections by April 15<sup>th</sup>.
- 2.** To apply for fellowships **for the spring semester**, students must **submit** their application, including all required documents, by **September 15<sup>th</sup>**. The FAA Curriculum Committee will then review all applications and typically make selections by October 1<sup>st</sup>.
- 3.** The Curriculum Committee may also meet at additional times to select fellowships. Special cases may be presented to the Curriculum Committee on a case-by-case basis.

## **Where to apply?**

Applications should be submitted by the appropriate deadline to:

Bill Daniels, Chair  
FAA Curriculum Committee  
Associate Professor, Aquaculture  
Rm 123, Swingle Hall  
Department of Fisheries and Allied Aquacultures  
Auburn University, AL 36849-5419  
Phone: 1-334-844-9123  
Fax: 1-334-844-9208  
Email: [daniewh@acesag.auburn.edu](mailto:daniewh@acesag.auburn.edu)

## **Annual renewal of fellowship**

Annual renewal of a fellowship beyond the initial year is contingent upon the fellow being a graduate degree-seeking student, maintaining a high level of academic performance, and having the support of his/her academic department based on its evaluation of the fellow's performance as a graduate research (or teaching) assistant and on the fellow's progress toward the degree.

- 1.** The Fellow must maintain a minimum cumulative graduate grade point average of 3.0. Graduate assistants are not eligible for the fellowship if they are unable to achieve the 3.0 minimum by the next semester of registration after falling below the 3.0 minimum.
- 2.** The Fellow must pay a registration fee each semester in which a fellowship is awarded (currently set at \$210 for the 2004-2005 academic year).