Operating Policy and Procedure

SON OP: 10.098 Staff Scholarship Policy

PURPOSE: This policy outlines the process and procedure for selecting and awarding School of Nursing staff with an academic scholarship

REVIEW: This section of the handbook shall be reviewed by the Dean and Staff Council by September 1st on even-numbered years.

POLICY/PROCEDURE

Staff Council will select and award scholarships in the amount of $1500 during the fiscal year to staff applicants. A scholarship of $750 will be awarded in the Fall and Spring Semester of each year. The scholarship will be processed through payroll and subject to withholding taxes.

APPLICATION REQUIREMENTS:

1. Applicant must be employed full time within the School of Nursing
2. Applicant must be enrolled in a degree-seeking, certification, or certificate program at a regionally accredited institution of higher learning.

APPLICATION DEADLINE:

1. Applications for the Fall Semester must be submitted by July 1st.
2. Applications for the Spring Semester must be submitted by December 1st

PROCESS FOR APPLYING

1. Complete application process, apply online
   https://nursing.ttuhscedu/machform/view.php?id=18800
2. As part of the application process, applicants must submit an essay, proof of enrollment, and a letter of recommendation from supervisor at TTUHSC or faculty within their academic department.

ESSAY REQUIREMENTS

1. Approximately 500 words on one of the following topics:
   - Academic achievements
   - Mentors – what they have taught you
   - Community involvement
   - Volunteer work
   - Family obligations
   - Lessons learned
   - Setbacks and obstacles
   - Relatable work experience
   - Future educational and career goals
PROCESS FOR SELECTION:

Staff council will appoint a committee of 5 staff members within the School of Nursing to meet and select an applicant. The committee members must not be enrolled in school or anticipate applying for the scholarship.

Past recipients are encouraged to apply and will not be excluded from future applications.