Memorandum

November 18, 2016

TO: College of Arts and Sciences Department Chairs and Program Directors

FROM: Lacy Ford

RE: Bilinski Fellowships
    Call for Nominations due Friday, April 7, 2017

One of the College of Arts and Sciences' strategic goals is "to develop the next generation of intellectual leadership through excellent doctoral programs and graduate programs at the master's and certificate levels." Through the generosity of the Bilinski Foundation, we are able to offer up to twelve (12) Russell J. and Dorothy S. Bilinski Fellowships during the 2017-2018 academic year to doctoral students beginning the final stage of their studies in the humanities and social sciences.

Each Russell J. and Dorothy S. Bilinski Fellowship is worth $30,000; this year fellows will also receive a $1,250 stipend for travel on behalf of their dissertation research. Students enrolled in any of the College's Doctor of Philosophy programs in the humanities and social sciences may be nominated, although students in the social sciences should be pursuing research with a humanistic focus. Students must be admitted to candidacy in their degree program, have passed comprehensive exams, and have received approval of their dissertation proposal. They also must meet additional criteria related to citizenship and financial need. Fellowships are for 2017-2018 and are not renewable. Please see the Russell J. and Dorothy S. Bilinski Dissertation Fellowships Administrative Guidelines (attached) for eligibility requirements.

The Russell J. and Dorothy S. Bilinski Fellowships will be awarded by a competitive process. Nominations must be made by the unit offering the degree program. A maximum of eight (8) nominations for Bilinski Fellowships may be submitted by any eligible doctoral program. In cases of multiple nominations, a letter ranking the nominations and justifying the ranking must be supplied by the unit.

Two-Stage Evaluation Process
A full description of the two-stage evaluation process is included in the attached Russell J. and Dorothy S. Bilinski Dissertation Fellowships Administrative Guidelines. The first stage of the process occurs at the unit level, and must take place well in advance of the submission deadline of April 7, 2017. We strongly suggest that an internal plan be established in December 2016, and that the unit's stage of the process be initiated in January 2017 with completion by Friday, March 3, 2017. Nominees selected by the unit during
this internal stage of the process will need to complete the FAFSA form by March 14, 2017. The second stage of the selection process takes place at the College level, beginning with receipt of nominations no later than April 7, 2017 and concluding with notifications of results by May 5, 2017.

The timeline included at the end of this memorandum may be helpful in organizing the requisite tasks.

**Nominations**
Nominations sent forward by units to the College must include the materials listed below. *Please note that each of the fillable forms available through the provided links often cannot be opened in a browser window; nominees who encounter problems opening them should be informed that they need to download and save them first in order to fill them out. They should also be advised to print the required forms when completed in order to submit them in hard copy.* Packets must include the following:

1. **Student’s Bilinski Fellowship Application Cover Sheet** with the student’s full name, contact information, program information, dissertation abstract, student’s and graduate director’s signatures. By signing this form, the director of graduate studies certifies that the applicant has advanced to candidacy, passed all comprehensive exams, and successfully defended a dissertation proposal prior to the application deadline. This form is available online at [http://artsandsciences.sc.edu/bilinski-fellowship-application](http://artsandsciences.sc.edu/bilinski-fellowship-application)

2. **Student’s Fellowship Financial Disclosure Form**, available for downloading online at [http://artsandsciences.sc.edu/sites/default/files/attachments/Bilinski%20Financial%20Disclosure%20Form.pdf](http://artsandsciences.sc.edu/sites/default/files/attachments/Bilinski%20Financial%20Disclosure%20Form.pdf)

3. **Student’s statement of professional goals** (maximum one page, double spaced.)

4. **Student’s proposal** describing the dissertation that includes the following sections: proposal narrative (2-3 pages, double spaced) and a timetable for completion (maximum one page, double spaced.)

5. **Student’s curriculum vitae** containing information on previous education, teaching and research experience, professional publications, and awards or honors.

6. **Letter of recommendation** from the student’s dissertation director addressing the significance of the dissertation topic and the nominee’s ability to complete the dissertation in the time period allowed by the fellowship.

7. **Bilinski Fellow’s Agreement on Use of Fellowship Funds** signed by the student. This form is available online at [http://artsandsciences.sc.edu/sites/default/files/attachments/Bilinski%20Fellows%20Agreement%20On%20Use%20of%20Funds%20form_2017-18%5B1%5D.pdf](http://artsandsciences.sc.edu/sites/default/files/attachments/Bilinski%20Fellows%20Agreement%20On%20Use%20of%20Funds%20form_2017-18%5B1%5D.pdf)

8. All nominees selected by units to move forward to the Office of the Dean must complete an online **Free Application for Federal Student Aid (FAFSA)** filed no later than March 14, 2017.
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Please be sure that each nomination packet is prepared separately. If there are multiple nominations, a separate letter ranking the nominations and justifying the ranking must be submitted in addition to the individual nomination packets.

Nominations must be received by the College Office by Friday, April 7, 2017. Please submit nomination packets in both paper and electronic form. Six (6) paper copies of the nomination packet should be delivered to Cheri Shinn at Petigru 315 by the deadline and electronic copies (pdf, labeled with degree program, student’s last name, student’s first name) e-mailed to Cheri Shinn at shinncc@mailbox.sc.edu.

We look forward to receiving nominations. If you have questions, please feel free to contact Cynthia Davis, Associate Dean for Arts, Humanities, and Social Sciences at cndavis@mailbox.sc.edu, or Derlene Lowder, Assistant Dean for Administration, Faculty Data, and Research at lowderd@mailbox.sc.edu.

Attachment

c:
Dr. Cheryl Addy, Vice Provost and Dean of Graduate Studies
Roger Sawyer, Executive Associate Dean
Bob Thunell, Senior Associate Dean for Natural Sciences
Cynthia Davis, Associate Dean for Arts, Humanities, and Social Sciences
Hanno Zur Loye, Associate Dean for Research and Graduate Education
Alan White, Associate Dean Undergraduate STEM Education
Douglas Meade, Associate Dean for Instruction, Curriculum, and Assessment
Derlene Lowder, Assistant Dean for Administration, Faculty Data and Research
TIMELINE
Russell J. and Dorothy S. Bilinski Fellowships

November 18, 2016
- Dean Ford issues call for nominations.

December 2016
- Units establish process for Stage 1 of the evaluation process.

January 2017
- Units solicit nominees internally.

February 2017
- Units work with nominees, dissertation directors, and directors of graduate studies to assemble nomination packets.
- Units evaluate nominations according to established process.

March 3, 2017
- Unit nomination process should be completed. Units select no more than 8 nominations from each doctoral program to forward to the College level.
- Units notify nominees whose packets will move forward to the College level and instruct them to complete the FAFSA.

March 14, 2017
- Students whose nominations will be forwarded to the College level complete the FAFSA.

March-early April, 2017
- In the case of multiple nominations, department chair or program director writes a separate letter ranking the nominees and explaining the rationale informing that ranking.
- Units ensure that nomination packets are complete.

April 7, 2017
- Units submit nomination packets to the College office. Six (6) paper copies of the nomination packet should be delivered to Petigru 315 and electronic copies (pdf, labeled with degree program, student's last name, student's first name) should be e-mailed to Cheri Shinn at shinnc@mailbox.sc.edu
- In cases of multiple nominations, units submit letter explaining ranking of nominations.

May 5, 2017
- College notifies nominees and units of results.