

UTD Doctoral Scholarship Application for Collin Staff and Administrators



A limited number of scholarships (up to four) are available each year within the UTD Doctoral Scholarship Program for full-time Collin College staff and administrators. Full-time faculty are given priority.

ELIGIBILITY AND APPOINTMENT PROCESS:

Collin College full-time staff and administrators currently holding the Master's degree are eligible to apply for the UTD Doctoral Scholarship for Collin Staff and Administrators. Applicants must have a minimum of one year regular full-time service with the college and be in good standing with no documented disciplinary actions filed with Human Resources during the period of one year prior to applying for this scholarship. Acceptance into an UTD doctoral program in administration, an academic field of study taught at Collin College or another Collin College job-related field is also required.

All applicants for UTD Scholarships are evaluated using the following criteria: length of service with Collin College, grade point average in most recent degree program, reason for wanting to obtain a doctoral degree, applicability of the proposed doctoral degree to current position, engagement at Collin, and service to Collin beyond the scope of the current position.

Scholarship applications are reviewed by a selection committee consisting of members of the Leadership Team.

RESPONSIBILITIES:

To participate in the University of Texas at Dallas Doctoral Partnership program for Collin Staff and Administrators, employees are required to sign an Employment Training Agreement. By signing this agreement, the employee agrees that if he/she voluntarily leaves full-time employment within the period of the agreement, the employee will fund a \$2,000 annual scholarship to the Collin County Community College District Foundation, Inc. The supervisor is responsible for ensuring the Employment Training Agreement is signed by the employee and submitted to the Human Resources Office within two weeks of the employee being approved for the scholarship.

Scholarship recipients must re-apply every year for the scholarship, noting progress made towards degree during the previous year. Progress is defined as generally completing three courses per academic year (September through August). A maximum of five years can be granted toward completion of the doctoral degree through this scholarship program.

To be considered for the scholarship renewal, the candidate must fill out the reapplication section of the application form in accordance with the applicable time line and submit the form along with a copy of the most recent transcript to Sheri Eadie, Director of Human Resources/Professional Development in Human Resources. The remaining steps in the application process will be conducted, beginning with a review by the Selection Committee.

Process:

Action	Spring & Summer Scholarship Start Time Lines	Fall Scholarship Start Time Lines
Applicants apply to UTD. Upon acceptance, complete the UTD Doctoral Scholarship Application for Collin Staff and Administrators, and submit the form to Sheri Eadie, Director of Human Resources/Professional Development in Human Resources.. <i>NOTE: The Student ID number from UTD must be on the application form</i>	September 1	May 29
The Leadership Team selection committee reviews the applications and submits a recommendation to the District President.	October 1	June 15
Applicants approved by the District President will be notified by Sheri Eadie; approved applicants must sign the UTD Doctoral Partnership Program Employment Training Agreement.	November 1	July 1
The Executive Vice President will send a letter to UTD confirming the UTD Doctoral Partnership Scholarship recipients for the year. A copy is also sent to the scholarship recipients and the office of Professional Development in Human Resources.	December 1	July 31

BENEFITS AND APPLICABILITY OF DOCTORAL DEGREE:

Please attach a brief narrative describing why you are pursuing a doctoral degree and how a doctoral degree will benefit your performance and contributions with Collin College.

Signature of Applicant _____
Date

I support this application for a UTD Doctoral Scholarship.

Signature of Leadership Team Member _____
Date

Reviewed by Leadership Team on _____ **Approved [] Not Approved []**

Signature of Executive Vice President _____
Date

Signature of District President _____
Date



EMPLOYMENT TRAINING AGREEMENT
UTD DOCTORAL PARTNERSHIP PROGRAM

This Agreement to provide Employment Training (the "Agreement") is entered into by and between Collin County Community College District (the "District") and _____, an employee of the District (the "Employee"). This Agreement is separate and distinct from any employment contract entered into by the Employee and the District. The Training is an additional benefit provided by the District that is not guaranteed by the employment contract.

In consideration of the District providing the Employee the opportunity to participate in the UTD Doctoral Partnership (employment training) program from _____, 20__ to _____, 20__ (the "Training"), the Employee agrees that in the event he/she leaves the employment of the District voluntarily within three hundred ninety-six (396) work days [eighteen (18) months] of the completion of any part of the Training ("Required Work Period"), the Employee agrees to fund a \$2,000 annual scholarship to the Collin County Community College District Foundation, Inc. as the "Scholarship."

The Employee agrees that the District may deduct the "Scholarship" from the Employee's last pay check. In the event that the amount of the Employee's last pay check is insufficient to fund the "Scholarship," Employee agrees that the difference shall be paid to the District within 30 days of written notice that Employee's last pay check was insufficient to fund the "Scholarship." The Employee further agrees that his/her failure to pay the "Scholarship" amount in the time specified in this Agreement, provides the District the right to pursue any and all remedies available to it under law.

The validity, nature, obligation and effect and the interpretation of this Agreement, or any of the terms and conditions hereof, and any and all questions arising hereunder or in connection herewith, shall be governed by the laws of the State of Texas.

This Agreement shall be performable in Collin County, Texas.

This Agreement constitutes the entire agreement of the parties regarding reimbursement for employment training. No other agreements, oral or written, pertaining to the performance under this Agreement exists between the parties. This Agreement can be modified only by an agreement in writing, signed by both parties.

SIGNED this _____ day of _____, 20__.

By:

Employee Signature

Name Printed: _____

Title: _____

Vice President, Human Resources Signature

Name Printed: _____

Date: _____