

UTD DOCTORAL SCHOLARSHIPS FOR COLLIN ADMINISTRATORS



Ten scholarships are available each year within the UTD Doctoral Partnership Program for full-time Collin College faculty, staff, and administrators. All eligible full-time employees are encouraged to apply.

ELIGIBILITY AND APPOINTMENT PROCESS:

Collin College's full-time administrative staff members who currently serve on the Leadership Team, Leadership Team members' direct reports who serve in senior administrative roles, vice presidents, vice president/provosts, associate vice presidents, associate provosts, deans, and associate deans are eligible to apply for the UTD Doctoral Scholarship for Collin Administrators. Applicants must have a minimum of one year of regular (not temporary) 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 a UTD doctoral program in administration, an academic field of study, or another job-related field is 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 (where applicable) and/or members of the Leadership Team. Priority will be given to full-time faculty.

RESPONSIBILITIES:

To participate in the University of Texas at Dallas Doctoral Partnership program for Collin Faculty, Administrators, and Staff, 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 one-time \$2,000 scholarship to the Collin College Foundation. The supervisor is responsible for ensuring the Employment Training Agreement is signed by the employee and submitted to Human Resources within two weeks of the employee being approved for the scholarship.

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

To be considered for the scholarship renewal, the administrator must fill out the reapplication section of the application form in accordance with the applicable timeline and submit the form along with a copy of the most recent transcript to the Employee Success and Talent Development Team in Human Resources. The remaining steps in the application process will be

conducted, beginning with a review by the selection committee (where applicable) and/or Leadership Team members.

APPLICATION:

- The administrator applies to UTD and meets all the admissions requirements and application deadlines.
- Once admitted, the administrator submits the UTD Doctoral Partnership Scholarship Application for Collin Administrators to the Employee Success and Talent Development Team in Human Resources.

Action	Spring & Summer Scholarship Start Timelines	Fall Scholarship Start Timelines
Applicants apply to UTD, complete the UTD doctoral scholarship application, and obtain a signature from the appropriate supervisor on the Leadership Team. In addition to the signed application, applicants must provide transcripts of doctoral work completed to date (if applicable) or final transcripts awarding master's degrees, two letters of recommendation (one must be from current supervisor), and a brief essay including information about the doctoral program and prior academic accomplishments. The application and supporting documents must be submitted to the HR Employee Success and Talent Development Team. <i>NOTE: The Student ID number from UTD must be on the application form.</i>	September 1	May 29
The selection committee (where applicable) and/or Leadership Team members review applications and submit recommendations to the District President.	October 1	June 15
Applicants approved by the District President will be notified by the Executive Vice President/Senior Vice President, Campus Operations; approved applicants must sign the UTD Doctoral Partnership Program Employment Training Agreement.	November 1	July 1
The Executive Vice President/Senior Vice President, Campus Operations 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 Employee Success and Talent Development Team in Human Resources.	December 1	July 31

[illegible]

COMPLETE THIS SECTION IF YOU HAVE PREVIOUSLY RECEIVED THIS SCHOLARSHIP AND ARE APPLYING FOR A SUBSEQUENT YEAR

RE-APPLICATION:

☐ Year 2

☐ Year 3

☐ Year 4

☐ Year 5

Number of hours completed toward doctoral degree: _____

GPA: _____

Complete the chart to show courses taken. Attach current transcript and submit for approval.

[illegible]

If you have dropped a course, please provide an explanation.

[illegible]

SERVICE AND INVOLVEMENT:

List your service to and involvement in the campus community that goes above and beyond the scope of your current position:

[illegible]

BENEFITS AND APPLICABILITY OF DOCTORAL DEGREE:

Please attach a brief narrative describing why you are pursuing a doctoral degree, the applicability of the doctoral program course content to your current position, and how a doctoral degree will benefit your administrative performance at Collin.

Signature of Applicant

Date

I support this application for a UTD Doctoral Scholarship.

Signature of Leadership Team Member (direct supervisor)

Date

Signature of Selection Committee Representative and/or Leadership Team Representative

Date

Signature of Executive Vice President/Senior Vice President Campus Operations

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 one-time \$2,000 scholarship to the Collin County Community College District Foundation, Inc. as the "Repayment Amount."

The Employee agrees that the District may deduct the Repayment Amount from the Employee's last pay check. In the event that the amount of the Employee's last pay check is insufficient to satisfy the Repayment Amount, 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 satisfy the Repayment Amount. The Employee further agrees that his/her failure to pay the Repayment Amount in the time specified in this Agreement provides to 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: _____

Chief Human Resources Officer Signature

Name Printed: _____

Date: _____