# UTD DOCTORAL SCHOLARSHIPS FOR COLLIN ADMINISTRATORS



Two scholarships are available each year within the UTD Doctoral Partnership Program for fulltime Collin College administrators.

# ELIGIBILITY AND APPOINTMENT PROCESS:

Collin College full-time administrative staff members who currently serve on the Leadership Team or as one of their direct reports who serve in a senior administrative role are eligible to apply for the UTD Doctoral Scholarship for Collin 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, or another 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 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 administrator 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 in the Professional Development Office. The remaining steps in the application process will be conducted, beginning with a review by the Selection Committee.

#### **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 Sheri Eadie in the office of Professional Development

Action	Spring & Summer Scholarship Start Time Lines	Fall Scholarship Start Time Lines
Applicants apply to UTD, complete the UTD Doctoral Scholarship Application for Collin Administrators, and submit the form to Sheri Eadie in the office of Professional Development NOTE: The Student ID number from UTD must be on the application form	September 1	May 29
The 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 Senior 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.	December 1	July 31

# UTD Doctoral Scholarship Application for Collin Administrators



NOTE: Applicants MUST meet eligibility criteria upon application.

Please return this application form with a copy of your most recent transcript to Sheri Eadie in the Professional Development Office by **September 1 for Spring/Summer and by May 29 for Fall**.

TODAY'S DATE:		
NAME OF APPLICANT:		
UTD STUDENT ID NUMBER:		
DATE HIRED FULL-TIME AT COLLIN COLLEGE:		
JOB TITLE:		
DISCIPLINE OF DOCTORAL PROGRAM:		
DEPARTMENT:	CAMPUS:	

### ELIGIBILITY – check all that apply

- Employed by Collin College as a Vice President, Vice President/Provost, Associate Vice President or Dean (including Associate Dean)
- A minimum of one (1) year of regular, full-time service
- In good standing with no documented disciplinary action filed one (1) year prior to scholarship application
- Acceptance into a UTD doctoral program in administration, an academic field of study, or other job-related field

#### ACADEMIC PLAN AND PROGRESS:

List your academic plan for completing required doctoral coursework (to a maximum of five years):

DATES	SEMESTER	COURSES (number/title) TO BE TAKEN

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

#### **RE-APPLICATION:**

	Year	2
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Year 3

Year 4

Year 5

Number of hours completed towards doctoral degree: \_\_\_\_\_

GPA: \_\_\_\_\_

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

Semester	Course Taken	Grade

## If you have dropped a course, explain your reasons.

#### SERVICE AND INVOLVEMENT:

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

Service or Involvement	Length of Time

### 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	Date
Signature of Selection Committee Representative	Date
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 "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 Signat	ure				
Name Printed:			Title:	 	-
Vice President, H	uman Resources Sig	nature			
Name Printed:			Date:	 	-