UTD Doctoral Scholarship Application for Collin Staff and Administrators



A limited number of scholarships are available each year within the UTD Doctoral Partnership Program for full-time Collin College staff and administrators.

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</i> <i>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



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NOTE: Applicants MUST meet eligibility criteria upon application.

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

Application Date:	Collin Job Title:	
Name:	Collin Office/Campus:	
Collin Supervisor:	Collin Full-time Hire Date:	
Collin CWID:	Anticipated Doctoral Completion Date:	
UTD Student ID:	Discipline of UTD Doctoral Program:	

ELIGIBILITY - check all that apply

Employed by Collin College as a full-time staff member or an administrator.

A minimum of one (1) year of regular, full-time service with Collin College.

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 taught at Collin College or other Collin College 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

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 applicatio	n for a UTD Doctoral S	Scholarship.		
Signature of Leadership	Team Member		Date	
Reviewed by Leadershi	p Team on	<i>F</i>	Approved [] Not A	Approved []
Signature of Executive \	/ice President		Date	
Signature of District Pre	esident		Date	
	ETE THIS SECTION IF YO			
RE-APPLICATION:	Year 3	Year 4	Year 5	;
Number of hours comp				PA:
Complete the chart to	show courses taken. A		ript and submit for	
Semester		Course Taken		Grade

Semester	Course Taken	Grade

If you have dropped a course, explain your reasons.

COLLIN COLLEGE SERVICE AND INVOLVEMENT:

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

Collin College Service and Involvement	Length of Time

Renewal Approved:	Leadership Team Member	Date
Renewal Approved:	Executive Vice 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 thisday of	, 20	
Ву:		
Employee Signature		
Name Printed:	Title:	
Vice President, Human Resources Signatu	re	
Name Printed:	Date:	