

1 **GEORGIA STATE UNIVERSITY FOUNDATION, INC.**

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3 Procedure number/name: 2.5c University Level Scholarship Committees

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5 Issuing date: 12/4/2009 Effective date: 12/4/2009

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7 Related policy number/name: 2.5 Gift Acceptance Policy, Title V, Restrictions on

8 Gifts

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10 Procedures Approved by: Vice president for development/president of the

11 foundation

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13 **I. Introduction**

14 Several foundation scholarships are awarded at the university level as their

15 criteria are not limited to particular academic units or disciplines. Many of these

16 scholarships reference scholarship award committees in their governing

17 documents (memoranda of agreement, endowment agreements, etc.). To

18 facilitate compliance with donor intent, it has been determined that university

19 scholarship committees shall be appointed annually according to the terms of

20 this procedure. This procedure also institutionalizes the work of the committees

21 and facilitates the flow of information back to the foundation so that awards may

22 be efficiently processed.

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24 Note: This is a foundation procedure and does not apply to

25 scholarships which awarded from funds provided by entities

26 other than the Georgia State University Foundation.

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28 **II. Revision history**

29 Original procedural statement.

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31 **III. Definitions**

32 Honors scholarships. This group of scholarships includes Presidential Scholars,

33 Berner Scholars, Goizueta Scholars, the Rice Scholarship in Support of

34 Gerontology and other foundation scholarships designated by the president of

35 the foundation (e.g., foundation scholarships included in the University

36 Academic Merit Scholarships program). This committee may also award non-

37 GSU Foundation scholarships (Netzel, for examples).

38

39 Keep Hope Alive program (KHA). A group of foundation scholarships

40 designated by the president of the foundation or his or her designee for assisting

41 students dropped from the HOPE scholarship program but have shown that
42 have the potential to return to HOPE Scholar status.

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44 **IV. Persons affected**

45 University staff in the Development Division (Donor Relations in particular) and
46 Undergraduate Studies (the Honors Program, Student Affairs and Student
47 Retention in particular).

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49 **V. Roles and responsibilities**

50 Associate provost, academic programs/chief enrollment officer. The associate
51 provost appoints committee members, chairs and staff support persons as
52 defined in this procedure.

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54 Vice president for student affairs. The vice president appoints committee
55 members, chairs and staff support persons as defined in this procedure.

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57 University scholarship coordinator. The coordinator provides overall
58 coordination to university level scholarships. The coordinator provides staff
59 support to the universitywide scholarship committee. The coordinator shall
60 notify the associate provost, academic programs/chief enrollment officer and the
61 vice president for student affairs, normally during the Summer term, that it is
62 time to appoint committees. The coordinator shall provide staff support for the
63 committee appointment and acceptance process. The coordinator shall serve as
64 a resource on the foundation scholarship award process and donor intent as
65 expressed in foundation documents. In consultation with other staff members,
66 the coordinator shall annually review this procedure and make
67 recommendations for changes, if any, to the president of the foundation.

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69 **VI. Procedures**

70 A. Committees. Three university level scholarship committees will be
71 appointed annually. The committees are:

- 72 1. Honors scholarship committee
- 73 2. Keep Hope Alive scholarship committee
- 74 3. Universitywide scholarship committee

75 B. Purview of committees.

- 76 1. Honors scholarship committee – honor scholarships.
- 77 2. Keep Hope Alive scholarship committee – Keep Hope Alive
78 program

79 C. Universitywide scholarship committee. Purview excludes honors
80 scholarships and the Keep Hope Alive program. Purview includes all other

81 foundation universitywide scholarships, the Mu Rho Sigma Sorority Scholarship,
82 the Nell Trotter Endowed Scholarship and other foundation scholarships
83 designated by the president of the foundation. Other units of the university may
84 grant award authority to the committee – the Library, for example.

85 D. Appointments. The associate provost, academic affairs/chief enrollment
86 officer shall appoint the Honors scholarships and Keep Hope Alive scholarship
87 committees. The associate provost, academic affairs/chief enrollment officer and
88 the vice president for student affairs shall jointly appoint the universitywide
89 scholarship committee. Committee members shall be notified of their
90 appointments in writing. If agreeing to serve, committee members shall give
91 their acceptances in writing. E-mail is deemed written communication.

92 E. Composition. Each committee shall be composed an odd number of
93 members but no less than three members.

94 F. Terms. Each committee member shall have a term of one academic year
95 and may be reappointed.

96 G. Chairs. Normally the appointing authorities shall designate the chairs of
97 committees.

98 H. Staffing. The associate provost, academic affairs/chief enrollment officer
99 shall designate the staff support person for the honors scholarship and Keep
100 Hope Alive scholarship committees. The university scholarship coordinator
101 shall provide support for the university scholarship committee. Normally, staff
102 support persons shall have no vote in committee proceedings.

103 I. Expectations. Committees shall work collegially in the spirit of university
104 service. Members shall act impartially and comport themselves according to the
105 university code of conduct. Awards shall be made in accordance with donor
106 intentions as documented by memoranda of agreement, endowment agreements
107 or descriptions or similar documents.

108 J. Information. Each committee member shall annually receive a copy of
109 this procedure. Upon request, committee members shall be provided copies of
110 documents governing the award of specific scholarship funds.

112 **HELP**

113
114 **People to contact**

115 Position Title	Campus Location	Phone Number	Email Address
116 University scholarship coordinator	224 Sparks	3-2059	tracyemoore1@gsu.edu
117 Director, donor relations	549 One Park Place	3-3424	kretors@gsu.edu
118 Associate vice president for development (Development Resources)	742 One Park Place	3-3413	davidbrown.gsu.edu

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122 **Additional information and resources**

123 Scholarship section of university web site

124 Foundation Gift Acceptance Policy, Title V, Restrictions on Gifts – see foundation

125 web site.