

Thomas F. Burks Scholarship for Academic Merit Guidelines and Process

Dr. Thomas F. Burks was an outstanding researcher, an inspirational teacher, an academic leader and a friend to faculty and students. Establishing a student scholarship in his name is a lasting tribute to his memory and to what he valued in life. To these ends, the Interfaculty Council would like to recommend that the scholarship be awarded to a student based on academic achievement and be known as the "Thomas F. Burks Scholarship for Academic Merit".

The following general guidelines and process are proposed for selection of a student recipient.

Guidelines

- Eligible Nominees:** Full-time students able to demonstrate academic achievement at The University of Texas Health Science Center at Houston (UTHSC-H), having completed one or more semesters at UTHSC-H
- Amount of Award:** \$1,500 (minimum)
- Receipt of Award:** Monetary award to be made in December (so that it can be factored into financial aid calculations)
- Nomination:** Faculty will send their nominations to the Executive Vice President for Academic Affairs.

Process

Scholarship Selection Committee

- A UTHSC-H Scholarship Selection Committee will be established with one Interfaculty Council (IFC) faculty representative from each of the schools and three Student InterCouncil representatives for a total of nine (9) members.
- The Scholarship Selection Committee will be staffed by the Office of Academic Affairs.
- The Committee will elect the chair.

Criteria

To be eligible for consideration for this scholarship, applicants must meet the following criteria:

- Be a Texas resident, for tuition purposes
- Be in good academic standing
- Be able to demonstrate excellence by (1) academic achievement at UTHSC-H, having completed one or more semesters at UTHSC-H; (2) support of the mission of education within the applicant's school and UTHSC-H; and (3) support of the mission of research within the applicant's school and UTHSC-H.

Nominee Application

- Students who are nominated by the faculty to be considered for the award will be notified by the Academic Affairs Office of their nomination and asked to complete: (1) an application, (2) a one-page essay justifying why they are deserving of the award, and (3) other letter(s) of support from faculty, postgraduate trainees, and/or student peers (optional).

Time Frame

DATE (APPROXIMATE)	ACTION
October 1	Office of Academic Affairs solicits student nominations from faculty in the schools.
October 20	Nominations due to the Executive Vice President for Academic Affairs.
October 25	Academic Affairs Office will verify "good standing" of nominee.
November 1	Academic Affairs Office notifies students that they have been nominated and sends them an application and information about the award and about Dr. Burks' accomplishments.
November 15	Nominees submit application and essay to Academic Affairs Office.
December 10	UTHSC-H Selection Committee meets, reviews nominations, and determines recipient.
December 15	Recipient notified of award (and Student Financial Aid, if appropriate).
*	Recipient recognized by students and faculty at a special reception, graduation ceremony, or other appropriate event.

- * A formal means of recognition is recommended in order to honor the recipient and acknowledge the significance of the scholarship and its meaning to the Burks' family and to those who contributed to the scholarship fund. (An article about the scholarship recipient also could be written for *Distinctions* to acknowledge the scholarship and its recipient to those outside of the UT-Houston community.)