

## 2020 ALBERT C. YATES FELLOWSHIP PROGRAM

### APPLICATION INSTRUCTIONS AND OFFER PROCESS

1. The department/graduate program identifies eligible applicants.
  - a. Students must represent ethnicities underrepresented within the graduate program. Departments/graduate programs must provide documentation for the underrepresentation of each student's ethnicity within the degree program.
  - b. Departments may nominate no more than **three (3)** students in total throughout the annual application cycle.
  - c. Students who are currently in a UC graduate program or have already received a UC graduate degree are **not** eligible for the Yates. Students who have earned an undergraduate degree from UC are still eligible. Students who are admitted or will be admitted by the graduate program as first-year students for Fall Semester 2020 (taking at least 12 graduate credits) are eligible.
2. The application is only available via **Slate, the graduate admissions system**. **Faculty/staff must already have access to Slate** in order to access the Yates application form. To access the application:
  - a. In Slate, go to "Queries" (the line graph icon , second from the left of the Slate logo). Click on "Include shared queries" and go to the shared "Yates" folder.
  - b. Run the shared query "Yates Application." The query identifies applicants in your program who are U.S. citizens/permanent residents. **It does NOT filter by applicants' race or ethnicity.** *You* will have to determine which of these applicants fulfill all of the eligibility requirements for the Yates.
  - c. Find the student you wish to nominate. In that row, click on the URL in the "Link" column. This will take you to the Yates application form for that student.
3. Complete the Yates application form. Most of the material may be prepared beforehand. **The application requires the following information:**
  - a. Select student's representation as a member of an underrepresented minority group.
  - b. Ranking *if* the department plans to nominate multiple students.
  - c. Short rationale for the ranking. (Text Box)
  - d. Rationale that persons of the student's ethnicity/race are **seriously underrepresented**—underrepresented in terms of population of minority group within program as compared to population of minority group within U.S.—***within the graduate program***. (Text Box)
  - e. Description of the program's record of graduating underrepresented students from the program. (Text Box)
  - f. ***New requirement:*** Affirm that the graduate program will support the Yates Fellow's participation in **Yates programming**. (Check Box)
  - g. The program's allocation plan for funding the candidate using both the Yates fellowship

- funds and program/departmental/other funds. (File Upload)
- Plan must account for **full sum** of Yates stipend funds (\$20,000 for master's students/\$25,000 for doctoral students). The Yates provides 2 years of tuition scholarship for master's students, and 4 years for doctoral students.
  - Plan must include **summer funding** for the student for the number of years required by the Yates Fellowship Program. For doctoral students, at least 3 summers must be funded. For master's students, two summers must be funded, unless the student graduates prior to the second summer, in which case, only one funded summer is required. Programs that provide 12-month stipends must **explicitly** state this to satisfy the summer funding requirement.
  - Plan must include **program director's signature**. For **all CCM programs**, the plan must be signed by John Martin, assistant dean.
- h. If program plans to offer a GA position, they must affirm that the program will support the Yates candidate with at least the same level of funding as other graduate assistants with equal responsibility in the program for all years as long as the student is attending full-time (12 credit hours/term) and making satisfactory progress towards his or her degree. (Check Box)
- i. A thorough plan for academic and mentoring support of the candidate, including a timeline until graduation. (File Upload)
- **New requirement:** At least one faculty member must be identified in the plan as an initial "Yates mentor" to support and guide the student as they enter the program. **Plan must include signature(s) for any identified faculty mentor(s)**. Signatures for staff or peer mentors are recommended, but not required.
  - The Graduate School recommends the University of Nebraska-Lincoln's [Graduate Mentoring Guidebook](#) as an excellent resource for developing a mentoring plan. Should the student be awarded a Yates fellowship, this mentorship plan will be included in the student's Yates offer letter.
- j. For students who apply via a CAS: a file upload button will appear on the Yates application form to allow programs to upload the CAS application for the selection committee members' review. Only the Yates selection committee members will be able to view these documents.
- k. Optional: additional materials to support the student's Yates application, such as a portfolio submitted through a non-Slate system (File Upload). Note: Do **not** upload any materials from the Slate admission application; the selection committee will be able to view all Slate application materials.
4. **Incomplete or late nominations will not be considered.** Application packets are due by:
- a. Wednesday, **February 5**, 2020 to be considered in the first application pool.
  - b. Thursday, **March 5**, 2020 to be considered in the second application pool.
  - c. Monday, **April 6**, 2020 to be considered in the third application pool.
5. Recipients will be selected by a faculty committee appointed by the associate dean and the dean of the Graduate School. The selection committee will evaluate application packets on the following criteria:
- a. Student's potential for academic achievement.
  - b. Student's application packet, including (but not limited to) grades, test scores,

- recommendation letters and written statement.
- c. Student's status as a U.S. citizen or permanent resident.
  - d. Rationale provided by the program of underrepresentation of student's ethnicity *within the program*.
  - e. Strength of the program's recommendation.
  - f. Strength of the program's plan for academic and mentoring support of the student.
  - g. Strength of the program's financial plan for recruiting and retaining the student.
6. Programs will be notified of the selections.
- a. The Yates Fellowship may also be used as part of the initial admission offer as a means to recruit the student, but the Graduate School advises making an early admission while letting the applicant know that they are being considered for a prestigious award.
  - b. For the students who are not selected for a Yates in the first and second rounds, programs are encouraged to **revise and resubmit** the application. Whenever possible, the Graduate School will share the selection committee members' comments regarding the program's contribution to the application (ex., allocation plan, mentoring plan).
7. If their student is selected for a Yates Fellowship, the program **must** work with the Graduate School on constructing the award offer letter.
- a. The Graduate School prepares the stipend award letter as well as a program welcome letter that outlines a specific timetable for the disbursement of funds over the student's residency, beginning with matriculation. The letter will include the mentoring plan, as provided by the program in the Yates application, and will stipulate that the student will be required to attend monthly meetings with their fellow first year Yates Fellows (class schedule permitting).
  - b. **The program is responsible for writing and issuing the tuition scholarship letter.** The Graduate School allocates an additional GAS slot for each eligible Yates fellow to his/her home college/program. It is the *program's responsibility* to post the Yates fellow's tuition scholarship.
  - c. The Graduate School will send the stipend award letter and the program welcome letter to the graduate program (*not* the student). The graduate program will send these letters and the tuition scholarship letter to the student.
8. Students who do not accept the Yates fellowship by the appropriate deadline will forfeit the award.
- a. Students selected for a Yates in the first and second application round must accept by **April 15**.
  - b. Students selected for a Yates in the third application round must accept by **May 27**.