

# UC DAVIS

## OFFICE OF GRADUATE STUDIES



# UC Davis Internal Fellowship Reviewers

Info Meeting, January 24, 2019

## Today's Agenda

- Introductions
- Overview of process
- Deadlines for reviews
- Slate (application review system)
- Explanation of how to rate the applications
- Award formula
- Answer any questions

## **Process Overview**

1. Students apply and self nominate online via Slate
2. Programs rank and nominate via Slate
3. Grad Studies assigns students to reviewers
  - Stratified random sample (continuing or prospective, not both) or
  - Diversity Fellowship (continuing or prospective, not both)
4. Grad Studies will email you an excel worksheet of students to review
5. Review applications online via Slate
  - Record your ratings using the supplied excel worksheet
6. Grad Studies calculates final scores and makes offers

## Internal Fellowship Application Process

- 70 restricted endowment fellowships
  - 52 for Continuing Students
  - 18 for Prospective Students
  - Approximately 250 awards (range from \$1,500 research allowance to \$70,000 multi-year award) for an **annual \$6.5 million total**
  
- Required Application Materials
  - 2 Essays (statement of purpose & personal history statement)
  - Transcripts (Prospective students only)
  - 3 Letters of Recommendation
  - Biographical Data

# Internal Fellowships

<b>Fellowship Name</b>	<b>Eligible</b>
Cota Robles, Eugene	Prospective
Elliott, Marjorie and Charles	Prospective
Gibeling, Jeffery and Marsha	Prospective
Graduate Scholars Fellowship	Prospective
IRT Undergrad Preparation	Prospective
Jones, Fletcher	Prospective
Kraft, Herbert	Prospective
McCalla, Alex and Phyllis Int'l Grad Student Support Award	Prospective
McNair	Prospective
NIH Undergrad Preparation (RISE, NIGMS, MARC U-STAR)	Prospective
NSF Undergrad Preparation (LSAMP, UC CAMP)	Prospective
Provost's First Year Fellowship	Prospective
Schwall Medical Fellowship, Floyd and Mary	Prospective
Steindler, John F	Prospective
Vanderhoef Int'l Grad Student Fellowship	Prospective
Zolk, George and Dorothy	Prospective

<b>Fellowship Name</b>	<b>Eligible</b>
Bilinski, Russell & Dorothy Educational Foundation	Continuing
Crosby, Donald	Continuing
Dissertation Year Fellowship	Continuing
Faulkner, Richard and Kate	Continuing
Foin, Theodore and Angela	Continuing
Gibeling, Alfred H. & Marie E.	Continuing
Godoy, Loreto Memorial Fellowship	Continuing
Ellen Gold Epidemiology	Continuing
Golden International Agriculture, William G. and Kathleen	Continuing
Graduate Research Mentorship	Continuing
Hillyer, Ted and Silvia	Continuing
Jacobsen, Stanley & Werner, Emily	Continuing
Krantz, Bert and Nell	Continuing
Lee, George	Continuing
Lyons, Austin Eugene	Continuing
Mahan, Laura Perrott	Continuing
McArthur, Frank	Continuing
McKeehan, Beatrice Oberly and S. Atwood	Continuing
Richards, Lillie May	Continuing
Saxon, Leland Roy & Georgia Wood	Continuing
Schwalen, Emily	Continuing
Schwall Dissertation Year Fellowship, Floyd and Mary	Continuing
James and Rita Seiber Int'l Grad Student Fellowship	Continuing
Shoemaker, Charles and Sharon Int'l Grad Student	Continuing
Stacey, Malcolm	Continuing
Telford, Tara K.	Continuing
Tryon, Herbert	Continuing
Provost's Dissertation Year Fellowship	Continuing
UCD & Humanities Graduate Research	Continuing
UCD Dissertation Year Fellowship	Continuing
Velez, Miguel	Continuing
Walker, Frank and Carolan	Continuing
Wood, Elizabeth P.	Continuing
Wright, Jarena	Continuing

## Important Dates

Final nominations due to Graduate Studies by programs: Tuesday,  
February 05<sup>th</sup>

Your review start date: the week of February 11<sup>th</sup>

- notified via email

Review End date: **Monday, February 25<sup>th</sup>**

**If you are unable to complete the reviews by the due date,  
please let us know ASAP!**

The earlier everyone finishes, the earlier offers can be made!

Offers announced: Early March

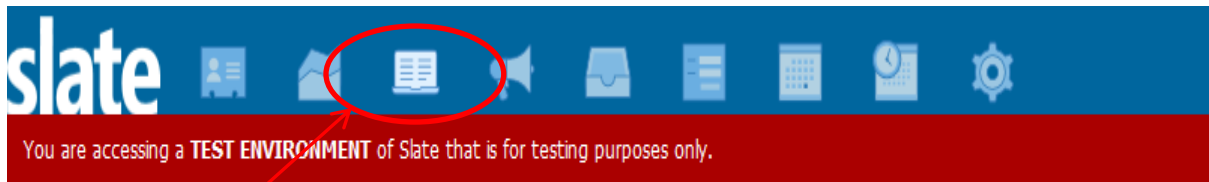
## **Slate Fellowship Review Process**

1. When your applications are ready to review, I will send you an email
  - **Please immediately reply to the email and let me know that you received the notification and that you are still able to participate in the review process.**
2. Open your excel worksheet and quickly scan the list of names you've been assigned
  - If you cannot review one or more students impartially, email me their names.
  - **The sooner you check for conflicts, the sooner I can reassign that student to an alternate reviewer**
  - Please be prepared, if another reviewer has a conflict of interest, I may need to assign you additional students to review

# Slate Fellowship Review Process

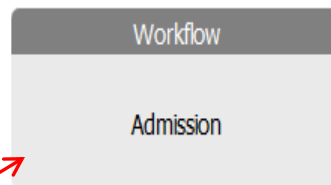
## *Accessing the Fellowship Workflow*

- Start in Slate  
(<https://apply.grad.ucdavis.edu/manage/>) and then go into Reader



Slate Reader

Click on  
Reader



This workflow is only for Prospective students and will only be visible if the faculty member has been granted "Admission Review" access.



Click on  
Fellowship  
Workflow



# Slate Fellowship Review Process

## Accessing Your Queue

- When you enter Reader, it starts on the “Home” tab (nothing displays)
- Click on the “Queue” tab to see the list of applications you’ve been assigned to review



slate		Applications (157)			
	Name	Graduate Program	Degree Objective	Citizenship Status	California Resident
Home	Abraham, Joshua P	Chemistry	Ph.D.	US	Yes
Browse	Agba, Chibuikwe Obiora ▶ Lisa Ronco	Mechanical and Aerospace Engi...	Ph.D.	US	No
Search	Agulto, Regina Lenell	Molecular, Cellular and Integrativ...	Ph.D.	US	Yes
<b>Queue</b>	Alcorn, Thomas David (Tom)	Computer Science	Ph.D.	PR	Yes
Recent	Alzagatiti, Joseph	Molecular, Cellular and Integrativ...	Ph.D.	US	Yes
Share	Andrews, Helen Marie (Ellie)	Horticulture and Agronomy	Ph.D.	US	No
Classify	Andrews, Jessica LouAnn	Chemistry	Ph.D.	US	Yes
Help	Armstrong, Madison Leigh	Population Biology	Ph.D.	US	No
Exit	Athanasopoulos, Mary Diana	Biomedical Engineering	Ph.D.	US	No

# Slate Fellowship Review Process

## Filter and Opening Applications

- Click on the name to open and review an application

The screenshot displays the Slate Fellowship Review Process interface. On the left, a sidebar contains navigation options: Home, Browse, Search, Queue, Recent, and Share. The main content area shows a table of applications with the following data:

Name	Graduate Program	Verified Graduate GPA
Creagar, Molly Sarah Driver	Applied Mathematics	
Pungitore, Sarah A	Applied Mathematics	
Xi, Xumei	Applied Mathematics	

On the right side of the interface, there is a search and filter section. A search box labeled "Search..." is circled in red, with a red arrow pointing from the name "Pungitore, Sarah A" in the table to it. Below the search box are two dropdown menus: "Evaluation - Faculty Members" and "Default". At the bottom of this section, there are buttons for "Filter", "NOT", "(", "OR", and ")", and a text input field containing "Graduate Program IN Applied Mathematics".

- Optional: use the “Search” box to filter for a specific student by name.

# Slate Fellowship Review Process

## Filter and Opening Applications

- Once an application is open, the menu on the left contains links to each section of the application. (Not all sections are used by all programs.)

471414041 Fallas TEST, Stephanie TEST 2019-20: Linguistics, Ph.D.  
2 / 2, Dashboard - GAF

**UC DAVIS**  
GRADUATE STUDIES

Name: Fallas TEST, Stephanie TEST  
Program: Linguistics  
Degree: Ph.D.  
Term: Fall Quarter 2019  
UCD ID:

**ABOUT**

First Name: <b>Stephanie TEST</b>	Address: <b>Davis</b>
Middle Name:	<b>CA</b>
Last Name: <b>Fallas TEST</b>	<b>United States</b>
Preferred First Name: <b>Stephanie TEST</b>	
Prior Name(s):	
Birthdate: <b>05/16/1980</b>	Email: <b>sfallas@ucdavis.edu</b>
Sex: <b>Female</b>	Telephone: <b>+1 530-752-3464</b>
U.S. Citizen?: <b>Yes</b>	Country of Citizenship: <b>United States</b>
U.S. Perm. Res.?:	CA Resident?: <b>Yes</b>
Other Citizenship:	

- Dashboard = a summary
- Coordinator Notes (optional)
- Application
- Statements (student essays)
- Academic History
- Transcripts
- Recommendations
- Writing Sample (optional)
- Test Scores
- Supporting Materials (optional)
- Fellowship Information

# Slate Fellowship Review Process

## Filter and Opening Applications

- When in a section that has multiple pages, use your mouse to drag the pages to the left & right or use your “page up”/”page down” keys.

The screenshot displays the Slate Fellowship Review Process interface. The top navigation bar includes the 'slate' logo, the user's name '510159048 Abraham, Joshua P', the date '2019-20: Chemistry, Ph.D.', and a search bar. The left sidebar contains a list of navigation options: Dashboard - G, Coordinator N, Application - G, Academic Hist., Transcripts - G, Recommendation, Test Scores - G, Fellowships - G, and Review Forms. The main content area is divided into three panels. The left panel, titled 'Rate and Comment Summary', shows a table with columns for Name, Rating, Rec, and Fellowship?, and a list of comments below it. The middle panel, titled 'Admission Memo', contains fields for Form User, Form Title, Form Bin, Info Bin, Form Submitted, Admission Decision, Degree, Start Term, Program Specific Comments, and Add to OS Fellowship Ranking. The right panel, titled 'Rate and Comment', contains fields for Form User, Form Title, Form Bin, Info Bin, Form Submitted, Reviewer #2, Reviewer Name, Overall Rating, Comments, Recommendation to Admission Chair, and Recommendation for Internal Grad Studies Fellowship.

Name	Rating	Rec	Fellowship?
1. Steve Anderson	10	Admit	Yes
2. Peter Best	8	Admit	Yes
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

- Double-click on a pages to increase their size.
- Right-click on pages to reduce their size.

- To exit the current application and return to the list, click the button (top left of page).

slate

# Slate Fellowship Review Process

## *Recording your ratings*

- You will receive an email with an excel worksheet attached.
- Please save the worksheet to your computer, record your rating for each student (while periodically re-saving the worksheet), and when finished email it back to me at [sjalbrecht@ucdavis.edu](mailto:sjalbrecht@ucdavis.edu)

Reviewer 1 Name	Reviewer 1 Rating	Student ID	Student Last Name	Student First Name	Major Code	Program Name	Degree	Program Rank	GPA
faculty name		123456789	Iname	fname	GABG	Animal Biology	PHD	1	4
faculty name		123456789	Iname	fname	GABG	Animal Biology	MS	8	3.25
faculty name		123456789	Iname	fname	GABG	Animal Biology	PHD	7	3.851
faculty name		123456789	Iname	fname	GANB	Animal Behavior	PHD	2	3.815
faculty name		123456789	Iname	fname	GCHE	Chemistry	PHD	7	3.905
faculty name		992283142	Iname	fname	GCHE	Chemistry	PHD	2	3.731

## How to Rate

- 1 to 4 scale in quarter-point increments
- **Try to use the entire scale for your group of applications.**

1=Highest  
1.25  
1.5  
1.75  
2  
2.25  
2.5 = Middle  
2.75  
3  
3.25  
3.5  
3.75  
4=Lowest

## How to Rate

- **Awards are a mark of honor, primarily on the basis of scholarship and promise of outstanding academic and professional contribution.**
  - Concentrate on essays (Statement of Purpose & Personal History Statement) & Letters of Reference.
    - Judge appropriately to their current career stage.
    - **Program rank already factored into the overall rating.**
  - Extent and quality of previous graduate work.
    - Transcript
  - Evidence of ability in research or other creative accomplishment.
  - Evidence of intellectual capacity.
  - Promise of productive scholarship.
  - The importance of their work/contribution to the specific field.
  - How beneficial will the award be to the student?
    - Entering (recruitment) or Continuing (reward)?

## How to Rate

- **Diversity Criteria**

- Fellowships that support campus diversity include:

- **Eugene Cota-Robles, Graduate Research Mentorship, Dissertation Year**

- Demonstrated high potential and promise, with an interest in an academic career in teaching and research.
- Individuals from cultural, linguistic, and socioeconomic backgrounds who would otherwise not adequately be represented in the graduate student and faculty populations
  - Having a physical or learning disability
  - Primary language used in the home is NOT English
  - Academic research interests focusing on cultural, societal, or educational problems as they affect educationally disadvantaged segments of society; or
  - Evidence of an intention to use the doctoral degree toward serving educationally underrepresented segments of society.



## Internal Fellowships

### Diversity Criteria

To be eligible for a fellowship that promotes diversity, applicants must **have an interest in an academic career in teaching and research, be a United States Citizen or Permanent Resident**, and meet one or more of the following criteria:

1. Demonstrate potential to bring to their academic research the perspective that comes from their understanding of the experiences of groups historically underrepresented in higher education or under-served by academic research generally.
2. Provide evidence of academic achievement while overcoming barriers such as economic, social, or educational disadvantage.

## Internal Fellowships

### Diversity Criteria

3. Demonstrate potential to contribute to higher education through the understanding of the barriers facing women, domestic minorities, students with disabilities, and members of other groups underrepresented in higher education careers, as evidenced by life experiences and educational background. Examples include, but are not limited to:

- attendance at a minority serving institution;
- ability to articulate the barriers facing women, racial minorities and other groups in fields where they are underrepresented;
- participation in higher education pipeline programs, such as Punte, MESA, Summer Research Opportunity Programs or McNair Scholars.

4. Exhibit a **record** of service to advance equitable access to higher education for women, racial minorities, and other groups in fields where they are underrepresented.

## Internal Fellowships

### Diversity Criteria

5. Exhibit a record of leadership or significant experience teaching and mentoring students from groups that have been historically underrepresented in higher education.

6. Express a commitment to research focusing on historically under-served populations and understanding issues of racial or gender inequalities. For example:

- research that addresses issues such as race, gender, diversity, and inclusion;
- research that addresses topics such as health disparities, educational access and achievement, political engagement, economic justice, social mobility, civil and human rights, and other questions of interest to historically underrepresented groups;
- artistic expression and cultural production that reflects culturally diverse communities or voices not well represented in the arts and humanities.

## How to Rate

### Descriptions of each fellowship available here:

<https://grad.ucdavis.edu/financial-support/internal-fellowships/internal-fellowships-prospective-students>

<https://grad.ucdavis.edu/financial-support/internal-fellowships/internal-fellowship-competition-current-graduate-students>

### How many awards out of how many applications

- Depends on the fellowship
- Range from
  - 1 award out of 15 applications (McNair) to
  - 1 award out of 417 applications (Elliott)

# Internal Fellowship Formula

## •Factors:

- Financial Support subcommittee Member Rating (2) = R1 and R2
- Program Rank = Prog Rank

## •Prospective student formula:

- $(R1 \text{ score} + R2 \text{ score} + 2 * \text{Program Rank Score}) / 4 = \text{Fellowship score}$

## •Continuing student formula:

- $(R1 \text{ score} + R2 \text{ score} + 2 * \text{Program Rank Score}) / 4 = \text{Fellowship score}$

Faculty reviewers are assigned to students in their same broad field (Humanities, Social Sciences, and Engineering), but not from their exact major discipline, and via stratified randomization.

## Score Scales

<b>R Rating</b>	<b>R score</b>
1	800
1.25	775
1.5	750
1.75	725
2	700
2.25	675
2.5	650
2.75	625
3	600
3.25	575
3.5	550
3.75	525
4	500

<b>Prog Rank</b>	<b>Score</b>
1	800
2	675
3	570
4	480
5	400
6	350
7	290
8	245
9	200
10	175

## Total Score

- Entering Students =  $((\text{Program Rank} \times 2) + \text{R1 rating} + \text{R2 rating}) / 4$

Prg Rank	Prg Score	R1 Rate	R1 Score	R2 Rate	R2 Score
2	1350 (2*675)	2	700	2	700

$$(1350 + 700 + 700) / 4 = 687.5$$

- Continuing Students =  $(\text{Program Rank} \times 2) + \text{R1 rating} + \text{R2 rating}) / 4$

## Miscellaneous

- If you are unable to complete the reviews by the due date, please let us know ASAP!
- Approximately 30 applications each
  - The email will specify if you have been assigned merit or diversity fellowships.
- Time commitment of  $\approx$  10 hours
- Incomplete applications (should be rare)
  - **Email us ASAP**
- Conflict of Interest
  - Honor system
  - Fair warning: You may receive additional students (to cover someone else's conflict of interest), even after you have submitted.



## Questions?

- Contact information:
  - Internal Fellowships Analyst – Ruth Lee
    - College of Agriculture & Environmental Sciences, the College of Engineering, the School of Medicine, or the School of Veterinary Medicine
    - 530-752-7484 or rlee@ucdavis.edu
  - Internal Fellowships Analyst – Heidi West
    - College of Letters & Sciences, the College of Biological Sciences, the School of Nursing, the School of Education
    - 530-754-9473 or hewest@ucdavis.edu
  - Director, Student Financial Support – Steven Albrecht
    - 530-752-8476 or sjalbrecht@ucdavis.edu
- **Thank you!**