

# **OFFICE OF THE SENIOR VICE PRESIDENT AND PROVOST**

*The University of Oklahoma*

*Norman Campus*

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## MEMORANDUM

TO: Directors and Chairs – Norman Campus  
FROM: Nancy L. Mergler, Senior Vice President and Provost  
DATE: October 12, 2009  
SUBJECT: Nominations: Ph.D. Dissertation Prizes and GTA Awards

To recognize and reward outstanding performance by graduate students, the Office of the Provost initiated two annual awards--the Ph.D. Dissertation Prize and the Graduate Teaching Assistant Award--in Spring 1990. These awards are supported by OU Associates funds.

I now seek your assistance in soliciting nominations for the 2009 Ph.D. Dissertation Prizes and Graduate Assistant Teaching Awards. For the Ph.D. Dissertation Prizes, there will be one prize in each of the following three academic areas.

1. Science and Engineering
2. Social Sciences, Education, and the Professions
3. Humanities and Fine Arts

One award in each of the following three academic areas will be given for the Graduate Teaching Assistant Awards.

1. Science and Engineering
2. Social Sciences and Humanities
3. Education, Fine Arts, and the Professions

Please notify faculty in your units about these awards and send your nominations through the appropriate dean to Assistant Dean Janis Paul of the Graduate College, by March 5, 2010. Final selection of the 2009 recipients by the designated committees is due to the Provost's Office in March so that the award winners can be recognized at ceremonies held in April.

Thank you for your assistance in recognizing our outstanding graduate students.

NLM:mrg

Attachments

cc: President David L. Boren  
Norman Campus College Deans  
Assistant Dean Janis Paul  
Graduate College Diana Beal  
Assistant to the Provost Mechelle Gibson

**2009**  
**PH.D. DISSERTATION PRIZES**

University of Oklahoma  
Norman Campus

**ELIGIBILITY:**

Any student receiving a Ph.D. degree in the 2009 calendar year (spring/summer/fall) is eligible. One prize can be given in each of the following three academic areas:

1. Science and Engineering
2. Social Sciences, Education, and the Professions
3. Humanities and Fine Arts

In each of the three areas, one prize can be given each year.

**PRIZE:**

Each prize consists of \$1,000 and an inscribed certificate. Prizes will be awarded at a public occasion where both the recipients and the departments will be honored.

**NOMINATION PROCEDURES:**

Departments with fewer than 10 doctoral degrees awarded during the calendar year of the prize can make one nomination; departments with more than 10 can nominate two. The nomination must specify one of the three academic areas. Supporting materials, such as faculty evaluations and publications in referred journals, should be included.

The Graduate Dean will appoint a Dissertation Prize Committee. This Committee will be charged with recommending to the Provost whether or not a nominated dissertation should be considered for a prize. The Committee will take into account the overall quality of the dissertation and its contribution to the discipline. Decisions of the Committee will be based on the nomination materials. Nomination materials should include:

1. At least one letter of nomination which describes the scholarly contributions and significance of the dissertation.
2. A letter of endorsement from the department chairperson or, in the case of interdisciplinary nominees, from the chair of the doctoral advisory committee.
3. An abstract of the dissertation.
4. The applicant's curriculum vitae.
5. One copy of the dissertation.

Departments are reminded that the Dissertation Prize Committee will be selected from faculty in a variety of disciplines. Nomination letters should therefore be written for the non-specialist and should clearly support both the high quality of the dissertation and its contribution to the discipline. Nomination materials (five copies of items 1 through 4 and one copy of the dissertation), are to be forwarded from each chair/director through the appropriate dean to Assistant Dean Janis Paul by March 5, 2010.

**SELECTION PROCEDURES:**

The Graduate Dean will constitute an ad hoc faculty committee. The composition of the committee will depend on the fields represented by the dissertations to be considered but will be chaired by a member of the Graduate Council. The committee shall forward the recommendations to the Provost by March 12, 2010.

**2009**  
**GRADUATE TEACHING ASSISTANT AWARDS**

University of Oklahoma  
Norman Campus

**ELIGIBILITY:** Any graduate student with teaching responsibilities is eligible, provided the student has not received this award in the last two years. The awards will be given in three academic areas:

1. Science and Engineering
2. Social Sciences, Education, and the Professions
3. Humanities and Fine Arts

One award in each of the three areas can be given each year.

**AWARD:** Each consists of \$1,000 and an inscribed certificate. Awards will be given at a public occasion where the recipients and the departments will be honored.

**NOMINATION PROCEDURES:** Each department may nominate only one candidate and the academic area must be specified in the nomination. The area should be the one best describing the course(s) taught by the GTA. The nomination package should include faculty evaluations of the Teaching Assistant, student classroom evaluations, and the Teaching Assistant's curriculum vitae. The application package may also include recommendation letters from students, a statement of the Teaching Assistant's Teaching Philosophy, samples of syllabi or class projects described by the Teaching Assistant, and any other items, which demonstrate the applicant's qualifications.

Eight copies of nomination materials are to be forwarded from each chair/director through the appropriate dean to Assistant Dean Janis Paul by March 5, 2010.

**SELECTION PROCEDURES:** An ad hoc committee consisting of three faculty members (one from each of three categories) and the student members of the Graduate Council will make the final selection. The ad hoc committee will forward its selections to the Provost by March 12, 2010.