To: Department Chairs, Graduate Directors

CC: Assistants to Chairs, Secretaries (Departments without ATCs)

Re: Jagadish Garg Doctoral Award - Nominations Due 3/26/14

Nominations are invited for the Jagadish Garg Doctoral Award in the College of Arts and Sciences. This award of $1,000 is made to a doctoral student nominated from the programs of the College of Arts and Sciences who most clearly demonstrates (i) academic excellence, (ii) strength of character, and (iii) high future aspirations. Students matriculated in any doctoral program of the College are eligible after their first year of full time study or equivalent.

Nominations may be made by any Department Chair, Graduate Director, or other member of the College of Arts and Sciences faculty. Nominations must include:

(i) a letter by the nominator (not to exceed 1,000 words);
(ii) a statement by the candidate (not to exceed 1,000 words);
(iii) the candidate’s CV
(iv) the candidate’s transcript showing progress toward the doctoral dissertation

**Academic excellence** will be demonstrated in coursework and by other scholarly, research, or creative products appropriate to the student’s field of study. **Strength of character and future aspirations** may be demonstrated by difficulties overcome, leadership roles undertaken, other notable life accomplishments, along with the scope and coherence of candidate’s future plans. **Both the nominator’s letter and the candidate’s statement must address all three criteria.**

In addition, you must include the following materials if applicable:

(v) For those graduate students who have published papers, reprints of that work should accompany nominations. If the work is in the University Library’s e-holdings, please so indicate and the Dean’s Office will retrieve it to include in the nomination. Otherwise, you must submit a reprint.

(vi) For those graduate students who have taught courses, complete SIRF reports should accompany nominations. If these reports are not accessible to the nominator, please contact Jay Oddi in the Dean’s Office to retrieve them to include in the nomination. Alternatively, contact the chair of the department of the course(s) for the reports.

The Selection Committee may solicit more information at its discretion.

Nominations must be received by Jay Oddi in the Dean’s Office by 4:30 p.m. on Wednesday, March 26th. Electronic submission is preferred. Please send materials as attachments in MSWord or PDF format to joddi@albany.edu. You may also drop-off materials in Arts & Sciences 217.

Please disseminate this information to your faculty as appropriate.

*Sent on 2/28/14*