

College of Education and Human Development
Doctoral Dissertation Fellowship Internal Review Process and Deadlines
September 13, 2018

Doctoral Dissertation Fellowship (DDF)

Purpose: To give the University's most accomplished PhD candidates an opportunity to devote full-time effort to an outstanding research project by providing time to finalize and write a dissertation during the fellowship year.

DDF nominations are due to the Graduate School by February 27, 2019.

<https://www.grad.umn.edu/funding-tuition/ddf>

College Level Procedures

The Graduate School requires all colleges to establish their own DDF nomination and review process before submitting final nominations to the Graduate School. The college level nomination and review process is important because (1) there is a limited number of nominations that a college can submit to the Graduate School and (2) this number is influenced by the strength of the college's nomination pool, measured by the rate of nominations actually receiving DDF awards. Each year, the Graduate School will calculate nomination allotments for each college based on a formula that weighs total headcount of graduate students with past yield rate of awarded DDFs within the college.

Once a nomination allotment is determined for the College of Education and Human Development (CEHD), which is usually communicated by the Graduate School in Fall, the CEHD Dean's Office will mirror this process by distributing nomination "slots" to each department. CEHD Graduate Education personnel and the Directors of Graduate Studies (DGSs) agreed in 2017-18 that distribution of nomination slots at the department level will also be determined by past yield rate of awarded DDFs.

CEHD Graduate Education personnel will send a memo and chart from Scott Lanyon to all DGSs with information about the 2019-20 DDF competition and the College's nomination allotment in the fall semester.

Department Level Procedures

After departmental slots are communicated, consideration of individual nominations primarily occurs within departments. As agreed upon by the DGSs in September 2017, department nominees will need to have passed the written and oral preliminary examinations and passed their prospectus/proposal meeting at least one week before the Graduate School DDF deadline. Additionally, nominees will need to be on track to have all program coursework completed by the end of Spring semester 2019 and be on target to graduate no later than December of 2020.

Outstanding qualified graduate students are nominated within departments, supported as they prepare materials, and their paperwork is reviewed and rank ordered within departments. Ultimately, the DGS is responsible for submitting their department nominees' paperwork directly to the Graduate School. This process is completed electronically:

<https://www.grad.umn.edu/funding-tuition-ddf-doctoral-dissertation-fellowship/nomination>

Departments have developed internal processes to solicit and review DDF proposals of graduate students and rank order them by strength of application. Departments also ensure that graduate student applicants have mentoring and support to prepare excellent applications. The CEHD Graduate Education Office also delivers an annual DDF workshop in the Fall to build awareness and encourage students to apply.

Additional College Level Processes for Special “Slot Selection” (if needed)

An additional college level selection process may be required—due to some departments giving up their nomination slots and other departments needing additional slots because of a surplus of worthy applicants. In this case, the CEHD Dean's Office will determine how unused nomination slots will be redistributed to other department applicants. Procedures and deadlines are as follows:

- By 5 p.m., December 12, 2018: Department DGSs alert the CEHD Director of Graduate Education as to whether they will or will not use all of their assigned application “slots.”
- December 13, 2018: The Director of Graduate Education will send an email to all DGSs indicating if slots were turned in to the college and how many are available.
- December 14, 2018: Departments alert the Director of Graduate Education of their desire to try to secure more slots and how many their department needs for additional excellent graduate student applicants.
- December 17, 2018: The Director of Graduate Education alerts departments as to whether a college level competition is needed or whether the number of forfeited slots

matches those extra requested slots needed across all departments. If more slots are needed than those turned in, the process is as follows:

- Before 5 p.m., January 18, 2019: DGSs from departments desiring extra slots submit student proposals and vitas (letters of support not required)
- From January 18 to January 31, 2019: A college level panel of associate deans and appointed faculty will review student proposals and vitas and rank order them from high to low
- February 1, 2019: The Director of Graduate Education alerts DGSs of the graduate student applications selected to assume the “extra slots” openings.

Note. Departments need to develop internal timelines to ensure they are prepared to communicate with CEHD about matters outlined above.