

## **Thomas F. Burks Scholarship for Academic Merit Scholarship Guidelines and Process**

Dr. Thomas F. Burks was an outstanding researcher, an inspirational teacher, an academic leader, and a friend to faculty and students. Establishing a student scholarship in his name is a lasting tribute to his memory and to what he valued in life. The Thomas F. Burks Scholarship for Academic Merit (“Burks Scholarship”) was established on the recommendation of the InterFaculty Council (IFC) at UTHealth Houston to provide scholarship support to students based on academic merit. The scholarship is to be awarded to a student who is matriculated and has established an academic record at one of the schools of UTHealth Houston.

### **Selection Guidelines:**

The Burks Scholarship will distribute scholarship funds awarded wholly to student(s) in good academic standing able to demonstrate academic achievement at UTHealth Houston, having completed one or more semesters at UTHealth Houston.

The Scholarship Committee of each school will submit two applications by December 1 of each year to the UTHealth Houston Office of the Executive Vice President for Student Affairs (OEVPSA) for final review and selection by the InterFaculty Council (IFC). An IFC Scholarship Selection Committee will choose the recipient(s) of the award. The IFC Scholarship Selection Committee comprises one IFC faculty from each school and three student representatives from the Student InterCouncil.

***THE PRIMARY GOAL, with the Dean and/or Dean’s designee discretion, is to use these available scholarship funds to award a student based on (1) academic achievement; and (2) the ability to demonstrate excellence by support of the mission of education and research within the student’s school and UTHealth Houston.***

### **IFC Selection Process:**

1. OEVPSA will notify schools regarding the availability of funds each year.
2. Schools will use an internal scholarship committee to review applicants and make recommendations of the recipients to the Dean or his/her designee.
3. The selection criteria should focus on academic merit and support of the mission of education and research within the student’s school and UTHealth Houston. The student may be enrolled full-time or part-time at their school.
4. Schools will submit no more than TWO Student Application Packets to OEVPSA for review. Application Packets are to include the following:
  - TF Burks Application Cover Sheet with Check List;
  - Recommendation Letter from the Dean;
  - One-Page Essay from the student justifying why they are deserving of the award, Essay should address 5 points, 1) academics, 2) teaching & mentoring 3) leadership experience, 4) community service, and 5) overcoming adversity;
  - Student Résumé and/or CV; and
  - The Scholarship Committee of the school will provide a summary (one-page maximum) outlining the criteria used for the selection and the school’s internal selection process.
5. OEVPSA will provide a congratulatory letter and certificate to the student recipient on behalf of the respective Dean and the InterFaculty Council.