

## **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 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.

### **Selection Guidelines:**

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

The Scholarship Committee of each school will submit two applications by December of each year to the UTHealth Vice President for Academic & Research Affairs (VPARA) office for final review and selection by the Interfaculty Council (IFC). The recipient(s) of the award will be chosen by an IFC Scholarship Selection Committee. The IFC Scholarship Selection Committee is made up of one IFC faculty from each school and three student representatives from the University 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.***

### **IFC Selection Process:**

1. The Office of the Vice President for Academic & Research Affairs (VPARA) office will notify schools regarding availability of funds each year.
2. Schools will use an internal scholarship committee for review of applicants and recommendations of recipients to the Dean or his/her designee.
3. The criteria for selection should focus on academic merit and support of the mission of education and research within the student’s school and UTHealth. The student must be enrolled full-time at their school.
4. Schools will submit no more than TWO Student Application Packets to the Office of the VPARA for review. Applications 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
  - A brief summary (One page maximum) from the Scholarship Committee of the school outlining the criteria used for the selection and the school’s internal selection process.
5. A congratulatory letter and certificate will be provided by VPARA office to the student recipient on behalf of the respective Dean and the Interfaculty Council.