

**College of Health and Human Performance  
University of Florida  
Scholarship Committee Operating Code**

**Article 1 – Objective and Purpose**

The Scholarship Committee (SC) reviews all college –wide undergraduate and graduate scholarship applications and makes recommendations to the Associate Dean for Academic Affairs and college Development Officer for final decision. The SC may be asked to also review other student awards on an as needed basis (e.g., University Scholars Program; International Affairs awards).

**Article 2 - Membership**

One faculty member from each department serves on the committee. Members of the Scholarship Committee are nominated by the Department Chair from faculty members who teach within their department and appointed by the Dean. The Associate Dean for Academic Affairs, college Development Officer, and college Alumni Affairs Director serves as ex-officio members to the Scholarship Committee.

**Article 3 – Terms of Service**

To facilitate consistency, members of the Scholarship Committee shall serve two-year terms, staggered so there are continuing members each year.

**Article 4 – Responsibilities**

Committee recommendations will be based on individual scholarship award criteria and college scholarship procedures. Members also provide input into the scholarship application and process, and are expected to attend the annual scholarship convocation.

**Article 5 – Officer and Duties**

The Chair, appointed by the Dean, is the sole officer. The chair is responsible for establishing meeting times, conducting meetings and setting the agenda based on submitted scholarship applications and input from SC members and the Associate Dean for Academic Affairs. The Chair will submit committee recommendations to the Associate Dean for Academic Affairs and college Development Officer. The Chair communicates with the Associate Dean for Academic Affairs, college Development Officer and the Dean on matters of concern related to college-wide scholarships and the process as requested by SC members.

**Article 6 – Meetings**

The SC meets at least one time during the fall and spring semesters, with increased committee work following scholarship application deadline in spring semester. Meetings may be called by any member of the SC, the Associate Dean for Academic Affairs, college Development Officer, college Alumni Affairs Director, or by the Dean for the purpose of discussing items of concern or interest. Meetings will typically take place in person. Committee members view all scholarship applications via secured electronic access limited to committee members only. When necessary, committee decisions can be made via secured electronic access limited to committee members.

**Article 7 – Amendments**

Amendments to this Operating Code may be proposed by SC members or members of the College Council. These amendments will be presented along with an appropriate rationale to the SC for review to ensure consistency with this operating code and the College Constitution. A simple majority by committee members

will be required for approval (ex-officio members do not vote). The approved amended Operating Code must be brought to and approved by College Council.

Approved: September 27, 2011