



ADMINISTRATIVE / PROFESSIONAL COUNCIL

Illinois State University

Scholarship Committee

The Scholarship Committee manages the application and awarding process for the A/P Scholarship.

Committee Chairperson Responsibilities

Chairperson Duty	Time Commitment
Review application and award process yearly, provide website updates to web liaison in May (application live) and July (selection complete)	1 hour
Create all correspondence with ISU community regarding the scholarship, communicate with web liaison to update website	30 min
Review account balances – determine available monies for awards each year.	15 min
Outline review process to committee members, send applications/documents to committee, create review matrix, schedule selection meeting	1 hour
Review applications – note strengths and weaknesses	2 hours
Host committee selection meeting	1.5 hours
Communicate with award winners, send letters/emails, provide web liaison with names/pictures, complete foundation reporting forms (twice per year)	3 hours
Check award winner status at end of fall semester, complete foundation reporting forms for spring semester	30 min

Committee Membership

Member Duty	Time Commitment
Review application process and provide feedback	30 min
Review all applications submitted and note strengths and weaknesses (once per year)	2 hours
Attend committee selection meeting	1.5 hours