MEMO TO: Deans, Department Chairs, Directors of Graduate Study, Center Directors, Cost Centers

FROM: LaVerne Gyant, Chair
Rhoten A. Smith/Underrepresented Fellowship Committee

DATE: January 21, 2015

SUBJECT: Rhoten A. Smith Assistantship Nominations for 2016-2017

This memo is to announce that nominations are now being accepted for Rhoten A. Smith Assistantships for the 2016-2017 academic year.

Named in honor of Northern Illinois University's sixth president, Rhoten A. Smith Assistantships represent a part of the institution’s commitment to increasing minority student access to graduate education. These assistantships are designed to provide financial assistance to regularly admitted minority graduate students, as well as a limited number of non-minority women graduate students in fields where they are underrepresented. Justification for requests covering underrepresented non-minority women and Asian Americans must be submitted with the nominating form and must be supported by documented data indicating underrepresented status in the specific field of study nationally and at NIU. Only students who are citizens of the United States or Permanent Residents are eligible for Rhoten A. Smith support.

The stipend levels for the Rhoten A. Smith assistantships will be consistent with the amounts paid to all other graduate assistants. The duties of Rhoten A. Smith assistants are those of all graduate assistants, typically employed in such areas as teaching, research, and/or a variety of administrative activities.

The Rhoten A. Smith assistantship program provides a cost-sharing arrangement between the Graduate School and the department or other university office employing the assistant. The assistant is given half support from Rhoten Smith program and half from the employer. Spring nomination requests need to be submitted at the same time as the fall nomination requests due to funding limitations. All decisions regarding the funding process are rendered by the Rhoten A. Smith Assistantship/Minority Fellowship Committee.

A nominating form is enclosed with this announcement. Please duplicate the form as needed. Renewal and priority nomination requests identifying the student(s) you would like to have considered for Rhoten A. Smith assistantships should be submitted (one student per form) to this office by April 18, 2016. If funds are available after the deadline, the committee will continue to accept nominations. Please contact Bonni Feltz at bfoeltz@niu.edu (753-9654) if you have any further questions.
The Rhoten A. Smith Assistantship Program (RAS)
Departmental/Cost Center Nomination Funding Form
2016-2017
Priority Deadline Date: April 18, 2016

New ______ Renewal _____

Student's Name __________________________ Student EMPLID# __________________________

Ethnicity __________________________ Gender __________ U.S. Citizen ______ Permanent Resident ______

Academic Major __________________________________________________________

Degree Pursuing: Masters ____ Doctoral ____ Other (specify) ______________

Department/Cost Center Hiring Student ____________________________________________
If different from above

Appointment Period For Which Funding Is Requested (exact dates) ____________________________

Requesting RAS Funding For Appointment Percentage:

Full Time (20 hrs/wk) ____ 3/4 Time (15 hrs/wk) ____ Half Time (10 hrs/wk) ____

Semi-Monthly Amount ___________ (total stipend amount student will receive each pay period)

Total Contract Amount (for period listed above) ____________________________

The total contract amount represents 50% funding from a department/cost center and
50% funding from the Rhoten A. Smith Assistantship fund.

Submitted By __________________________ (Chair/Graduate Director or Center Director)
(Original written signature required)

Person to be contacted about decisions or questions __________________________
Phone Number ______________ Email Address __________________________

Date submitted ______________

For Graduate School Use Only

Approved:

Yes ____ No _____ Signed ________________ Date ________________
Rhoten A. Smith Committee Chair

On Hold Pending Funding __________ Signed ________________ Date ________________

On hold Pending Further Documentation __________ Signed ________________ Date ________________

Updated January 2016