

FELLOWSHIP AWARD GUIDELINES

I. FUNDING

- A. The Fellowship Committee has funds to distribute for the summer of 2012. The money may be distributed for positions lasting the entire summer or for those lasting half of the summer:
 - i. Whole: up to \$4,000
 - ii. Half: up to \$2,000
- B. The Committee reserves the right to adjust the amount awarded.

II. SELECTION

A. Application Process

- i. Interested parties must complete and submit an application according to deadlines set forth by the Fellowship Committee. Late applications may be considered if the Committee so decides, with the tardiness of the application considered in the Selection Criteria.
- ii. The Committee will review all applications and finalists will be assigned an interview time.

B. Criterion

- i. All recipients must have secured a position with a credible organization committed to public interest work.
- ii. Applicants must be in good academic standing with the university.
- iii. In choosing among qualified applications, the Committee will take the following factors into account:
 - 1. The applicant's demonstrated commitment to public service.
 - 2. The quality and nature of the applicant's position.
 - 3. The applicant's plans for future commitment to public service.
 - 4. Whatever other factors the Committee may deem relevant.

C. Exclusions

- i. An award will not be made for unpaid clerkships with federal district, appellate, or United States Supreme Court judges or with state district, appellate, or Louisiana Supreme Court judges.
- ii. An award will not be made if an applicant is also receiving externship credit or pay.
- iii. The Fellowship Chair is not eligible for a Fellowship Award.

D. Committee Make-Up

- i. There must be at least 2 faculty members on the Selection Committee. These members must be present for selection and during the interview, should interviews be scheduled.
 - 1. Faculty members will be pulled from the Public Interest and Student Activities Committee.
 - 2. The same faculty members do not need to be present for every interview and deliberation proceeding, although there

must be 2 faculty members concurring in each recommendation.

- ii. There may be no more than 4 and no less than 2 students on the Committee. These members must be present for selection and during the interview, should interviews be scheduled.
 - 1. The Fellowship Chair must be on the Committee.
 - 2. Additional members of the Committee should consist of other PILS Executive Board members who are not themselves applying for Fellowships.
 - 3. If there are not enough PILS Executive Board Members to meet such requirements, the Fellowship Chair may choose from the general membership of PILS.
- iii. Recusal
 - 1. No student Committee Member shall participate in any deliberation or decision regarding a candidate's application if the relationship between the student and the applicant makes such participation inappropriate.
 - 2. In cases of doubt, student Committee Members should disclose their relationship to the applicant; the PILS Faculty Advisor shall decide whether Committee Membership is to be allowed after such a disclosure.

III. AWARD

- A. After the application process is complete, the Committee will make recommendations to Chancellor Weiss for approval. Notification of Fellowship Awards will be made once such approval has been secured.