Review Instructions for the 2021-2022
DR. DIONEL AVILÉS '53 AND DR. JAMES JOHNSON '67
FELLOWSHIP PROGRAM

Our faculty’s prompt and impartial ranking of these nominees’ applications is critical to our university’s efforts to attract the highest quality students to our graduate programs. Thank you for volunteering for this important task. IMPORTANT: Within 24 hours of receiving your review assignment, please take a few minutes to review your assignments to assure that you do not have a conflict of interest (COI). Chief examples of COI for this review: 1) applicant was nominated by your department; 2) nominator of student is a colleague with whom you are currently collaborating with on research; or 3) you have a personal relationship with the nominee. Nominations from within your college are typically not considered an example of a COI. If you find a COI, please contact Dr. Shannon Walton (shannon@tamu.edu, 845-3631) or Isah Veronica D. Juranek (ijuranek@tamu.edu, 845-3631) in the Graduate and Professional School immediately so that we can re-assign you to a different application.

Reviewing Nominations
You are being asked to evaluate and rate each nomination on its overall quality. This rating is based on three categories: (1) Evidence of superior academic achievement, (2) relevant experiences outside the classroom, and (3) Non-cognitive and personal attributes. For each category, you will provide a score on a scale of 1-10 (10 = highest/best) based upon well-documented information provided in the nomination materials [see rubric below for interpreting these number scores]. You are encouraged to provide comments if your score is extremely high or very low. You should consider the “total person” in your evaluation process with a focus on scholarly, professional, and personal achievement as means to encourage high-quality applicants to enroll in Texas A&M University graduate programs.

Dr. Dionel Avilés ’53 and Dr. James Johnson ’67 Fellowship Program
Reviewers will consider all aspects of the applicant’s experiences in the evaluation process with a focus on excellence and how the applicant will contribute to diversity at Texas A&M. The review elements noted below may be gauged in multiple parts of the nomination application. Such measures include, but are not limited to: the caliber of curricular rigor in prior institutions attended; cumulative grade point average in the wider context of the academic record; the maturity and sophistication of the personal statement; the extent and quality of prior research experience; recommendations from faculty; and correspondence between research interests and available faculty expertise.

- **Evidence of superior academic achievement** (33.3%) such as class rank; GPA; quality of undergraduate institution; honors or other awards; etc.

- **Relevant experiences outside of the classroom** (33.3%) such as extracurricular experiences related to course of study; leadership experiences; work experiences; military experiences; internships; personal history; international experiences (i.e., study abroad, semester at sea, etc.); research experiences (either at their own university or in summer undergraduate research opportunities at other universities); oral or poster presentations; publications; etc.
Non-cognitive and personal attributes (33.3%) that speak to the nominee’s research potential, adaptability, creativity and collegiality; motivation and experience; persistence in and commitment to educational success; social and emotional skills and character traits; etc.

For each nomination, nominators were asked to provide a letter of nomination, a diversity statement, the student’s application to Texas A&M University (GraduateCAS, EngineeringCAS, or BusinessCAS), nominees’ resume or curriculum vitae and letters of recommendation. For master’s and doctoral nominations not currently enrolled at Texas A&M University, at least one, but no more than three (3) letters of recommendation are required. For master’s or doctoral nominations of students currently enrolled in a Texas A&M University undergraduate or master’s program, two (2) new letters of recommendation for the nominee (no more than four total pages) are required. When conducting your review, comments in the areas provided can be extremely helpful when making final award decisions. If you have questions regarding fellowship criteria or the nomination and review process in general, contact Dr. Shannon Walton (shannon@tamu.edu) or Isah Veronica D. Juranek (ijuranek@tamu.edu); both can be reached at 979-845-3631.

Scoring Rubric

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 - 10</td>
<td>Absolutely outstanding, likely to be among top 2% of all graduate applicants in this category.</td>
</tr>
<tr>
<td>7 - 8</td>
<td>Very strong with only minor weaknesses, likely in the top 5-10% of all graduate applicants in this category.</td>
</tr>
<tr>
<td>6 – 7</td>
<td>Commendable, but lacking in several areas, likely to be in the top 20% of all graduate applicants in this category.</td>
</tr>
<tr>
<td>≤ 5</td>
<td>Good, but not in the top 20% of all graduate applicants in this category.</td>
</tr>
</tbody>
</table>

Please use this scoring rubric as a tool to help you score each application.
The InfoReady Submission System

To review nominations in InfoReady, you will need to know your Net ID and Password.

1. Check your email for a message from support@inforeadyreview.com that looks similar to the following. Click on the “View Application” button.

![Email Example](image1.png)

2. You will be directed to the InfoReady website, which will ask you to log-in. Click the blue button, “Texas A&M University Login”, which is CAS authenticated. Log-in with your Texas A&M University credentials.

![Login Example](image2.png)
3. After reviewing the information provided by the nominator in the application section, be sure to look at any attached documents on the right side of the page.

4. After reviewing all of the application materials, complete your review by filling in the areas asking for your comments and ratings at the bottom of the form. There are three areas to review: (1) Evidence of Superior Academic Achievement, (2) Relevant Experiences Outside of the Classroom, and (3) Non-Cognitive and Personal Attributes.

* indicates required
*Relevant experiences outside of the classroom:*

Relevant experiences outside of the classroom such as extracurricular experiences related to course of study; leadership experiences; work experiences; military experiences; internships; personal history; international experiences (i.e., study abroad, semester at sea, etc.); research experiences (either at their own university or in summer undergraduate research opportunities at other universities); oral or poster presentations; publications; etc.

*Rating Scale 2:

Weak → 1 2 3 4 5 6 7 8 9 10 → Strong

*Non-cognitive and personal attributes:*

Non-cognitive and personal attributes that speak to the nominee's research potential, adaptability, creativity and collegiality; motivation and experience; persistence in and commitment to educational success; social and emotional skills and character traits; etc.

*Rating Scale 3:

Weak → 1 2 3 4 5 6 7 8 9 10 → Strong
5. If you’d like to save your responses and come back to an application at a later time, please click, “Save as Draft.” When you have finished scoring an application, simply click on “Submit Review”. **Once reviews have been submitted, you will not be able to change your scores.**

6. When the page reloads, you should see this message towards the top of your screen, indicating that we have received your review.
7. Use these arrows in order to navigate between and complete any other reviews you may have been assigned.

- **The completion deadline for Round 1 reviews is Monday, Feb. 15th, 2021 at 5pm CST.**

- If you encounter any problems with the InfoReady Submission System, please contact Hunter Welch at hunterawelch@exchange.tamu.edu, Shannon Walton at shannon@tamu.edu or Isah Juranek at ijuranek@tamu.edu, 845-3631 in the Graduate and Professional School.