Scholarship Committee, Doctor of Pharmacy Program

Charges and Guidance Document

University of Pittsburgh School of Pharmacy

**Charge to the Committee**

The Scholarship Committee is charged with effectively distributing the funds available for scholarships each year. The Scholarship committee will assure that each student awarded a scholarship meets the criteria for the scholarship and has completed a thank you letter to the scholarship donor before they receive the funds.

**Composition of the Committee**

The Committee shall be comprised of:

* The chair, appointed by the dean, will serve a term of two years and one additional year as past chair.
* The vice chair, appointed by the dean for a 2 year term, will advance to the position of chair for an additional 2 year term of service and 1 year as past chair.
* Ex Officio
* Director Student Services
* Assistant Dean for Administration
* Assistant Dean for Students
* Alumni Development Coordinator

Scholarship Committee Guidance Document

**Governance**

Governance of the committee’s affairs is generally accomplished by consensus.

**Selection Process for Faculty Membership**

Appointments of individual faculty members by the Dean shall be limited to a period not to exceed two years, with re-appointment to the committee for one additional term. Members shall be appointed initially to allow a replacement of no more than 50 percent of its membership in an academic year.

The appointment of members by the dean shall be made no later than June 15, and members shall be seated on the committee by no later than July 1. An appointment year for standing committee membership shall generally be from July 1 through June 30 unless otherwise stated in committee guidance documents.

**Meetings and Communication**

The Scholarship Committee meets in October each year at a day and time set by the chair to review scholarship applications so that the committee can meet the scholarship award notification dates in the second week in November. The faculty is informed of the committee’s work through a meeting summary provided on the School’s electronic network reported in the annual report and in PAGE.