

**Department of Biology Graduate Recruitment
General Procedures
&
Promising Scholar Award Nominations and ARCS Scholars Selection
(Updated March 2019)**

1. Graduate Recruitment Committee is composed of two faculty each from IEE, ION, IMB and one faculty member from OIMB. Ideally, the two members from any one institute serve two year staggered terms to provide continuity.

2. Graduate Recruitment Committee consults with department head on total number of students we should admit, based on past acceptance rates and number of teaching assignments available for the subsequent year, and trends in number of senior PhD students needing teaching slots when labs lack adequate funding.

3. ARCS selection process: with one ARCS award available thus far, the Institutes of Ecology and Evolution, Molecular Biology, and Neuroscience each take turns in choosing a designee. If an Institute does not have a strong candidate, they can pass it on to the next in line and then have another chance the following year (note that the Oregon Institute of Marine Biology every year has the option to nominate a PhD applicant that has been accepted for the Raymond Fellowship from the UO, which provides one year of PhD support). Past history for ARCS nominations is as follows (this list will be updated annually):

2015: Katja Kasimatis (IEE)

2016: Erik Toraason (IMB)

2017: ION did not have a candidate and deferred to IEE; IEE recruited Andrew Morris.

2018: Jeremea Songco (ION)

2019: IMB currently in process of selecting someone

2020: If IMB successful in 2019, ION will have another turn

2021: If IMB successful in 2019, ION in 2020, then IEE will have another turn

4. Promising Scholar Awards: with the Graduate School currently allowing for 6 nominations from the Department of Biology, all groups (IEE, ION, IMB, OIMB) should write one page nomination letters that they submit to the department head by the end of the Monday following the recruitment event. If there are more than six candidates, the department head will choose the six nominees. Criteria for selection include most prominently URM and first-generation college status. Additional criteria include participation in URM in science activities, financial hardship status, research experience and publications, and distribution of candidates across Institutes (bearing in mind on this last one that some Institutes may get more nominees if they have a large and talented pool).

5. Offer letters should be sent out to admitted students as soon after the recruitment event as possible, using standard departmental template modified per institute identity. Letters announcing PSA or ARCS selection will be sent separately later as soon as the decisions have been finalized.

6. This policy will be updated over time as deemed necessary by the committee and department heads.