

**Doctoral Fellowship Program  
School of Business  
Truman State University**

**Program Overview**

The recruitment and development of a well-qualified business faculty in higher education is increasingly a cause for concern for the maintenance of an exemplary teaching cadre. Nationwide, there is a shortage of productive personnel in key business disciplines such as finance and accounting. Fewer individuals are pursuing graduate education at the doctoral level. The issue of professorial supply is paramount when one considers that the caliber of the faculty is one of the most influential variables which affect student achievement.

The Doctoral Fellowship Program in Business and Accountancy is designed to provide assistance to qualified candidates for attainment of their terminal degrees. The monetary award to fellowship-appointees in the form of forgivable loan stipends and is made to eligible outstanding graduates of Truman State University for pursuit of doctoral level education in the field of business to enable them to return to the University to conduct full-time careers as members of the Business and Accountancy faculty.

While this program is not intended to provide benefits on a broad scale, those who are approved to participate in the program would receive a stipend which would defray a considerable portion of student-incurred expenses for approved doctoral education. An obligation-for-service agreement is part of the mutually agreeable terms of the program and involves a shared financial risk between the University and the recipient of a fellowship. This procedural requirement compels a positive, continuously functional relationship between participating parties.

This program is not intended to provide an easily accessible loan program for the furtherance of a self-focused personal agenda or development plan.

Potential candidates are advised to consider carefully the scope of participatory obligations prior to making application and, most particularly, before accepting its terms of appointment which would be associated with an eventual award under this program.

**Eligibility for Acceptance into the Program**

To be eligible for and receive forgivable loan assistance, an applicant must:

- hold status as a *bone fide* graduate of Truman State University or be a presently enrolled student at the University who expects to graduate during the current academic year.
- have graduated with a Truman grade point average of 3.25 or higher.
- be accepted for, be enrolled in, and pursue doctoral study at an AACSB-accredited institution in a "subject area of need" designated at Truman State University collectively by the Dean – School of Business, Vice President for Academic Affairs.
- make satisfactory progress in the doctoral program in which one is enrolled as determined by that program.
- sign a Statement of Commitment to teach on a full-time basis in the pre-designated subject area of need in the School of Business at Truman State University for a minimum period of obligation, agreeing to:
  - begin service and fulfillment of the fellowship obligation in the first full semester immediately following doctoral graduation or sooner as circumstances might permit.
  - repay with accrued interest to the University any funds already received from the fellowship program if the participant:  
fails for any reason to complete the requirements of the pre-designated doctoral degree program; or  
fails to earn/receive favorable reports during doctoral program matriculation; or

- fails for any reason to teach full-time for the School of Business; or
- fails to perform in any offered or approved alternative capacity which is available for the period of service obligation
- repay with accrued interest to the University any funds already received from the fellowship program, reduced according to a straight-line prorated formula, in the event that only a portion of the total service obligation is completed.

### **The Application and Selection Process**

Application materials must be received by May 15, 2007.

Candidates must present:

- application for Doctoral Fellowship Program in Business and Accountancy;
- current personal résumé (not to exceed four skillfully organized, legible pages);
- essay of intent (not to exceed three skillfully organized, legible pages);
- statement of commitment;
- certified undergraduate and graduate transcripts, as applicable;
- three names of professional references with contact information [title, place of activity, telephone number, e-mail address] who are readily accessible and willing to provide a letter of reference. Please indicate briefly how you have been associated with them. References should use and submit the provided reference form directly to the School.
- for interview in Kirksville, MO by invitation; transportation costs bourn by the University.

Minimum candidate qualifications:

- hold status as a *bone fide* graduate of Truman State University or be a presently enrolled student at the University who expects to graduate during the current academic year.
- Truman grade point average of 3.25 or higher.
- Graduate grade point average of 3.5 or higher (if applicable)
- Evidence of strong oral and written communication skills
- Graduate Management Aptitude Test (GMAT) score

Preferred candidate qualifications:

- Prior engagement in undergraduate research, employment as a graduate research assistant, or other professional experience which demonstrates research effectiveness or potential for research effectiveness.
- Graduate teaching experience, experience as an academic tutor, or other professional experience which demonstrates teaching effectiveness or potential for teaching effectiveness.
- Professional experience in the proposed field of study.
- Excellent quantitative skills as evidenced by relevant coursework or other training.

Candidates who have already been accepted into or are currently completing a doctoral program may receive priority consideration.

The profile of successful candidates will include high academic marks and test scores, strong references (preferably from academic sources) which highlight a candidate's research and teaching potential, and a high desire and commitment to pursue teaching and research at the university level.

Many Ph.D. programs do not enforce a strict "minimum" score for application. However, a typical average GMAT score for accepted applicants is around 700. As in other programs, the higher your GMAT score, the more likely your chances of acceptance into a doctoral program. The GMAT score is a critical part of

the fellowship application process. Your application will be reviewed without it, but we will not be able to make any decision until we get an official score. GMAT scores up to five years old will be accepted by the fellowship program. Beyond that time period, we cannot accept old test scores. If you have questions about taking the GMAT, please visit at <http://www.mba.com/mba/TakeTheGMAT>

**Doctoral Fellowship Program Recommendation Form**

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**PART A - TO BE COMPLETED BY APPLICANT**

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Social Security Number	Date of Birth month/day/year	Area of Interest
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NAME (print)	Last	First	Middle
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Address	Street	City	State	Zip Code
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E-mail Address

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**PART B - TO BE COMPLETED BY RECOMMENDER**

How long and in what capacity have you known the applicant?

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We would appreciate your assessment of the applicant's scholarship, personality, character, and professional promise. Please include in the statement an assessment of strengths and weaknesses. If additional space is needed, please feel free to use the reverse side of this sheet or a separate sheet. If you prefer, you may write the entire statement on your own stationery.

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**STATEMENT:**

**Send to: Doctoral Fellowship Program, School of Business, Truman State University, 100 E. Normal, Kirksville, MO 63501**



**Doctoral Fellowship Program in Business and Accountancy  
Truman State University  
Application**

To apply for this fellowship, you must provide the following:

- (1) This application form
- (2) Current personal résumé
- (3) Essay of intent
- (4) Statement of commitment
- (5) Certified undergraduate and graduate transcripts, as applicable
- (6) Three names of professional references with contact information [title, place of activity, telephone number, e-mail address] who are readily accessible and willing to provide a letter of reference. Please indicate briefly how you have been associated with them. References should use and submit the provided reference form directly to the School of Business.

Deadline for application for the 2007/2008 year is March 15, 2007.

**PART A - PERSONAL INFORMATION** (enter contact information below)

First name, middle initial		Last name	
Social Security Number			
Mailing address			
City	State	Zip	
Permanent Address			
City	State	Zip	
Telephone (home)		Telephone (mobile)	
E-mail (primary)		E-mail (secondary)	

**Gender** \_\_\_\_\_ Male \_\_\_ Female

**Race/Ethnicity:** Choose one that best describes you. This information is for statistical purposes only; your response is completely voluntary.

\_\_\_\_\_ American Indian / Alaskan Native \_\_\_\_\_ Hispanic \_\_\_\_\_ Black or African American  
\_\_\_\_\_ White \_\_\_\_\_ Asian or Pacific Islander \_\_\_\_\_ Other or Not Reported \_\_\_\_\_

**Country of Citizenship** \_\_\_\_\_ (if U.S.A. skip)

**Citizenship Status:**

U.S. Permanent Resident Alien Reg. # \_\_\_\_\_ Date of Issue \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_ Other

If you are currently living in the U.S., which type of immigration status do you have?  
\_\_\_\_\_ (attach documentation)

Will you have or are you requesting student visa status (F-1/J-1)?  Yes  No

If no, which type of non-immigrant status will you have \_\_\_\_\_ (attach documentation)

SEVIS ID (if assigned) \_\_\_\_\_

City of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Country of Legal Permanent Residency \_\_\_\_\_

**Permanent Address Abroad:**

\_\_\_\_\_

Address (Street)

\_\_\_\_\_

(City) (State or Province) (Zip (+4)) (Country)

Native Language (if other than English) Language Spoken at Home \_\_\_\_\_

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**PART B - SKILLS, HONORS, AWARDS**

Mention skills, specialized experience or training arising from such work or educational experiences (teaching, computer skills, research, *etc.*), awards, honors, achievements.

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**PART C - EDUCATION/TRAINING** (begin with baccalaureate or other initial professional education)

INSTITUTION AND LOCALE	DEGREE	YEAR(S)	FIELD OF STUDY

\_\_\_\_\_  
**Signature of Applicant**

**Date**

**CHECKLIST FOR FELLOWSHIP PROGRAM APPLICATION**

- |   |   |
|---|---|
| <input type="checkbox"/> This application   | <input type="checkbox"/> Statement of Commitment  |
| <input type="checkbox"/> Current personal résumé (not to exceed four skillfully organized, legible pages) | <input type="checkbox"/> Certified undergraduate and graduate transcripts, as applicable  |
| <input type="checkbox"/> Essay of Intent (not to exceed three skillfully organized, legible pages)        | <input type="checkbox"/> Three names of professional references with contact information (References to submit forms directly to the School office) |

Complete all items on this checklist, send together in a single e-mail transmission to:  
[business@truman.edu](mailto:business@truman.edu).

Subject line should read, APPLICATION

**Doctoral Fellowship Program in Business and Accountancy  
Truman State University  
Statement of Commitment**

Please indicate your intention to comply with the requirements of the Doctoral Fellowship Program in Business and Accountancy by initialing each statement and supplying your signature (in blue ink) at the bottom. Your signature certifies also that you have read and understand the Procedural Points of the application and selection process.

Initials	Statement of Commitment
	I am a U.S. citizen or U.S. permanent resident legally eligible for employment in the United States (if not a citizen).
	I intend to pursue a doctoral degree in the “subject area of need” at an AACSB-accredited institution as identified by Truman State University.
	I agree to make satisfactory progress as determined by the doctoral program in which I am enrolled throughout the conduct of the program.
	I agree to complete requirements of my doctoral study program (including courses, exams, and possible assigned graduate teaching) at a rate acceptable to the advisory committee.
	I agree to work cooperatively and closely with the advisory committee and mentor from the School of Business during my participation in the fellowship program.
	I agree to submit transcripts and a report on my progress and status to the School of Business after each semester during my doctoral studies.
	I agree to repay the stipend with accrued interest if I fail to: complete the requirements of the pre-designated doctoral degree program for any reason, or earn/receive favorable reports during doctoral program matriculation, or be available for any reason to teach full-time for the School of Business, or perform in offered or approved alternative service capacity which is available for the period of service obligation.
	In the event that I fulfill only a portion of the total service obligation to be completed, I agree to repay with accrued interest to Truman State University any funds already received, reduced according to a straight-line prorated formula based on service obligation already performed.

The Terms of Agreement – Appointment to Fellowship are controlling in all aspects.

I understand and agree to these requirements. If awarded a stipend through the Doctoral Fellowship Program in Business and Accountancy, I commit fully to the obligations.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**Doctoral Fellowship Program in Business and Accountancy**  
**Truman State University**  
**Essay of Intent**

*Instructions:* Please prepare an essay, no more than three pages in length, which summarizes your intention and desire to study under the Doctoral Fellowship Program in Business and Accountancy. Please discuss:

Your reasons for attendance at graduate school;

Your greatest assets as a prospective Ph.D. candidate;

If you have weaknesses in your qualifications (*e.g.*, grades, test scores, references), why should the Application Committee overlook them?

To which AACSB-accredited graduate school you intend to apply;

The area of study which you intend to pursue;

What you hope to accomplish through your desired course of study;

Your desire for employment at Truman State University;

You should prepare this essay in MSWord or .pdf format (you may use this template if you wish) and bundle with your other application materials for electronic transmission.

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Name, date, and signature

**Doctoral Fellowship Program  
School of Business  
Truman State University**

**Program Procedures**

**Application Process**

1. The Dean and Vice President for Academic Affairs will identify “subject areas of need” for faculty recruitment and program funding and the number of available stipends.
2. Application forms will be made available in the School of Business office and on the School website.
3. Program information will be sent to all graduates-of-record from the School of Business within the last 30 years for which current addresses are available.
4. Graduating seniors with a Truman grade point average of 3.25 or higher will be informed of the program.
5. Candidates must provide by March 15:
  - current personal résumé (not to exceed four skillfully organized, legible pages);
  - essay of intent (not to exceed three skillfully organized, legible pages);
  - statement of commitment;
  - certified undergraduate and graduate transcripts, as applicable;
  - three names of professional references with contact information [title, place of activity, telephone number, e-mail address] who are readily accessible and willing to provide a letter of reference. Please indicate briefly how you have been associated with them. References should use and submit the provided reference form directly to the School of Business.
6. An appointed advisory committee will review the applications and make recommendations to the Dean, School of Business. The Dean will make final selections.

**Post Application Process**

1. Accepted candidate(s) will receive assistance, if necessary, in identifying and applying to acceptable graduate schools.
2. Accepted candidate(s) will enter the pre-designated doctoral program of study.
3. The School will work closely with the accepted candidate to assign an appropriate mentor.
4. A stipend of \$14,000 per calendar year for up to two years will be provided for pursuit of doctoral studies.
5. The candidate must make satisfactory progress as determined by the doctoral program in which the student is enrolled in order to receive renewal of funding for the ensuing semester/year.
6. Degree progress will be determined at the end of each regular and summer semester, as applicable. Candidates must submit doctoral program transcripts and a progress report at the end of each semester of study.
7. Candidates who wish to appeal the decision made relating to acceptance status or funding continuation may file an appeal with the Office of the Vice President for Academic Affairs. Appeals must be submitted within fifteen working days after receipt of admissions or funding denial. Grounds for an appeal of a decision shall be limited to (1) unit procedural errors, or (2) evidence that the information used in the decision was wrong or incomplete. Failure by the

candidate to provide accurate and complete information in accordance with the fellowship application and performance reporting policy is not grounds for an appeal.

8. Upon acceptance of the fellowship, the candidate is obligated to return to Truman State University immediately following the leave period to provide one academic year of service for each semester of stipend received. Ideally, appointment will be a tenure track position at the rank of assistant professor.
9. After successful completion of qualifying examinations and defense of the dissertation proposal, the candidate may begin the employment aspect of the agreement with Truman State University, simultaneously making progress toward the completion of the remaining doctoral requirements.
10. Upon employment, the candidate is subject to normal policies and procedures which govern the University and School of Business.
11. Starting salary will be commensurate with the salary structure of the School of Business.
12. University teaching load is 4 courses per semester (12 credit hours per semester). Faculty members in the School of Business typically receive a one course reduction in teaching load each semester with the expectation that the release time is to be used for the conduct of scholarly activity. Intellectual contributions by faculty members are required for the maintenance of AACSB accreditation. The School typically protects new faculty from service and advising obligations during the first year to facilitate adjustment to the university, its students, and to establish a research agenda. Truman faculty members are expected to be teacher-scholars and citizens not merely of their home disciplines, but of the larger liberal arts university.
13. If the University is unable to provide employment as a faculty member (even if not in the pre-designated area) to the participant within the applicable period of obligation after commencement of full-time availability, the candidate will be absolved of the requirement for repayment of the received stipend.
14. The candidate must repay with accrued interest to Truman State University any funds already received if s/he: fails for any reason to complete the requirements of the pre-designated doctoral degree program; or fails to earn/receive favorable reports during doctoral program matriculation; or fails for any reason to be available to teach full-time for the School of Business; or fails to perform in any offered or approved alternative capacity which is available for the period of service obligation.

The Terms of Agreement – Appointment to Fellowship are controlling in all aspects.