

# Award Guidelines for the CAIR Samuel Agronow Scholarship

*(Approved by the CAIR Executive Board on May 8, 2015)*

## **1. In Memory of Samuel Agronow**

Sam Agronow had a long and distinguished career in institutional research spanning a number of institutions including Riverside County Schools, the University of California, Samuel Merritt College, and Saint Mary's College. Sam also served as CAIR's president in 2007-08 and participated on the Board for several years, helping to shape and improve the organization.

## **2. Purpose of the award**

- The purpose of the Sam Agronow Institutional Research Scholarship is to support the education of California residents pursuing a degree or certificate in preparation for a career in the field of institutional research.
- The scholarship is sponsored by the California Association for Institutional Research (CAIR).
- The award serves to promote careers in institutional research and encourage student participation in the CAIR community.

## **3. Components of the award**

- The Sam Agronow Institutional Research Scholarship is a \$1,000 scholarship awarded annually.
- Only one recipient will be chosen annually for a one-time award.
- CAIR has the discretion to not award the scholarship if it finds no clearly outstanding applicant.
- The Scholarship will be awarded in coordination with the appropriate office (advancement, financial aid, etc.) at the recipient's college or university.
- The Scholarship recipient will be featured on the CAIR website and recognized at the CAIR conference.

#### **4. Basis and methods for selection**

- An applicant must submit a one-page letter of application and two (2) letters of support from faculty and/or supervisor. The letter of application should describe how and why the applicant is preparing for a career in Institutional Research. In addition, the applicant's name, degree or certificate, name of college or university in which the applicant is enrolled, and expected date of completion of the degree or certificate should be included.
- The deadline to submit an application is December 10<sup>th</sup> of the awarding year. The application and supporting letters must be submitted to <pkrist@sandiego.edu>.
- The Award and Scholarship Committee, will provide the Board with its recommendation(s) for a recipient. The CAIR Board will then select one applicant to receive the Scholarship.

#### **5. Eligibility**

- The applicant must be a California resident as defined by his/her college or university.
- The applicant must be pursuing a degree or certificate program in preparation for a career in the field of institutional research.
- Applicants who have received the Sam Agronow Scholarship in the past are not eligible.
- The scholarship will be disbursed contingent upon proof of enrollment in a degree or certificate program in preparation for a career in the field of institutional during the current or subsequent term.

#### **6. Award and Scholarship Committee**

- The standing CAIR Awards Committee will review all applications. Other professionals in institutional research may be invited to serve on the Committee. The Committee will make a recommendation to the full CAIR Board.
- To avoid a conflict of interest, past or current supervisors, instructors, advisors, or mentors of the applicant may not participate on the Committee.