

Coffey D+E+I Religious Studies Scholarship Fund Terms and Conditions

Proposed April 18, 2018 with Inaugural Funding April 19, 2018

1. SCHOLARSHIP BASICS

1.1. **Scholarship Name and History:** Coffey D+E+I Religious Studies Scholarship Fund.

The Fund was established and funded to perpetuity on April 19, 2018 by the Coffeys, after having been considered by various interested parties since 2009 conversations, and in process of finalization since June 1, 2017. Additional contributions are solicited and encouraged by those with common purpose.

1.2. **Scholarship Purpose and Background:** This fund is established

- a. To promote the religious studies area with our next generation, university level students, our future leaders,
- b. To recognize the moral compass of liberal arts students who have a strong understanding of the human condition,
- c. To encourage appreciation of differing perspectives and willingness to accept ambiguity,
- d. To raise up those students with a sense of values that permit them to navigate their way through that uncertainty resulting from awareness of human affairs and human rights,
- e. In memory of the life of John Michael William Coffey, MD, who died April 18, 2018, committed to the liberal arts, ongoing advanced education and social justice, including lifelong learning to bolster one's faith, and person-to-person philanthropy,
- f. In honor of the works for D+E+I, ASF & various parishews by Kristine J. Coffey (D+E+I Chair 2012 – 2017; Vice Chair 2011-2012, volunteer & committees' chair 14 years) and the philanthropic support of D+E+I by both Dr. and Mrs. Coffey over nineteen (19) years as of this award formation, and,
- g. Support and confirm the leadership of Archbishop John C. Wester, and the Coffeys' commitment to their ongoing Catholic faith development.

1.3. Scholarship Process Management: The inaugural Trustee / Grantor is Kristine J. Coffey. Successor Trustee is Stacy E. McCoy. Funding is deposited with and invested by the Catholic Foundation of the Archdiocese of Santa Fe. The Trustee is the Chair of the Scholarship Judging Committee (SJC). If appropriate successor trustee(s) cannot be found by the Scholarship Judging Committee or the granting family, the Fund succeeds to the Catholic Foundation general scholarship fund.

1.4. **Scholarship Judging Committee (SJC)**

- a. **Naming.** The Coffey D+E+I Religious Studies SJC consists of three (3) professionals from the university community, personally and professionally committed to religious studies, social and gospel justice, the importance of the Dominican charism, and the substance of the Scholarship Fund.
- b. **Terms.** Generally SJC terms of service are a minimum of two (2) years and a maximum of five (5) years.
- c. **Inaugural SJC Members:** The initial members of the SJC, chosen for their excellence, expertise, experience and availability, and accepted by them for their mutual commitment to the common values of the scholarship, are:
 - i. Dr. Martin J. Hewlett, PhD, OP, Professor Emeritus, Department of Molecular & Cellular Biology, University of Arizona, Tucson, AZ; Dominican School of Philosophy and Theology, Graduate Theological Union, Berkeley, CA; former Interim CEO, UNM-Taos, religious studies faculty, UNM-Taos; D+E+I Board of Directors 2015 to present;



- ii. Katherine Holscher, PhD, endowed Roman Catholic Chair of the University of New Mexico, Associate Professor Religious Studies and American Studies; D+E+I Board of Directors 2013 – 2017; and,

- iii. Richard L. Wood, PhD, Interim Provost of the University of New Mexico, former Chair of Religious Studies and Sociology Departments, Professor Sociology, *pro bono* advisor to USCCB CCHD, D+E+I Board of Directors 2000-2002, 2013 to present.
- iv. Chair: The Chair is the Trustee.
- b. **SJC Responsibility.** Determining the Scholarship Awardee(s) annually for the Coffey D+E+I Religious Studies Scholarship, from the list of nominated Students who have timely submitted complete Student Applications, is within the purview of the SJC.
- c. **Chair Responsibility.** Leading and organizing the Nomination and Award Process, fulfillment of the Terms and Conditions, and creation and execution of the annual business and marketing plan, together with possibly soliciting additional volunteers to participate in this endeavor because of their belief in its common purpose
- d. **Meetings.** The SJC meets in-person or via conference calls. Award Review Period conference calls are mandatory. Support volunteer projects meet as needed to fulfill tasks.

1.5. Scholarship Amounts: Initially Scholarship Amounts are in segments of \$500, with a maximum of \$2000, at the discretion of the SJC, the quality of the application and the then Fund amount as determined on a three-year rolling average.

2. SCHOLARSHIP NOMINATION PROCESS

2.1. Award Year. The Award Year is the typical university school year, August through the following July, to include Fall, Spring and Summer semesters. The Funding Period is generally the next semester after the Award Announcement.

2.2. Nominators.

- a. **Eligible Nominators:** include any interested adult nominator over 21, familiar with student nominee's talents, interests and abilities.
- b. **Ineligible Nominators:** the SJC and their families

2.3. Religious Studies Student Nominees.

a. Eligible Nominees.

In order to be eligible to continue in the Nomination Process, objective, quantitative Student Nomination criteria must be met per the Nomination Period Timetable as published annually.

- i. **Archdiocese of Santa Fe Relationship.** For the past calendar/tax year,
 - permanent residence within the Archdiocese of Santa Fe and attending a non-profit, accredited school of higher learning, offering applicable religious studies courses
 - attending a non-profit, accredited school of higher education, offering applicable religious studies courses within the Archdiocese of Santa Fe
- ii. **Religious Studies Scholarship Course Opportunities:** Scholarship proceeds are sent to the applicable non-profit, accredited school of higher education, after timely receiving verification of such registration for applicable religious studies class from the Scholarship Awardee and confirmed by the educational institution.
- iii. **Religious Studies Classes:** Scholarship monies are available for specialized areas of studies covered include theology, religious history, social and gospel justice, scripture, comparative religions
- iv. **Grade Point Average:** To be considered for the Award, student nominees must have an overall 3.0 grade point average in their overall higher-level educational studies, prior to applying for the scholarship.

b. Ineligible Nominees.

- i. **D+E+I Board Members, Catholic Foundation Board Members, their Staffs and families** are excluded from being nominated during their years of service.
- ii. **Trustee, SJC and their Families** are excluded from being nominated during their years of service.

- iii. **Prior Award Recipients.** For a particular Award Year, prior Scholarship recipients are ineligible to be nominated for one (1) subsequent Award Year.
- iv.. **Non-fulfillment of Nomination Criteria.** (see 2.3.a.)
- v. **Notification.** Ineligible Nominees and their Nominators are notified within one week of such ineligibility status by the Trustee via email(s) prepared and reviewed/approved by the Trustee and/or the SJC, as appropriate, at least two weeks before the onset of Nominations.

2.5. Nomination Period

- a. **Nomination Solicitations.** The nomination process opens approximately six (6) months before the spring D+E+I Annual Lumen Awards event (ALA), if any, or, the Catholic Foundation Annual Award Luncheon, as determined by the AJC in conjunction with the entity. If this is not feasible, fall semester time will be considered.. Student Nominations from Archdiocese of Santa Fe Catholic Center staff, Parishes, Pastors and other ecumenical organizations are solicited first, followed by Student Nominations by UNM, Ecumenical Institute for Ministry, Lewis University and other accredited educational entities of higher learning within the Archdiocese of Santa Fe. Self-nominations and those of interested adult parties are allowed. The Nomination Period is approximately six (6) to eight (8) weeks; its timing is published annually in various media, per the Award Nomination Timetable (“Timetable”).
- b. **Timing.** So that Nominated Students have ample time to complete the Student Application, Student Nominations must be received no later than two (2) weeks before the Student Applications are due, as published annually in various media, per the Timetable. Such email/phone notifications are prepared by SJC and reviewed/approved by the Trustee and/or the SJC at least two weeks before such Student Applications begin.
- c. **Student Nomination.** Student Nominations are to be submitted during the Nomination Period, with a final due date published annually in various media, per the Timetable.

2.6. Student Application Procedure

- a. **Student Application.** Upon receipt of Student Nominations, the Chair / Trustee contacts the Nominated Student via email, providing the Student Application, generally in less than one (1) week of receipt of their Student Nomination. Such email communications are prepared by Chair / Trustee and reviewed/approved by the SJC at least two weeks before such need begins. Then the Nominated Student must submit the fully completed Student Application in a timely manner, generally no less than two (2) weeks following their nomination, but, certainly, before the due date, as published timely in various media, including all ASF, Catholic Foundation and D+E+I publications, as currently existing at time of such nomination.
- b. **Student Application Content**
 - i. **Quantitative Information.** The Student Application requires additional objective, quantitative information, beyond the basic quantitative criteria, regarding the Student’s scholastic history, especially prior related course and volunteer work, as well as other awards, etc.,
 - ii. **Qualitative Information.** As a critical part of the Student Application, qualitative information separates the ‘best of the best’ with its differentiating responses. The Student Application includes the requirement of brief reflections on a simple series of qualitative questions concerning the Student’s involvement in study, prayer, celebration and service (Dominican pillars). Further, Students must submit their biography of a specific length, as determined by the SJC, all before the Student Application due date. Additional information may be requested as part of the Award Announcement Process.
 - iii. **Sole Responsibility** lies with the Nominated Students for completing the nomination process with the full completion of the Student Application before the deadline, generally not more than six (6) months, nor less than three (3) months before the Award presentation, as determined and published annually in various media, per the Timetable. While this is the sole responsibility of the Nominated Student(s), the Chair / Trustee and/or SJC prepares the follow-up plan that is reviewed/approved by the SJC and/or the Trustee two weeks before the events occur.
 - iv. **Ethics, Accuracy and References.** Student Applications require confirmation as to their accuracy with ethical affirmations. References may be solicited to promote the Student Nominees.

3. AWARD REVIEW PERIOD: SELECTION PROCESS FOR SCHOLARSHIP WINNER(S). if any:

3.1. Confidentiality

All specific, detailed, individual information about the Award deliberation process is strictly confidential and shall not be revealed at any time. There is to be no discussion whatsoever with any Nominators, Nominees, Student Applicants, or other parties regarding any SJC considerations and deliberations, at any time prior to, during, or afterwards such annual process.

3.2. Review Period for the Selection Process for Scholarship Winner(s), if any

- a. Timing.** Generally, the selection process commences no more than six (6) months, nor less than two (2) months before the Award presentation.
- b. Student Application completion.** Before the end of two (2) weeks following Student Application deadline, the SJC receives all the completed Student Applications' information.
- c. SJC Review & Rating.** Following this, within the next one (1) week, each SJC member, singly and separately, first reviews all responses to each single qualitative reflection item for all the Nominated Students. Then each SJC member returns to each Nominated Student's Application and evaluates each of the subjective, qualitative responses on a scale of 1 to 5. Each SJC member emails their Nominated Student numerical evaluations only to the Chair / Trustee.
- d. Summary Review.** Within the following one (1) week, the Chair / Trustee coordinates and issues a summary report of all the SJC members' evaluations to the Committee via email.
- e. Scholarship Winner(s) Choice.**
 - i.** Next, within one (1) week, each SJC member reviews the summary report, considering this consensus, together with their own individual evaluations.
 - ii.** Then the SJC meets in person or via conference call, where attendance is mandatory, to discuss the summary report and any particular differences or challenging information.
 - iii.** The SJC may choose to implement a personal interview process.
 - iv.** After this discussion, Scholarship Winner(s), if any, are chosen from the group of the Nominated Students.
- e. No Requirement for Scholarship Winner(s),** There is no requirement that there be Scholarship Winners chosen, depending on the quality of the nominations received.
- f. Tie Vote Determination.** In the case of a tie vote (if SJC is not fully available), the Chair / Trustee casts the tie-breaking vote.

3.4 Scholarship Winner(s) Notification

Via phone and USPS with a copy to the Nominators, the Chair / Trustee notifies the Scholarship Awardee(s), if any, as soon as feasible after their naming, but, in any event, before the public announcement(s). Such emails and USPS letters are prepared by the Chair / Trustee and reviewed by SJC at least two weeks prior to action.

3.5 Scholarship Winner(s) Recognition

- a. Publicity Opportunities.**
 - i.** ASF People of God,
 - ii.** ASF Archbishop's Hour Interview
 - iii.** D+E+I Discourse, parishes, dioceses and ecumenical organizations of the Student Awardee(s) through articles and press releases
 - iv.** Sample press release for Scholarship Awardee(s) local venue
- b. Recognitions Possible.**
 - i.** Award Ceremony
 - ii.** Personalized Certificate or Letter of Recognition
 - iii.** Listed in event Program by Name, Parish/ecumenical organization, Educational Venue and Nominator, or, as determined by the Chair / Trustee in communication with the SJC

3.6. Scholarship Winner(s) Responsibilities

- a. Participate** in the Award Event pre-event information and practice sessions, as appropriate,

- b. **Accept** recognition as a Scholarship Winner during the Award Ceremony, as appropriate.
- c. **Cooperate** with photographers and press reporters.
- d. **Be available** for Youth and Young Adult opportunities for the next year
- e. **Be ready** for interviews to complete feature articles for People of God, parish bulletins/ecumenical organizational publications, and other venues, including Social Media.
- f. **Report back** to SJC within six weeks of religious studies course finish about the results gained and action planned, with agreement for possible publication

AWARD NOMINATION TIMETABLE – 2019 Award: tentative dates in 2018 Conference Calls *

ASPECT of the PROCESS

I. SJC Determination & Onboarding

Update Terms & Conditions (T&C)
Marketing Plan & Website Design Submission to ASF & D+E+I

FORMS: Nomination & Advisor Application
EMAILS, LISTS, LETTERS created & prepared for use:

*SJC Welcome & Review of T&C
*SJC Review of Marketing Plan & Forms
(Nomination & Student Application)
D+E+I, ASF & Catholic Foundation website set-up, if any

NO LATER THAN
MARCH – JUNE

August – September
September

October
October

August

September
September

II. NOMINATION Process

SJC Solicitation of Support with related parties
Published Articles: People of God & D+E+I Discourse

Press Releases: Albuquerque Journal

Email Campaigns w Flyers: ASF entities
ABQ, Santa Fe entities
reminder

Interviews: Archbishop Hour

NOVEMBER 1 – JANUARY 15

October
October: submit September 10 / announcement
November: submit October 10 / details
November

October / announcement; December / reminder
November / announcement; December /

October w Catholic Foundation & Chair
November w SJC & Chair
December w DEI & Chair
January deadline announcements

* SJC Review of Nominations' Status, if necessary
Nominations Due

December 10 *
January 2

Student Applications Due

January 15

III. REVIEW Process

Nominated Students' Information to Committee from Chair/Trustee
SJC Student Application Evaluations to Chair/Trustee
Summations to SJC
*SJC determines 2019 Scholarship Winner(s), if any

JANUARY 15 – FEBRUARY 10

January 22
January 29
February 5
February 10

IV. ANNOUNCEMENT Period

March People of God
D+E+I Awards Luncheon Presentation
Press Releases: Albuquerque Journal & Winners' local venues
Interviews: Archbishop Hour

March - April

March: submit February 10
March - April
February – March
March w Awardee(s)

**V. FUNDING Period
Class**

Awardee Student submits Registration
Funding to University

Summer or Fall Religious Studies

Two weeks before University Bursar due date
One week later