

ASQ STATISTICS DIVISION OPERATING MANUAL

Ott Scholarship Awards Chair Job Description

Title

Ott Scholarship Awards Chair

Purpose

To administer the Ott Scholarship.

Term of Office

The initial term of office is one year. There is no limit to the total number of years one could hold the position.

Responsibilities

A grant of \$170,000 has been made to the ASQ Statistics Division by the Ellis R. Ott Foundation. The ASQ Statistics Division must deposit these funds into a separate account to be used to administer an annual scholarship as described below. Except for expenses of scholarship administration (e.g., bank or brokerage fees, publicity) no part of these funds shall be used for overhead. The annual scholarship awards shall be funded by interest earned on the funds in the scholarship account minus expenses incurred that are directly related to the administration of the scholarship fund such as advertising costs and banking fees. Using principle to award scholarships is discouraged as it runs counter to the purpose of perpetuating the memory of the fund's namesake.

At the end of term, update the job description and send information to the Chair Elect.

Additional Activities (Desirable, not Mandatory)

Attend Division Council Meetings and planning meetings at the Annual Quality Congress and Fall Technical Conference each year.

Qualifications

- Must be a member of the Statistics Division.
- Must be able to commit time and resources to carry out the duties as described above.

Resources Available

- Awards Committee Chair.
- Ott Scholarship Brochure

ASQ STATISTICS DIVISION
OPERATING MANUAL

Ott Scholarship Awards Chair
Job Description

Checklist/Timetable

Date	Responsible	Action
January 1	Chair	Announcement to Statistics Division Newsletter, AMSTAT News, OnQ Magazine and any others that seem appropriate. This is done in anticipation of publishing within the next 2 or 3 months.
March 1	Chair	Email announcements to statistics and industrial engineering departments at major colleges and universities. iefac.list@deming.ces.clemson.edu is a list for industrial engineering types. Stat-acad-reps@stat.sc.edu is a list for statistics types. Neither list is guaranteed up-to-date, and “no-delivery” messages will be received.
April 1	Chair	Deadline for submission by students. Note: all documents must be in hand, including faculty letters of recommendation.
April 15	Chair	Applications copied and mailed to members of the Governing Board for evaluation.
May 15	GB	First Governing Board review completed and returned to Awards Chair.
May 30	Chair	Second review mailed to Governing Board.
June 15	GB	Governing Board returns results of second evaluation to Awards Chair.
July 1	Chair	Awards Chair sends evaluation summary to Governing Board with recommendations for scholarship awards and for approval.
July 15	GB	Governing Board comments due back to Awards Chair.
August 1	Chair	Awards Chair sends award letters to winners and regrets to others. Awards Chair sends award announcements to same publications as printed the announcement.
September 1	Chair	Awards Chair solicits comments from Governing Board relative to improving the scholarship process; makes process modifications; circulates for review and comment.
October 1	Chair	Process for next year’s award finalized.

Election/Appointment/Renewal Mechanism

Appointed by the Statistics Division Awards Chair with the consensus of the Division Officers.

ASQ STATISTICS DIVISION
OPERATING MANUAL

Ott Scholarship Awards Chair
Job Description
Attachment

2001 ASQ Statistics Division

Ellis R. Ott Scholarships

Application Scoring Process

Note: Changes from previous years' judging process are marked in *bold italics*. Please follow these guidelines as closely as possible. Doing so helps to minimize variation! Here are our guidelines for use of scoring categories:

Objectives, as stated in student's essay and in student's resume (40 points, maximum)

Our aim is to encourage financially only those who seek education leading to careers in applied statistics and quality management. The student's objectives should reflect this aim. Watch for sincerity here, and be careful for words spent only to please the GB. Rate the applicant highly only if you are persuaded that the applicant's objectives are both well stated and consistent with Scholarship goals. *Check also for consistency in goals between the resume and the essay.*

Poorly stated or inconsistent with goals	0 – 3 points
A weak statement, no compelling evidence	4 – 12 points
Nicely stated and somewhat convincing	13 – 27 points
Very nicely stated, shows some spark	28 – 36 points
Eloquent and very consistent with goals	37 – 40 points

ASQ STATISTICS DIVISION
OPERATING MANUAL

Ott Scholarship Awards Chair
Job Description

Recommendation Letters (2 letters, 15 points for each letter, evaluated separately) *If you receive more than 2 letters for any given applicant, please choose the highest scoring letters. This year's application form provides guidelines to faculty for these letters of recommendation. These are shown on page 3 of this document. Please review them and look for the recommended items in your applicant's support letters.*

Little or no useable content	0 – 2 points
Faint praise, some content	3 – 5 points
Some support, not earthshaking	6 – 9 points
Strong, convincing support	10 – 12 points
Fact based compelling support	13 – 15 points

Student Activities (15 points, maximum)

This category should help demonstrate “well-roundedness.” The applicant should impress the GB with evidence of activities beyond statistics, showing that he or she has the potential to carry a statistical or quality management perspective to future co-workers in a variety of fields and specialties. Award points above expectations only if you are truly impressed.

None or little outside field	0 – 2 points
Some activity, but nothing special	3 – 5 points
Active	6 – 10 points
Special effort	11 – 13 points
Extremely active	14 – 15 points

Industrial Experience (5 points)

None or has seen a factory	0 – 1 points
Minimal effort, e.g., data entry	2 points
Some work, not related to scholarship goals	3 points
Quality related work, internship	4 points
Quality related work, can point to results	5 points

ASQ STATISTICS DIVISION
OPERATING MANUAL

Ott Scholarship Awards Chair
Job Description

Teaching/tutoring experience (5 points)

None or knows a teacher	0 – 1 points
Paper grading, some chance tutoring	2 points
Teaching assistant, active in teaching	3 points
Active in teaching subject related to scholarship goals	4 points
As above; can point to solid achievements	5 points

Honors (5 points)

One point for each honor up to 5 honors maximum

Suggestions for professors who write letters of recommendation:

The Ott Scholarship Governing Board relies heavily on your recommendations while judging applications. It is important that the Board be persuaded by your comments that the student is truly qualified. Our past winners are those who have had the strongest letters of recommendation from their faculty mentors.

As you will notice from the “Criteria for Selection” section above, the Board is seeking students who are well rounded and who demonstrate great potential for leadership in our discipline. It would be greatly appreciated if you would focus your comments on these aspects of the student’s development. The Board would also like to see your comments regarding academic achievements, especially those regarding innovation and strong insight on the part of the student. Naturally, any additional comments you wish to offer will be appreciated.