

Parkland College, IL
Administration of Professors of the Future (PROF) Program

The PROF Committee will meet once in the fall semester to:

- Review Marketing materials in preparation of spring applications
- Review the status of the current PROF Scholars
- Invite faculty mentors to discuss progress

The PROF Committee will meet in the spring to:

- Review applications
- Set up interviews with potential PROF Scholars
- Make recommendations to the President

The Chair of the PROF committee makes Scholarship recommendations. (Early Feb.)

VP and Foundation Director review available funds.

PROF Scholars are finalized and notified by the Chair of the Committee and the VP, Academic. (March)

The Department Chair sponsoring the PROF Scholar, in conjunction with the VP, will assign a faculty mentor to each PROF scholar.

The VP creates the PROF agreement/contract, which outlines the total dollar amount and number of semesters of support each scholar will receive. Dates of attendance at the university will be specified and the agreement will be reviewed annually.

The VP, Executive Director of the Foundation, and the PROF Scholar sign the agreement. Signatures on the agreement will take place in the President's office. The Prospectus and the Foundation Update newsletter will cover the event. Prof Scholars will be invited to attend the Scholarship/Donor Recognition event the following April.

The VP sends the Scholar's name, SSN, and amount to be paid to the foundation.

The Foundation causes a check to be sent to the PROF Scholar. (July) Second year renewals are also processed at this time.

The HR representative on the PROF committee receives grade/transcript information from each PROF Scholar on a semester basis and tracks students in accordance with the PROF Agreement/contract.