

Endowment Charter

Proposed: 8/31/09 Approved: 9/24/09

Title: *OSCM Division Assistance Fund* (referred to below as “the Endowment”)

Originators: Chair and officers of the OSCM division

Type: Single-division endowment

Purpose: To provide subsidies for doctoral students interested and qualified to attend the OSCM doctoral consortium, but without the financial means of doing so.

Details of context for use (*‘About’ the OSCM doctoral consortium*): The OSCM doctoral consortium is regularly held as part of the OSCM division’s PDW schedule at the annual AoM meeting. The halfday event focuses exclusively on refining students’ dissertation proposals: Students and faculty break out into small group sessions during which, each student presents his or her proposal. Each student then receives detailed feedback from a faculty discussant and then from other faculty and students in the group. This intensive format has proven valuable to students, and it is very engaging for the faculty as well.

The consortium is most appropriate for students who are “mid-career” within their doctoral program--those who are crafting a dissertation research proposal but have not yet carried out the bulk of the dissertation research. The AoM Conference is the premier venue for empirically focused Operations and Supply Chain Management research. Admission to the consortium is by application. Preference is given to students employing empirical research techniques in their dissertation work. Space may be available for PhD students who are early in their program to attend the consortium as observers. Students may attend the consortium as participants once during their doctoral career.

Rationale for special consideration (*as an endowment*): Unlike the intentions of the annual operating account, there is no expectation that the endowment should be drawn from each year. In some years there may be no doctoral students that meet the criterion for assistance as judged by standing division officers. Financial assistance should be provided only as needed, and should not become an ‘expectation’ of students interested in the consortium. Furthermore, since the endowment will draw on external sources of funding there is also no guarantee that much funding will enter the endowment in a given year. Regardless, even small donations to an *established* endowment can build, and should be allowed to without regular annual carry-over restrictions in place that might otherwise discourage such targeted donations.

Source of initial/establishing funding: \$1000 granted by Emory University’s Goizueta School of Business, Information Systems and Operations Management area (contact: Dr. Elliot Bendoly)

Terms of use:

- 1) Money deposited into the Endowment will come from outside contributions *only*. Unspent funds from the dues allocation cannot be considered for allocation to the Endowment.
- 2) The source of funding for the endowment may be any external donor affiliated with the OSCM division. The establishing donation will be made by Emory University, however a historical record of all donors will be maintained by the division.
- 3) Financial assistance granted to doctoral students (a) will not exceed conference registration costs + \$500 travel/housing, and (b) will not exceed the total costs of registration costs + travel/housing *actually incurred* by the student (as validated by receipts/documentation).
- 4) No more than 3 students can be granted assistance in a given year, and such multi-student grants should be viewed as extremely rare, subject to the limitations of the endowment funds and the above item #3. It is the expectation that most years will either see either no assistance granted or assistance granted to only one student.
- 5) Students interested in the doctoral consortium can apply for financial assistance by sending the doctoral consortium coordinator a 'letter of request' accompanying all other application documents. The 'letter of request' should include a statement of their annual doctoral stipend (signed by their academic advisor) as well as a personal statement expressing their need. If admitted to the consortium the request will be reviewed by the division officers.
- 6) Although it is expected that some years may not see assistance granted to students, the cumulative annual interest of the endowment must be used somewhat regularly (as stipulated by FAQ22 and A22 of the 2009 "FAQ Division Finances" document distributed by the AoM Board of Governors). A maximum 5-year interval between the use of cumulative interest will therefore be set to (a) encourage the serious consideration of the endowment towards student needs, and (b) at the same time avoid inappropriate pressure on the officers in granting assistance.
- 7) The division chair, in consultation with division officers, will make final decisions regarding the use of endowment monies to assist doctoral students attending the consortium in a given year. Once again, the final decision may be to fund no students, or several (see point #4).
- 8) The endowment can be terminated by the approval of the division chair plus a majority vote of the standing officers. Upon termination funds from the endowment will be transferred into the division's regular operating account.

Procedures for Awarding

Per point [7] filed with the Academy of Management leadership, the division chair, in consultation with division officers will make final decisions regarding the use of the endowment. However it is expected that the majority of doctoral case examination will be done by the “**endowment committee**”. Each year this committee will consist of the **division chair elect**, the **doctoral consortium coordinator** and the **junior faculty coordinator**.

The following steps are taken each year to provide the endowment committee and division chair with sufficient information for making that final decision.

- 1) The doctoral consortium coordinator in all solicitations for doctoral student participation in the upcoming consortium will explicitly detail the availability of the registration and travel support funds available, including the deadline for applying. The doctoral consortium application must be accompanied by a form that either states (1) that the student is aware of the funding but does not wish to apply for it, or (2) that the student would like to apply for the funding (their ‘letter of request’ as per point [5] above). The details required for this request per point [5] must also be included in all solicitations for participation in the consortium. **Whatever due date applies to applications to the consortium therefore apply to these request letters**, unless otherwise authorized by the division chair.
- 2) Once all applications are submitted, the doctoral consortium coordinator will forward all applications in which funding is requested to the other members of the endowment committee. Each member of the committee will then rate each application according to the following criteria [each a 7-point Likert-type scale from 1=Strongly Disagree, to 7=Strongly Agree]:
 - a. By virtue of the applicant’s statement and letter from advisor, does the applicant demonstrate a need for the funding? {“7” in this case suggests the student would not be able to attend without it}
 - b. By virtue of the applicant’s dissertation summary, other application documents, and other research activities (e.g., presentation of material at this or related conferences, publications, etc.), does the candidate demonstrate a strong research trajectory that would likely benefit from involvement in the consortium?
 - c. Does the applicant represent a relatively under-represented subpopulation of the OSCM Division membership? (either by nationality, ethnicity, gender, etc.)

These assessments of all three committee members will be due back to the doctoral consortium coordinator no later than 3 weeks following the application deadline (unless otherwise designated by the division chair). Only candidates earning scores greater than 45 (i.e. each better than a “neutral” rating on average) will be considered further for funding opportunities. If none score above 45, none

will be awarded. Of those "n" candidates scoring >45, the top $\text{MIN}(n,3)$ will be awarded funding as per point [3] in the charter.

There are several funding options available depending on the preference of students. No later than one week after award recipients are identified internally by the endowment committee, those recipients will be contacted and ask with regards to the best option for receiving payment. The options available include, but might not be limited to:

- 1) CASH reimbursements to the students upon attendance at the conference. If this option is selected, the doctoral consortium coordinator will inform the division treasurer of the awards so that the appropriate enveloped CASH quantities are available at the doctoral consortium.
- 2) Standard certified checks, handed to the student on attendance. Once again the division treasurer will need to be informed in advance of this option so that there is time to get these printed. The treasure should be informed of these needs by at least three weeks prior to the conference.
- 3) Alternative electronic payment: If the committee in consultation with the award recipients finds an alternative electronic means for award allocation, and it is deemed preferable to the student upon arrival at the conference, it is within their call to investigate its prospects.