

AMERICAN NUCLEAR SOCIETY  
SCHOLARSHIP COMMITTEE PROCEDURE  
DECOMMISSIONING, DECONTAMINATION, AND REUTILIZATION  
DIVISION

June 2010

## SCHOLARSHIP, STUDENT SUPPORT, AND YOUNG MEMBER GROUP SUPPORT COMMITTEE

### Award Determination Procedure

The applications are due to American Nuclear Society (ANS) on February 1<sup>st</sup> of each year. Within a few weeks of that date the ANS Scholarship Administrator will send the application information to each member. The Duties of the Chairman and of the Committee Members are as follows:-

#### Chairman:

- Confirm that each of the applications is complete. If not, contact the ANS Scholarship Administrator.
- Confirm that all committee members received the application documentation.
- Send a copy of this procedure to each committee member.
- Communicate a deadline for responses from each committee member
  - o Note: students can only receive one award, but they can apply for multiple ANS awards. The sooner that we submit our balloting results to ANS, the more likely our top candidates will receive our awards.
- Evaluate the candidates, following the Members' instructions below. Do this before getting responses from the rest of the committee members.
- Each member [including the Chair] will prepare a rank-order list of the candidates.
  - o Note: Since at this point the ANS guidance document isn't very clear as to how to score each of the categories, and how to weight each of them, the committee members are unlikely to be following the same criteria in their evaluation. For these kind of situations a ranking process is generally considered to be the best approach.
- Consolidate ballots from each committee member.
- Give the top ranked candidate from member a point value of 1. Give the second-ranked candidate a point value of 1/2. Give the 3<sup>rd</sup> ranked candidate a point value of 1/3. Continue in the same manner for all candidates. Add the scores for each candidate. The top scoring candidate is the winner. The next 2 candidates are runner-up 1 and runner-up 2.
  - o Carry enough significant figures that round-offs don't influence the results.
  - o If there is a tie for the top position, remove the bottom scoring candidate, adjust the rankings and point values of the remaining n candidates from 1 to 1/n, add the scores, and see if there is a winner. Repeat this process until there is a clear-cut winner.
  - o If there is a tie for the runner-up 1 position, then remove the winner from the full group of candidates, readjust the rankings and point values of the remaining n candidates from 1 to 1/n, add the scores and see if there is a runner-up 1 winner. Repeat until a clear-cut winner. Repeat this process for the runner-up 2 position..
  - o If this process doesn't create a clear winner and runner-ups, convene a committee meeting [e.g. teleconference] to decide the winner.
- Summarize the results in a document showing the awardee for each scholarship, and the input from each committee member that was used in the analysis to determining the winner. Send this document to all committee members for their affirmation that their vote as submitted was correctly used in the determination process.
- After confirmation from each committee member submit the name of the winner, runner-up 1, and runner-up 2 to the ANS scholarship award administrator. Send a copy of this document to the DDR Division Chairperson.
- Thank the committee members, and offer to buy them a drink at the next meeting.

**Members:**

- Graduate awards are separate from undergraduate awards. Compare all undergraduates with other undergraduates. Compare all graduate students with other graduate students.
- Review the ANS evaluation criteria distributed with the applications. This is very good guidance and it is recommended for use in the comparative evaluation of the candidates.
- Rank ALL of the candidates in each award category [graduate, undergraduate] in order from the most deserving [rank = 1] of the award to the least deserving [rank = N where N is the number of applicants]. Submit that ranking list to the Chairman clearly designating the order from best to worst.
- After receipt of the summary document from the Chairman showing committee voting results, review your input and affirm that it was as you submitted.
- Retain the candidate information and your notes until a final decision is made by both by our committee and by ANS [approximately September 1<sup>st</sup>].