

**Society of American Archivists  
Council Conference Call  
February 11, 2019  
1:00 – 2:00 pm EST**

**Revise Description: Josephine Forman Scholarship Subcommittee  
(Prepared by Governance Manager Felicia Owens)**

**BACKGROUND**

The Josephine Forman Scholarship was established in October 2010 to “provide financial support to minority students pursuing education in archival science, encourage students to pursue a career as an archivist, and promote the diversification of the American archives profession.”

**DISCUSSION**

In January 2019, an SAA member posted a tweet about their concern that the subcommittee awarding this scholarship for a minority/POC student consisted solely of white individuals. President Meredith Evans discussed the matter with staff and suggested that, going forward, at least one past recipient of the scholarship should always be represented on the subcommittee.

The staff recommend that, in the 2019 appointment cycle, a previous recipient of the Josephine Forman Scholarship be appointed to the regular vacancy on the award subcommittee. Going forward, a former recipient will be appointed to the subcommittee every third year, ensuring that there is always one past recipient on the subcommittee. Considering that the scholarship was first awarded in 2010 and is awarded to just one individual each year, this rotation will ensure that the pool of past recipients is not exhausted too quickly.

**RECOMMENDATION**

**THAT the description of the Josephine Forman Scholarship Subcommittee be revised as follows: (underline=addition; ~~strikethrough~~=deletion)**

**Josephine Forman Scholarship**

**Purpose and Criteria for Selection:**

The Josephine Forman Scholarship provides financial support to minority students pursuing graduate education in archival science, encourages students to pursue a career as an archivist,

and promotes the diversification of the American archives profession. The scholarship is given to applicants who demonstrate excellent potential for scholastic and personal achievement and who manifest a commitment both to the archives profession and to advancing diversity concerns within it.

Established in October 2010 by the General Commission on Archives and History of The United Methodist Church and named for Josephine Forman, archivist for 18 years of the Southwest Texas Conference of the United Methodist Church and author of *We Finish to Begin: A History of Travis Park United Methodist Church, 1846–1991*.

**Eligibility:**

- The applicant must be a citizen or permanent resident of the United States.
- The applicant must be of American Indian/Alaska Native, Asian, Black/African American, Hispanic/Latino, or Native Hawaiian/Other Pacific Islander descent.
- The applicant must be currently enrolled in a graduate program or a multi-course program in archival administration, or have applied to such a program for the next academic year.\*
- The applicant shall have completed no more than half of the credit requirements toward her/his graduate degree at the time of the award (i.e., June 1).
- The applicant must be enrolled in a graduate program and begin school no later than September 1 or the fall semester/quarter immediately following the award. Otherwise the award will be rescinded.
- Applicants may have full-time or part-time status.

*\*The graduate program must offer at least three courses in archival science or be listed in the current SAA Directory of Archival Education. If the program is not listed in the SAA Directory of Archival Education, the applicant must provide proof of the three-course standard by submitting copies of course descriptions from the institution's current course catalog.*

**Sponsor and Funding:**

The General Commission on Archives and History (GCAH) of The United Methodist Church, in cooperation with the Society of American Archivists and the SAA Foundation.

**Selection Committee:**

The Forman Scholarship Subcommittee of the SAA Awards Committee consists of three members of the Society of American Archivists (one of whom must be a past Forman Scholarship recipient), one GCAH staff member, and one of the co-chairs of the Awards Committee (*ex officio*). The SAA President-elect shall appoint one of the SAA members on the subcommittee each year for a term of three years; the senior member of this cohort in years of service shall serve as chair and present the award.

**Prize:**

One scholarship of \$10,000. Awardees also may be invited to attend the annual meeting of the General Commission on Archives and History and/or the Quadrennial Historical Convocation, with funding provided by GCAH. Also included is complimentary registration to the SAA Annual Meeting in the year in which the scholarship is received.

**First Awarded:**  
2011

**Application Deadline and Requirements:**

Click [here](#) to preview the application and/or to apply. All applications must be submitted by **February 28** of each year and include the following:

- A cover letter stating interest in the scholarship, accompanied by an essay of not more than 500 words outlining the applicant's future goals in the archives profession.
- Official transcripts from the applicant's most recent academic program. *NOTE: Allow enough time to get transcripts by application deadline.*
- Two letters of recommendation from teachers/professors and/or professional archivists. *NOTE: Please notify your references ahead of time. Your references will need to upload their letters of recommendation to your online form by the application deadline.*

**Upon Receipt of the Award:**

- The award will be disbursed by the GCAH directly to the applicant's academic program.
- The recipient must submit a 500-word report to the GCAH and to the SAA Council upon completion of her/his second semester.
- Awardees may be invited to attend the annual meeting of the General Commission on Archives and History and/or the Quadrennial Historical Convocation, with funding provided by GCAH.

In the event that certain conditions arise, the following shall apply: 1) if the award exceeds tuition fees for one semester, the balance may be carried over to the next semester; 2) if the recipient drops out of the archival administration program, all unused fees shall be returned to GCAH; and 3) if the recipient's tuition is paid in full by another scholarship or award, the recipient shall decline the Forman Scholarship.

**Support Statement:** Inclusion of a past Forman Scholarship recipient on the award subcommittee will provide a professional development opportunity to these new professionals and ensure that a more diverse panel of reviewers manage the awarding this scholarship each year.

**Impact on Strategic Priorities:** Supports Goal 4.3. Foster an inclusive association and profession through greater diversity of membership and expanded leadership opportunities.

**Fiscal Impact:** None.