

## Faculty Administrative Fellowship

### Purpose:

To provide an opportunity for tenured faculty to enhance university leadership skills, increase awareness of the operational capacities of the Division of Academic Affairs, provide networking opportunities, and assist the Office of the Provost with current or emerging strategic efforts. Further, the program seeks to increase the number of qualified candidates, with an emphasis on historically underrepresented group members, interested in pursuing careers in higher education administration.

### Requirements:

Participants in the SHSU Faculty Administrative Fellowship (FAF) program will be tenured professors. The following qualifications are as follows:

- (1.) Current leadership role in their department or college.
- (2.) Strong potential and interest in further leadership development.
- (3.) Ability to demonstrate clear contributions to department and/or college level deliverables or outcomes.

### Nominations:

Each college Dean may nominate a possible fellow from their pool of promising leaders. Nominations will be open from Tuesday, November 1<sup>st</sup> until Thursday, December, 1<sup>st</sup>. The faculty member's name, position title, as well as a few sentences explaining why the individual is being nominated should be sent to [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu). In addition, faculty who take note of the program from the Academic Affairs Weekly newsletter are free to self-nominate.

### Application Packet:

Applicants will be contacted by the Office of the Provost and asked to e-mail the following information to [facultyrecords@shsu.edu](mailto:facultyrecords@shsu.edu) (Faculty Administrative Fellowship in the subject line): (a) current vita, (b) an idea for a project that can be clearly linked to a strategic priority (no more than two pages), (c) details on how the applicant's experience supports the project idea, (d) a letter of support from their Department Chair, and (e) a letter of support from a current or recent committee member/team member. Please note that the presented idea can be high-level and further developed after final selections are made.

**Selections:**

During the selection process, the Office of the Provost will solicit additional feedback and support from the finalists' departments and college Deans. Ultimately, the Faculty Administrative Fellowship application materials will be reviewed and evaluated by the previous SHSU fellows. The evaluation process will take place from Monday, December 12<sup>th</sup> to Tuesday, January 17<sup>th</sup>. Final approval for up to two fellows will be at the discretion of the Vice Provost. Fellows will be notified by Friday, February 3<sup>rd</sup>. Faculty Administrative Fellows will have the spring and summer to further develop and refine their projects in collaboration with the Office of the Provost.

**Program Format:**

Each Faculty Administrative Fellow will spend one academic year examining and implementing specific initiatives to increase student and/or faculty success on campus. The fellowship will take place from September 1, 2023 to May 3, 2024 and will consist of activities or projects related to SHSU's strategic priorities. Examples include: student and/or faculty engagement, student access, marketable skills, career readiness, increasing SHSU visibility, online courses, transfer recruitment, diversity, equity, & inclusion, and student and/or faculty retention.

**FAF Meetings/Networking Opportunities:**

- A beginning of semester meeting with previous fellows for project planning and networking.
- Monthly meetings with the Provost and/or Vice Provost to provide exposure to senior leadership and leadership development opportunities.
- Bimonthly meetings with the Associate Vice Provost for Faculty Success or Associate Vice Provost for Student Success (depending on the project) to discuss the ongoing project and present regular progress on projects.

**Deliverables:**

A brief summary semester report must be submitted to the Associate Vice Provost for Faculty Success, Associate Vice Provost for Student Success and the Vice Provost for both fall and spring semesters. A formal report must be submitted at the end of the fellowship.

**Compensation:**

One course release will be granted for each of the Fall 2023 and Spring 2024 semesters, and the college will be provided \$3,000 per course (\$6,000 total) to alleviate the costs of covering the faculty member's released courses. In addition, fellows will have access to a moderate allowance for travel or other costs incurred in support of the fellowship. Additional funding for projects will be considered by request.

Questions and comments may be directed to the Interim Associate Vice Provost for Faculty Success, Aneika Simmons at [als019@shsu.edu](mailto:als019@shsu.edu).