



Provost's Administrative Fellows Program

I. Introduction

The Provost's Administrative Fellows program at the University of North Alabama offers tenured faculty members enhanced professional development opportunities to further develop leadership skills and become more effective in their current and future positions. It provides selected faculty members the opportunity to explore an interest in becoming administrative leaders within the campus community. Selected Fellows will serve under the mentorship of the Vice President of Academic Affairs and Provost and Senior Academic Affairs leaders to accomplish one or more defined projects; in addition, Fellows will engage with a variety of university senior administrators and administrative groups. Selected faculty will have the opportunity to explore senior administration at UNA without having to sacrifice teaching, research, or service. Although participation in this program does not guarantee an appointment to an advanced academic position, the experience can be very valuable to participants in meeting career goals and become better equipped to serve in an administrative or leadership position on campus.

II. Program Objectives

- i. Identify and further develop faculty members who desire advanced career opportunities in the future, thereby improving the succession process at UNA by increasing the pool of administrative leaders.
- ii. Increase faculty member's awareness of the "nuts and bolts" of senior administration by experiencing the challenges and major issues that arise within higher education, while also increasing awareness of the environment in which those decisions are made.
- iii. Provide faculty members an opportunity to participate in the decision-making process and program management requirements.
- iv. Support the mission of UNA as a regional, comprehensive, evolving University.

III. Program Description

i. Duration of Appointment

Two Administrative Fellows will be accepted for a nine-month period commencing in the Fall semester, with the Provost serving as the overall supervisor of the Provost's Administrative Fellows program. The term of appointment will be for one full academic year. Fellows will be granted a course release for each fall and spring semester, and the department will be provided \$1800.00 to allay costs of covering the faculty member's released courses. Additional funds amounting to a maximum of \$2000.00 will be provided for the faculty member's professional development.

Fellows will be expected to pursue their teaching, scholarly, and service activities, and to carry out normal departmental duties, as arranged with departmental chairs.

ii. Eligibility and Qualifications of Applicants

Fellows must be tenured Associate Professors or Professors, with significant experience and service to UNA. The faculty member must have well developed interpersonal skills, and excellent writing and oral communication skills. Fellows are expected to possess leadership experience, as well as outstanding evidence of achievement in their current and past positions. They must also possess a sincere interest in administrative service.

iii. Selection Process

Interested faculty members are required to complete the Provost's Administrative Fellows Application Form, and submit all required documents to the Office of Academic Affairs. A committee comprised of senior administrators chosen by the Provost will review completed applications. The committee is charged with making recommendations to the Provost for each position available. An in-person interview may be required in the final selection process to assess an applicant's interest in projects available in a specific year. Faculty members will not be eligible for more than one PAFP appointment during their tenure at UNA. Approval by the Department Chair and/or Dean is required.

iv. Program Activities and Expected Outcomes

All Provost's Administrative Fellows will report to the Provost and will be assigned one or more major projects, based on needs in the administrative unit, and a series of multiple mini-tasks to complete within the nine-month period. There may be additional tasks assigned as needed. In addition, there are core activities in which all Fellows will participate, such as meetings of the Board of Trustees, Executive Council, Faculty and Staff Senate. By working along-side the Provost in a mentorship relationship, Fellows will increase their awareness of issues within higher education, enhance their understanding of the University, and have opportunities to participate in a wide range of decision-making processes. Please note that participation in this program is to gain valuable experience and should not be seen as a first step into a specific administrative position.

IV. Application Process

Interested faculty members must complete the **2018-2019 Provost's Administrative Fellows Application** available at the VPAA's website. The deadline for submission is May 1, 2018.