I write to announce a Professional Development opportunity for full-time qualified faculty and staff, called the UA Administrative Fellow Program.

Once selected, Administrative Fellows (AF) shall be assigned by and report to the Statewide Academic Council (SAC) for work on specified areas or projects. At this juncture, these areas or projects are in the areas of Distance Education, Educational Policy and Research between the K-12 Sector and the University, Long Range and Strategic Planning, and Organizational Design which shall include governance.

An application procedure follows, with a Work Plan Proposal form. Fellows will be given release time at their respective MAU’s, with travel and related costs paid for by the SW office. It is expected that approval to participate in this program must be given by the immediate supervisor and Provost.

Upon review of this memorandum, I would welcome your expressions of interest in this program.
Procedures for Application

1. Individuals who are interested in being considered for an Administrative Fellowships (in areas set forth in the cover letter) shall indicate their interest in writing to the Provost. There is no application deadline. Applications shall be reviewed when submitted.

2. Following such expression of interest, the Provost may meet with the candidate to discuss potential work tasks, opportunities for growth and qualifications for Fellows. It is felt that Fellows should normally be at the rank of Associate Professor or hold a senior administrative appointment, but exceptions can be granted by the Provost.

3. Once meetings with the Provost are completed, the Provost and applicant shall reduce ideas into a “Work Plan Proposal” (see attached form). Work Plan Proposal shall be set forth on the WPP Form and reviewed with SAC. (SAC may modify the WPP. Such modifications will be discussed with the Fellow before being finalized.) No applicant shall be approved as an Administrative Fellowship unless approved by SAC.

4. Fellows selected shall be given released time from their respective MAU for a period of up to one academic year. All conditions of the Fellowship shall be approved in writing by the Provost. Travel and related costs shall be covered by SW offices.

5. Fellows shall be notified in writing by the Provost whether or not they are selected.
Work Plan Proposal
(To be completed after discussion with the Provost)

I. Applicant Information:
   Name: ________________________________________________________
   Department:  ___________________________________________________
   Phone:  ________________________________________________________
   Email:  _________________________________________________________
   Date of Inquiry:  ________________________________________________

II. Proposed area of work:

   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

III. Proposed Outcomes:

   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

IV. How present duties and responsibilities will be covered at MAU

   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

   Candidate Signature  Date
   Supervisor Signature  Date
   Provost’s Signature   Date
   Approval of VPAA on behalf of SAC  Date

11/3/2008