

ACADEMIC LEADERSHIP FELLOWS PROGRAM FOR THE 2017-2018 ACADEMIC YEAR

West Virginia University's Academic Leadership Fellows Program is a professional development opportunity for faculty, sponsored by the Office of the Provost. The program offers the opportunity to strengthen leadership skills and build qualifications in academic administration. Participants will undertake a time-intensive, immersive experience that has the potential to make them more effective in their current roles, allow them to gain a greater understanding of higher education administration, and encounter future career opportunities.

PROGRAM EXPERIENCE

- Directly contribute to WVU's operation through special projects, committee service, and assisting with other activities
- Become involved with initiatives that address significant issues facing WVU
- Participate in a range of development opportunities
- Serve under the mentorship of a senior administrator

AREAS OF FOCUS

For 2017-2018, the program is accepting applications for the following areas of focus. Applicants may submit to multiple areas of focus, but can be selected to serve in only one area. Detailed descriptions can be found at the end of this announcement.

Project: **Academic Personnel**

Mentor: C.B. Wilson, Associate Provost for Academic Personnel

Project: **Graduate Academic Affairs**

Mentor: Katherine Karraker, Associate Provost for Graduate Education

Project: **Assessment**

Mentor: Sue Day-Perroots, Associate Provost for Undergraduate Education

Project: **Transfer Student Enrollment, Transition, and Retention**

Mentor: Sue Day-Perroots, Associate Provost for Undergraduate Education

Project: **Health Sciences Center Educational Programs**

Mentor: Louise T. Veselicky, Associate Vice President for Academic Affairs

Project: **Legislative Affairs**

Mentor: Rob Alsop, Vice President for Legal, Government, and Entrepreneurial Engagement

Project: **Student Success Collaborative**

Mentor: John P. Campbell, Vice Provost and CIO

Project: **WVU Institute of Technology Academic Alignment**

Mentors: Carolyn Long, Campus President
John P. Campbell, Vice Provost and CIO

ELIBIBILITY

Full-time faculty members on the Morgantown campus, at or above the associate professor level (or equivalent), are eligible.

SELECTION CRITERIA

- Record of achievement in current and past positions
- Interest in academic administration and leadership
- Prior leadership experience
- Demonstrated decision-making abilities
- Demonstrated ability to work independently and collaborate productively
- Demonstrated discretion, judgement, and adherence to confidentiality
- Familiarity with WVU policies and procedures
- Willingness to accept a wide variety of assignments

SELECTION PROCESS AND COMMITTEE

A selection committee consisting of representatives from Academic Affairs, the Health Sciences Center, and WVU Administration will review applications and make recommendations to the mentor in each area of focus. Interviews between mentors and applicants may be conducted before each mentor makes a final selection.

CONDITION OF APPOINTMENT

Fellows will hold split appointments during their time in the program, with 50% of their FTE dedicated to the fellowship and 50% of their FTE dedicated to their home unit, under most circumstances.

COMPENSATION

While the home unit continues to incur the cost of the Fellow's salary, the Office of the Provost will provide funds from central resources to the home unit to compensate for costs associated with work effort lost for the duration of the appointment, unless the home unit can arrange for departmental or college resources to cover duties assigned.

- 9-month appointments: Fellows will be paid their regular, academic-year salary by their home unit and up to two months of summer salary by the Office of the Provost. Arrangements for annual leave or the equivalent will be made with the Office of the Provost to the individual's satisfaction.
- 12-month appointments: Fellows will be paid their regular, yearly salary by their home unit and will receive their usual annual leave in accordance with WVU policies and procedures.

START/END DATES

Fellows assume their positions at the beginning of the fall semester and may serve up to a twelve-month period, to be negotiated. Summer start dates may be considered.

PROFESSIONAL DEVELOPMENT

The program will fund mutually agreed upon professional development related to the Fellowship.

APPLICATION REQUIREMENTS

- Current curriculum vitae
- Cover letter that addresses the applicant's interest in becoming an Academic Leadership Fellow, professional goals, area(s) of Focus for consideration, and relevant expertise and leadership experience, especially as to how it relates to the preferred Area(s) of Focus.
- Brief statement of endorsement from the applicant's department chair or supervisor, to include a plan for covering 50% of the applicant's assigned duties for the duration of the appointment.
- Brief statement of endorsement from the applicant's dean, unless the dean is the applicant's immediate supervisor, in which case, only one statement of endorsement is required.

APPLICATION PROCEDURE

- The applicant submits cover letter and curriculum vitae to department chair or supervisor
- The department chair or supervisor reviews application, drafts a brief statement of endorsement, and forwards cover letter, curriculum vitae, and statement of endorsement to the responsible dean
- The dean reviews the application, drafts a brief statement of endorsement (unless the dean is the applicant's immediate supervisor, in which case only one statement of endorsement is required), and forwards the cover letter, curriculum vitae, and statement(s) of endorsement via campus mail to: Dr. C.B. Wilson, Associate Provost for Academic Personnel, Office of the Provost, PO Box 6203. A PDF version of this packet is also to be emailed to dmpancoast@mail.wvu.edu.

DEADLINE FOR APPLICATIONS HAS BEEN EXTENDED TO FRIDAY, JANUARY 13, 2017

All required documentation must be received or postmarked by the end of the business day, Friday, January 13, 2017. No late applications will be accepted. Questions should be addressed to cbwilson@mail.wvu.edu

DETAILED DESCRIPTIONS OF THE 2017-2018 AREAS OF FOCUS

Project: Academic Personnel

Mentor: C.B. Wilson, Associate Provost for Academic Personnel

The Academic Leadership Fellow in the office of the Associate Provost for Academic Personnel will focus on matters that surround faculty hiring, evaluation, promotion, tenure and appeal, as well as the creation and implementation of professional development programs for faculty and chairs. The Fellow may also assist in the development of policies and procedures relevant to faculty members and observe and learn more about the grievance process for WVU faculty members. A high degree of confidentiality is required. Potential projects include:

- Reviewing and making recommendations for the modification and update of Board of Governors Policy 2 and other documents related to faculty evaluation
- Attending meetings in which the Associate Provost reviews the promotion and tenure cycle with the relevant college and school deans
- Serving as the Office of the Provost's representative to the Senate Teaching and Assessment Committee
- Joining the Associate Provost as an observer at grievance hearings and conferences
- Assisting with the promotion and tenure review process
- Organizing a committee of department chairs to more effectively plan the Chairs' Leadership Luncheon series and other developmental projects
- Coordinating with the Teaching and Learning Commons to assist with heightened publicity for selected projects

Project: Graduate Academic Affairs

Mentor: Katherine Karraker, Associate Provost for Graduate Education

The Academic Leadership Fellow in the office of the Associate Provost for Graduate Education may attend and participate in meetings of the Graduate Associate Deans, the Graduate Council, the Graduate Student Advisory Committee, and the Graduate Catalog and Policy Committee. The Fellow will also have the opportunity to attend meetings of the Council of Graduate Schools or the Council of Southern Graduate Schools. Potential projects include:

Graduate Student Success

- Developing systematic approaches to quantifying and tracking student retention, time to degree, employment outcomes, and other measures of success
- Developing programs to improve student success, with a possible focus on STEM or URM students

Faculty Mentoring of Graduate Students

- Developing programs to enhance and reward excellent faculty mentoring of graduate students

Graduate Education

- Developing strategies for communication, fund-raising, and advocacy related to graduate education
- Implementing data collection, analysis, and reporting strategies for guiding graduate education initiatives
- Applying for grants to support graduate students and activities, such as the CGS Innovation Grant
- Reviewing and revising graduate assistantship policies and procedures
- Developing programming to improve graduate student financial knowledge and reduce indebtedness
- Developing resources for assisting graduate students with career planning and preparation
- Developing resources for assisting graduate students in obtaining non-academic positions

Project: Assessment

Mentor: Sue Day-Perroots, Associate Provost for Undergraduate Education

The Academic Leadership Fellow in the office of the Associate Provost for Undergraduate Education will work in conjunction with the Director of Academic Excellence and Assessment to conduct assessment strategies of GEF learning goals. Potential projects include:

- Analyzing assessment data and pilot results from WVU, Potomac State College, and the Honors College
- Developing proposals, revisions, and recommendations for strengthening general education at WVU

Project: Transfer Student Enrollment, Transition, and Retention

Mentor: Sue Day-Perroots, Associate Provost for Undergraduate Education

The Academic Leadership Fellow in the office of the Associate Provost for Undergraduate Education will work in conjunction with the Associate Vice President of Enrollment Management and the Registrar to assist in improving WVU's transfer student enrollment and retention efforts. Potential projects include:

- Assisting with the development of new transfer software in DegreeWorks
- Assessing the overall transfer student enrollment and retention process
- Developing strategies to increase transfer enrollment and retention
- Proposing recommendations to ease the transfer student's transition to WVU

Project: Health Sciences Center Educational Programs

Mentor: Louise T. Veselicky, Associate Vice President for Academic Affairs

The Academic Leadership Fellow in the office of the Associate Vice President for Health Sciences Academic Affairs will assist with the Health Sciences effort on projects aimed to align educational common health care delivery missions and with the efforts to become One WVU. Potential projects include:

- Participating in current classroom, simulation, and clinical inter-professional education programs to make recommendations for enhancing programming geared towards educating students on an inter-professional approach to wellness, including patient safety
- Assisting with Health Sciences promotion and tenure review process
- Participating in HSC Academic Associate Deans and undergraduate student affairs meetings
- Working with WVU in implementing student success strategies

Project: Legislative Affairs

Mentor: Rob Alsop, Vice President for Legal, Government, and Entrepreneurial Engagement

The Academic Leadership Fellow in the office of the Vice President for Legal, Government, and Entrepreneurial Engagement will focus on strategies and outreach for WVU's interactions with federal and state officials on legislative matters, with an emphasis on developing a better understanding of the priorities of the Higher Education Policy Commission, Commission staff, and the West Virginia Legislature's House and Senate Education Committees. The Fellow will assist in developing methods and procedures for streamlining communications among key stakeholders in order to facilitate goals and simplify regulatory processes. Potential projects include:

- Developing methods for seeking input from constituencies on federal and state matters affecting WVU
- Assisting with outreach to key federal and state stakeholders on federal and state matters affecting WVU
- Developing and implementing tracking mechanisms for flow of information from leaders to constituents
- Assisting with outreach to key Higher Education Policy Commission commissioners and staff

Project: Student Success Collaborative
Mentor: John P. Campbell, Vice Provost and CIO

The Academic Leadership Fellow in the office of the Associate Provost and CIO will help to deploy the Student Success Collaborative, a set of data, analytics, advising, and communication tools designed to improve student success and retention. The Fellow may assist in the development of best practices, policies, and procedures for identifying and retaining at-risk students across WVU's three campuses. The Fellow will be participating in a cutting-edge set of activities around student success. The project will require facilitating cultural change. Potential projects include:

- Developing a series of activities to promote usage among faculty, advisors, support staff, and students
- Assisting with outreach to departments and colleges
- Identifying student populations based on data within the system
- Creating a tracking mechanisms to monitor project success
- Drafting new policies and procedures for the appropriate use of student data
- Reaching out to other institutions deploying the SSC to identify areas of common interest

Project: WVU Institute of Technology Academic Alignment
Mentors: Carolyn Long, Campus President
John P. Campbell, Vice Provost and CIO

The Academic Leadership Fellow will work to align academic offerings and services at the WVU Institute of Technology's Beckley Campus with those at WVU's main campus in Morgantown. Policies and procedures at the Beckley Campus need to reflect WVU's new cohesiveness, especially in undergraduate education, and meet accreditation standards set by the Higher Learning Commission. Potential projects include:

- Assisting with the academic transition between Montgomery and Beckley
- Reviewing existing academic policies and procedures between the Beckley and Morgantown campuses to identify where cohesion may be lacking
- Collaborating with faculty at both campuses to better align academic program efforts
- Researching and identifying procedures and best practices to facilitate streamlined academic alignment between the two campuses
- Making recommendations for greater cohesion once best practices, policies, and procedures have been identified
- NOTE: This project will require significant time to be spent onsite at the WVU Institute of Technology